

## **Guidelines for Events Involving Alcohol (Does Not Apply to Events Involving Undergraduate Students)**

This Document describes both the State of New Hampshire liquor licensing requirements and the procedures to follow for events involving alcohol at Dartmouth. These events include those held on the Dartmouth College campus or within Dartmouth owned facilities, including events sponsored by any Dartmouth department, organization, or alumni organization.

This Document does not address third-party rental of Dartmouth facilities or events involving undergraduate students. This Document does not affect other policies regarding consumption of alcohol on campus and in the workplace.

### **Events involving the sale of alcohol**

All events at which alcohol is sold require a New Hampshire liquor license. A “sale” is very broadly defined and includes sale in any method or manner, directly or indirectly, or through delivery of alcohol to another, by leaving, bartering, or exchanging. Sales include not only a traditional “cash bar”, but also the provision of alcohol in connection with a purchased ticket or otherwise as described above. As a result, under those circumstances, the “person” or entity selling alcohol must have an appropriate liquor license.

Events involving the sale of alcohol must a Duly Licensed Catering Company. The College maintains a list of insurance compliant catering companies.

See: <http://www.dartmouth.edu/~rmi/rmsinsurance/compliance.html>

### **Events Not Involving Sale of Alcohol**

Events that do not involve the sale of alcohol as defined by State law do not require a State liquor license. See, New Hampshire RSA 178. These are considered “private events”. Properly trained servers must be used at any event where 30 or more people are expected and/or the event is expected to last longer than 2 hours.

### **Servers**

- All servers must be 21 or older. All servers must provide evidence that they have completed alcohol server training (such as NH State Liquor Commission TEAM online program, TIPS, or the online Alcohol Server Certification program offered through Dartmouth Health Services, the latter of which is only available to Dartmouth students).
- Servers shall not consume alcohol or be under the influence of any other substance while serving alcohol at the event. Servers must check IDs and cannot serve alcohol to anyone who is underage or intoxicated. Organizers must regularly monitor the event for alcohol consumption. Servers should communicate with those in charge, or call the Office of Safety and Security, to manage potentially problematic situations.
- The recommended maximum ratio is one server per 75 guests.

NH State Liquor Commission TEAM online training program process

1. Go to: <https://lms.nh.gov/liquor/portal/> this is the link for the **Total Education in Alcohol Management**, (TEAM) training.
2. Click on log in on top right
3. Click on create new account
4. Fill out form to create an account, at the liquor license number question, enter **99999**
5. Proceed with the training, complete test and download certificate

### **Food and non-alcoholic beverages:**

- Food, snacks, and non-alcoholic beverages must be made available for the duration of any event at which alcohol is being served.

### Prohibited activities:

- Serving alcohol to intoxicated guests, unlimited access to alcohol by, irresponsible alcohol use, or activities encouraging the competitive consumption of alcohol are prohibited. Servers should communicate with those in charge, or call the Office of Safety and Security, to manage potentially problematic situations.
- Hard alcohol is not permitted in or on Dartmouth property under any circumstances.

### Event Space Reservations:

- Indoor or outdoor on-campus spaces requiring a reservation are reserved through Conference and Events, or other appropriate scheduling offices such as the Collis Center and/or professional school facilities offices.
- The alcohol section of the EMS form must be filled out when making the reservation.

### Times:

- All events must have clearly defined start and end times listed on the space reservation application and if an outdoor event with Conferences and Events for a town outdoor activity permit. See: <http://www.dartmouth.edu/~cse/planning/#outdoor>
- The start and end time must be made known to individuals staffing and attending the event.

### Safety and Security:

- Safety and Security is available to assist if disruptive behavior or emergencies arise during an event. Safety and Security shall have unrestricted access to the event to address any concerns or complaints.

### **Host and Sober Monitor responsibilities:**

- The hosting organization is responsible for the overall management of the event including but not limited to:
  - Keeping alcohol always secure, including pre, during, and post event
  - Alcohol must be locked up when not under direct control of a person
  - Ensuring only those of legal age serve, possess, and consume alcohol
  - Not serving intoxicated individuals
  - Ensuring that alcohol is restricted to the designated area
  - Ensuring that noise is not excessive
  - Preventing damage from occurring; Ensuring the area is cleaned afterward
  - Ensuring that all left over alcohol is picked up and removed promptly
  - Ensuring the size of the event does not exceed maximum capacity indicated on the permit of assembly for the designated location

### Non-Compliance

- An event will be shut down if found to be in non-compliance with this document. Permission for future events hosted by the organization may be withheld.

### Purchase of out-of-state alcohol

- Alcohol from out of state may only be purchased by following the required New Hampshire Liquor Commission procedures. Please contact NH State Liquor Commission for instructions.