

Events Serving Alcohol; Planning Procedures

Wheaton College, as a licensee, is responsible for the administration of the sale and service of alcoholic beverages in accordance with the laws and regulations of The Commonwealth of Massachusetts and the Town of Norton. We will serve alcoholic beverages in a safe and responsible manner and reserve the right to refuse service to any individual who is intoxicated or an individual who cannot provide one of the 3 following identifications:

- **Valid, State Issued Drivers License**
- **Valid, State Issued Identification Card**
- **Valid U.S. Passport**

Planning Events Where Students of Legal Drinking Age will be Served:

- First, you must secure a space for your event and request services.
 - Complete an “**Event Form**” which can be found on the [Conference and Event Services website](#), include all pertinent information.
- Once you have received a confirmation for your event you must fill out an “**Event with Alcohol**” registration form (which may be obtained in the Office of Student Life) and complete that process with the Office of Student Life 10 business days prior to your event.
- Contact the Dining Services Catering Department, x5451, to arrange the food/beverage/alcohol needs of your event.
 - **Please note:** Events with alcoholic beverages where students attend, must utilize a TIPS trained bartender arranged through Aramark.
- Dining Services will track consumption during the event and will submit the appropriate paperwork to the Business Services Office for billing purposes.
- Business Services will bill you, at cost, for all alcohol consumed at your event.

Planning Non-Student Events Where Alcohol be Served:

- First, you must secure a space for your event and request services.
 - Complete an “**Event Form**” which can be found on the [Conference and Event Services website](#), include all pertinent information.
- Once you have received a confirmation for your event contact Dining Services, x5451, to arrange the food/beverage/alcohol services for your event.
 - Please note: Events with alcoholic beverages where a large number of employees and/or guests will be attending must utilize a TIPS trained bartender arranged through Aramark.
- Dining Services will track consumption during the event and will submit the appropriate paperwork to the Business Services Office for billing purposes.
- Business Services will bill you, at cost, for all alcohol consumed at your event.

Please note that Wheaton College holds a liquor license, permitting the **retail service** (cash bar) of wine and malt beverages in specific locations on campus. In some cases, you may be required to apply for a one-day liquor license with the Town of Norton. Contact Dining Services, who will answer your questions and assist with the Town’s license application process.

These procedures compliment the College’s Policy against the abuse of drugs and alcohol, (available in the Staff Handbook), and The College’s statement of responsibility for alcoholic beverages (available on Business Services website).