

Wharton Complex Alcohol Usage Agreement

1. Event organizers must designate a responsible host who is at least twenty-one (21) years of age. Event organizers and/or hosts are responsible for ensuring that access to alcohol at an event is limited to alumni, students, faculty, staff and their guests who are twenty-one (21) years of age or older, by checking picture identification or by other means of positive identification (i.e. Driver's License or Passport).
2. Alcoholic beverages may not be self-served. All alcoholic beverages must be individually dispensed by an unaffiliated (non-student) trained professional bartender that is at least twenty-one (21) years of age with unimpaired judgment. **At least one week prior to your event**, you must provide the name(s) of all bartending professionals who will be dispensing alcohol at your event. A list of University-approved bartenders can be found at: <http://www.vpul.upenn.edu/alcohol/alcoholevent/Approved%20Bartenders%202002-2003.html>.
3. Alcoholic beverages may not be sold without a liquor license. This includes cover charges, ticket sales, entertainment fees, donation requests and/or the selling of merchandise such as cup/mugs whereby the purchase of such an item thereby provides access to unlimited alcohol.
4. Event organizers and/or hosts are responsible for ensuring that no person will be served alcohol while visibly or obviously intoxicated. Event organizers and/or hosts are strongly encouraged to call for appropriate medical assistance for attendees who appear to be intoxicated.
5. Non-alcoholic beverages must be available and prominently displayed, and non-salty foods must be available, in amounts commensurate with the number of attendees at the event.
6. Any advertisement for social events, including but not limited to flyers, posters and invitations, must include the statement, "Non-alcoholic beverages will also be provided for those who are under 21 or those who choose not to drink." This statement must be as prominent as any reference made to alcohol in the advertisement.
7. The National Council on Alcoholism and Drug Dependence recommends the following guidelines in planning events:
 - Zero (0) drinks for individuals who are under twenty-one (21), driving, chemically dependent, or pregnant
 - One (1) drink per hour for moderate drinking
 - No more than three (3) drinks per day
 - One (1) drink equals twelve (12) ounces of beer (alcohol content of less than 6% by volume), five (5) ounces of wine, a nine (9) ounce wine cooler, or 1.5 ounces of eighty (80) proof liquor
 - In advance, determine the number of legal-aged guests who may be drinking. Based on that number, order no more than one (1) drink per person, per hour (not to exceed three (3) drinks per legal-aged guest)
8. **All activities involving alcohol will require additional security and housekeeping services.** The cost of the additional services will be the responsibility of the host and arrangements should be made via the Wharton Special Events Manager located in JMHH F30. In addition, all outdoor events serving alcohol should be limited to areas that are clearly demarcated and in which it is possible to exercise adequate control of access to and consumption of alcohol by anyone on the Penn Campus.
9. Events organizers and/or hosts must ensure that there is a means of properly disposing of partially filled and empty containers at or before the conclusion of the event.
10. Pennsylvania State Law does not permit the transport of alcoholic beverages across state lines. Wine and other alcoholic beverages must be purchased by event hosts through the Pennsylvania State Store system. Beer must be purchased by event hosts from a local Pennsylvania distributor. No reimbursement will be processed for out-of-state purchases. **Pennsylvania State Law prohibits caterers from purchasing alcohol.**
11. All event organizers and/or hosts should read and be familiar with the complete University Drug and Alcohol Policy, which can be found in the Pennbook: Resources, Policies, & Procedures. This policy is also available on-line at <http://www.vpul.upenn.edu/alcohol/policy2.html>
12. Any University student or employee who violates the Drug and Alcohol Policy will be subject to the University's disciplinary procedures, which impose sanctions up to and include expulsion or termination from employment, and/or referral for prosecution.
13. Events held in the MBA Pub are governed by an additional set of regulations obtainable from the Wharton Graduate Division which is located in JMHH 300 or on-line at http://spike.wharton.upenn.edu/mbaprogram/Policies/pub_events.cfm#alcohol

I have read and understand these regulations regarding my responsibilities for an event involving alcoholic beverages, and agree to abide by them.

Sponsoring Organization	Date
Event Title	Event Location/ Date of Event
Host Signature	Print Name
Facility Services Representative	Date

ID Checked by: