

Carnegie Mellon Alcohol Event Registration Form

Name/Nature of Event:	<input type="text"/>		
Date of Event:	<input type="text"/>		
Start Time:	<input type="text"/>	End Time	<input type="text"/>
Name of Group/Department Sponsoring Event:	<input type="text"/>		
Person Responsible for Planning Event:	<input type="text"/>	Andrew ID	<input type="text"/>
Name of Social Host:	<input type="text"/>		
Title of Social Host:	<input type="text"/>		
Event Location:	<input type="text"/>		
If room is not private, please note plans to block access from multiple entries, stairwells and elevators.	<input type="text"/>		

[Security](#), if applicable. Date requested: Number of Police Personnel:

Guests: Please provide approximate number of guests in each category:

Guests Over 21:	Graduate	<input type="text"/>	Under-graduate	<input type="text"/>	Faculty/Staff	<input type="text"/>	Alumni	<input type="text"/>	Non Affiliates	<input type="text"/>
Guests Under 21:	Graduate	<input type="text"/>	Under-graduate	<input type="text"/>	Faculty/Staff	<input type="text"/>	Alumni	<input type="text"/>	Non Affiliates	<input type="text"/>

Total Amount and Type of Alcohol Being Served:	<input type="text"/>
Name/Vendor Serving Alcohol at Event:	<input type="text"/>
If applicable, please note special plans for social host, staff and/or catering proxy to: 1) Limit drinks to one drink per person per hour. 2) Identify those under 21.	<input type="text"/>

Social Host Signature: _____ Date: _____

I have read and will abide by [social host protocols](#) and hereby certify that I am willing to be physically present at this event. I will with diligence do my best to make sure that alcoholic beverages are being served only to those who are of legal age (21). (Must be of a Dean, department head, faculty member or staff member on the exempt payroll who has participated in the Social Host Liability Seminar.)

Dean of Student Affairs or authorized signature: _____ Date: _____

Fax or e-mail completed form to Office of the Dean of Student Affairs at least 72 hours prior to the event.

Fax number: 412-268-8553 * Email: Shari Zingle at szingle@andrew.cmu.edu * Questions should be directed to 412-268-5601