

INTRODUCTION AND LAWS

It is the policy of the University to maintain a drug-free workplace and campus. The workplace and campus are presumed to include all Stanford premises where the activities of the University are conducted. The unlawful manufacture, distribution, dispensation, possession and/or use of controlled substances, or the unlawful possession, use, or distribution of alcohol without prior permission is prohibited on the Stanford campus, in the workplace, or as part of any of the University's activities. Compliance is the responsibility of the Conference Organizer and each conference participant/staff member.

If you plan to serve alcoholic beverages at your event, you must follow state and local laws issued by the [Department of Alcohol and Beverage Control](#) (ABC). The ABC provides licenses to serve alcohol on campus and "special event" authorization for serving alcohol at a location that is otherwise unlicensed to serve alcohol on a regular basis.

It is your responsibility as a Stanford Event Organizer to fill out the appropriate forms, provide the required documentation, confirm insurance coverage and obtain a signature from a sworn member of the [Department of Public Safety](#) (DPS) to receive a license and ensure everything is processed correctly and on time.

As the Stanford Event Organizer you are also responsible for following all applicable state and local laws, ordinances and regulations, as well as all university policies and procedures.

Under some circumstances, event planners, bartenders or other organizing members of the event may be held legally liable for the consequences of serving alcohol to underage drinkers or obviously intoxicated persons.

Violations of laws or policies may result in cancellation of the event and further disciplinary actions.

SERVING REQUIREMENTS AND CIVIL LIABILITY

All events where alcohol will be served must follow these serving requirements, as well as any and all applicable state and local laws, ordinances and regulations, university policies and procedures.

If immediate assistance is needed or an emergency occurs at the event, call 911.

Self-service of alcohol is not permitted.

- Equally Attractive Non-Alcoholic Beverages (EANABs) and food must be available and easily accessible throughout the event.
- Alcohol service on campus includes beer and wine only.
- Licensed caterer or beverage service company must be hired to serve alcohol at the event.
- If anyone under the age of 21 will be attending, ID cards must be shown upon entry and wristbands must be distributed to ensure that these guests will not be served.
- The event organizer (or designated person over 21) must attend the event for the entire period that alcohol is to be served.

Step 4: Planning

- The event organizer must have the ABC license on hand during the event (when a license is required).
- Anyone who looks to be under the influence of alcohol and unable to exercise care for one's own safety, or that of others, should not be served alcohol and DPS may be notified if there are further questions or concerns.
- **Under some circumstances, event planners, bartenders or other organizing members of the event may be held legally liable for the consequences of serving alcohol to underage drinkers or obviously intoxicated persons.**

WHEN A LICENSE IS REQUIRED

If any of the following conditions exist, you **must** obtain a license:

1. A fee of any kind is being charged for an event where alcohol is being served at any point.
Example: A symposium has a registration fee and the closing reception will include alcohol.
2. Alcohol is being sold directly to individuals during an event, i.e., a no-host bar.
3. The event is open to the general public and not a closed, internal or invitation-only event.

Even if your event does not require you to obtain an alcohol license, you are still responsible for following the serving requirements above, as well as any and all applicable state and local laws, ordinances and regulations, university policies and procedures.

HOW TO OBTAIN A LICENSE (3-STEP PROCESS)

1. Hire a licensed caterer or beverage service company (vendor) and obtain a certificate of insurance (COI)

Proof of insurance, in the form of a current [certificate of insurance \(COI\) or ACORD form](#), is required from any vendor serving alcohol. Alcohol cannot be served without a current COI and the vendor must have a hard copy with them at the event. Minimum umbrella coverage is \$5,000,000. When you receive the vendor's certificate, please forward it for review and approval to the [Office of Risk Management](#).

Please share the [standard insurance coverage](#) and vendor requirements policies with your vendors.

2. Fill out the appropriate ABC form and get a sworn DPS member's signature

[Form ABC-218](#) is used by licensed vendors who are both serving AND supplying the alcohol.

This form may be completed by the Stanford Event Organizer or by the vendor. However, numbers 16-19 must include the name of the Stanford Event Organizer or department in charge of the event, not the caterer or beverage service company. Complete sections 1, 2 and 4. Instructions and additional information can be found on the [ABC Caterer's Permits page](#).

[Form ABC-221](#) is used by the event organizer when the alcohol is being supplied or donated by someone other than the vendor who will be serving at the event.

Step 4: Planning

This form must be completed by the Stanford Event Organizer, not the caterer or beverage service company. Numbers 13-17 must include the name of the Stanford Event Organizer or department in charge of the event, not the caterer or beverage service company. Do not sign the property owner section. Instructions and additional information can be found on the [ABC's Daily Licenses page](#).

