

Guidelines and Best Practices for Hosting Social Events with Alcohol Beverages

Throughout the year, various campus groups may organize and host various receptions on campus and throughout the country. These groups, such as the Alumni Association, the President's office, or the Development Office, may sponsor these events for the purpose of supporting and promoting the institution or to provide networking and mentoring opportunities among institution faculty, staff, trustees, alumni, and students. It is recognized that these efforts are critical to an institution's financial success.

When institution funds support these social events, the host serves as an agent for the institution and assumes responsibility for the safety and welfare of the guests. This is a risk exposure where waivers and releases are not effective.

These guidelines and best practices will help the host to manage risks associated with events that involve serving alcoholic beverages.

The Host's Responsibility

The host is responsible for the conduct of event guests and for ensuring that alcoholic beverages are not consumed by persons under the state specified legal drinking age. The host must implement reasonable precautionary measures to ensure that alcoholic beverages are not provided to or served to minors or to anyone who appears intoxicated. If, despite best efforts, a guest does become intoxicated, the host should provide the guest with a method of safe transportation to the guest's home.

A Host should follow these Best Practices whenever hosting an event:

- Set a starting and an ending time for the social event – limit the serving of alcohol to no more than two hours.

- Post a sign in the area where alcohol is being dispensed that reads, "Don't Drink and Drive", or other language encouraging the responsible use of alcohol.

- Provide plenty of non-alcoholic beverages where alcohol is served (soft drinks, mock-tails, juices, water)

- Provide plenty of food so that guests will not drink on an empty stomach. Serve foods such as heavy hors d'oeuvres, non-salty snacks, vegetable trays and foods high in protein.

- Do not serve alcohol to any guest who is underage or appears to be intoxicated.

- Have a zero tolerance for drinking and driving. Call a cab for a guest who appears to be intoxicated to drive them home or have a sober friend take them home.

A Host should follow these Best Practices when hosting an event in a private residence:

- Control all alcohol containers. Self-service bars should not be permitted. Assign someone who is not drinking to bartend and control the amount of alcohol served to guests. Prepare mixed drinks according to appropriate portions (12 oz. of beer, 9 oz. of wine cooler, 4-5 oz. of wine, 1 1/2 oz. of 80 proof liquor or 1 oz. of 100 proof liquor.)

If the event is BYOB, provide control by having the assigned bartender serve the drinks. It is a good practice to limit the amount guests can bring. For example, for a four-hour party, the limit for each person of legal drinking age is two (2) beers or two ounces of straight alcohol or two glasses of wine per event.

Individuals who host events on a regular basis should become T.I.P.S. certified through a program similar to the T.I.P.S. programs offered at www.gettips.com.

A Host should follow these Best Practices when hosting an event at a public establishment:

Hosting an event at a public establishment presents the least risk to the host and the institution.

There are usually no contracts involved if the event is simply a voluntary gathering where each person is responsible for their own purchases of food and drinks.

If institution funds support the event, the establishment may require a catering contract. The host may sign the catering order form on behalf of the institution only if there are no liability, insurance, or indemnification clauses. Otherwise, the contract should be faxed to Risk Management at 210-999-8303 or emailed to Jennifer G. Adamo at jgilmore@trinity.edu or to Alexa Johnston at ajohnst2@trinity.edu.

When a contract is involved, the institution's Contract Procedures should be followed: <https://inside.trinity.edu/risk-management-and-insurance/policies/contract-policy-and-procedures>.

The public establishment's contract with Trinity needs to contain hold harmless and indemnification clauses in favor of Trinity University.

The establishment should provide only bartenders who are T.I.P.S. certified.

Whenever possible, obtain an original certificate of insurance from the public establishment evidencing their General Liability and Liquor Liability insurance. Both policies should include Trinity University as an additional insured and the amounts should be at least \$2 million per occurrence with no aggregate.

For further information and Request to Serve Alcohol form, please visit <https://inside.trinity.edu/risk-management-and-insurance/policies/request-serve-alcohol>.

This document is presented to EIIA members strictly as a guideline. As individual circumstances may vary, the contents and concepts presented should be reviewed and amended as necessary to properly address your institution's unique exposures. Additionally, it is recommended that the contents and concepts presented be reviewed in the full context of its use with legal counsel prior to implementation.

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