After completing either form, contact DPS for a signature.

You cannot serve alcohol or obtain a license without a signature from a sworn member of DPS. The appropriate ABC form (218 or 221) must be submitted to DPS at least 7 working days prior to the event. You must also provide the name, phone number and email address of the designated event organizer or vendor (over 21 years of age) who will pick up the form from DPS.

You can submit the form to DPS by either:

- Scanning and emailing: event_security@lists.stanford.edu
- Delivering the form in person: 711 Serra Street
- Faxing the form: 650-323-1185

3. Collect required documentation and meet with the Santa Clara County ABC

You should contact the Santa Clara County ABC office (located in San Jose) before going to the ABC to ensure that you have all the necessary documents and confirm the appropriate fees that will be required. Please note, the office does not accept walk-ins after 2:30 p.m.

Bring the following items with you:

1. Your personal identification
2. The completed ABC form (218 or 221) signed by DPS
3. A money order or cashier's check in the appropriate amount (ranging from \$25.00 to \$100.00 - call to inquire first). No credit cards are accepted.
4. A diagram of the location(s) if the event is being held outdoors

Make a copy of the approved ABC license you receive and provide it to DPS upon your return so it is on file during your event.

Step 4: Planning

WHO CAN HELP

Licensing approval and California laws	Santa Clara County Alcohol Beverage Control	100 Paseo de San Antonio, Room 119 San Jose, CA 95113 408-277-1200
Signatures, alcohol laws and safety	Department of Public Safety	711 Serra Street 650-723-9633
Certificates of insurance for vendors	Office of Risk Management	650-736-7082 650-723-9456 (fax) dhaven@stanford.edu
Stanford Event Organizers with questions should contact	Office of Special Events & Protocol (OSEP)	650-724-1387 stanfordevents@stanford.edu
Registered student groups with questions should contact	Office of Student Engagement (OSE), Office of Student Affairs	Old Union, Suite 206 520 Lasuen Mall sal-events@stanford.edu
Registered student groups with questions should contact	Office of Alcohol Policy and Education, Office of Student Affairs	Rogers House, 581 Capistrano Way 650-725-5947 alcohol@stanford.edu/

ALCOHOL IN RESIDENCES OR DINING HALLS

Youth Programs in Residences: Alcohol is not to be consumed, served, or stored in youth program buildings, even when staff members are the only individuals present in the building.

Adult Programs in Shared Residences: Alcohol is prohibited in all common areas, including lounges, corridors, study rooms, exterior patios and courtyards. Any alcohol in the building must be stored and consumed within sleeping rooms. Underage drinking is not permitted anywhere in the building. Bottles and cans must be disposed of in provided recycling receptacles.

Adult Programs in Non-Shared Residences: If alcohol will be served in any common areas of the residence (including lounges, corridors, study rooms, exterior patios and courtyards), alcohol may only be served, monitored, opened, consumed, and disposed of by adults who are over 21 years of age. Your program must properly secure all leftover alcoholic beverages. Locked meeting rooms or other common areas are not considered secure, given that many people have keys and access to these areas. Stanford Conferences and Stanford University will not take responsibility for alcohol that is lost, misplaced, or stolen under any circumstances.

Adult Programs in Dining Halls: If your program wishes to serve alcohol during their meal service in the dining hall, please contact your Conference Account Manager at least 2 months prior to your program's arrival on campus to determine if this is possible.

SERVING ALCOHOL IN OTHER UNIVERSITY LOCATIONS

Outdoor Locations: Requests for event use of outdoor campus locations must be made by completing and submitting an Event Space Request Form to your Conference Account Coordinator. (Note: Please specify under “Type of Activity” if you intend to serve alcohol.) Once your location is confirmed, you must follow the policy and procedures for serving alcohol as outlined in this document. There is a mandatory charge for delivery and pick-up of trash cans/recycling bins and clean-up after your event. If your group does not dispose of items properly, your conference will pay increased charges, as labor is charged on an hourly basis.

Tresidder Union: Any alcohol served at Tresidder Union must be arranged through Stanford Catering and served by Best Beverages Catering. You cannot bring your own alcohol or food to this location.

Faculty Club: Any alcohol served at the Faculty Club must be provided and served by the Faculty Club. In order to use the Faculty Club, you must make arrangements through a Faculty Club member.

Classrooms and Auditoriums: Food and beverages (including alcoholic beverages) cannot be served inside classrooms or auditoriums.

Self-service of alcohol is not allowed in any location on the campus.

Please note: *Stanford Conferences reserves the right to further restrict or prohibit alcohol use and service, require an alcohol license, and/or impose additional requirements at any time.*