Harvard University Alcohol License Policy for private events (not student groups)

**Student Groups:** any student group considering the service of alcohol at any event must **first** contact student life office

**Introduction**

The University requires that event sponsors and student groups wishing to offer alcoholic beverages at their programs and events operate within state and local 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 Harvard 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 Harvard campus, in the workplace or as part of any of the University's activities.

**The Purpose of Acquiring a License**

State and county authorities provide authorization licenses to serve alcohol in accordance with any and all applicable state and local laws, ordinances and regulations, including University policies and procedures.

The service of alcohol on campus focuses on beer, wine, and champagne.

When Harvard University obtains this license, it is considered a “special event” authorization to serve alcohol in an area or venue on campus that is otherwise unlicensed to serve alcohol on a regular basis.

This license is in addition to the regular license that a beverage company or caterer may already have.

The license you are obtaining grants permission not only for the service of alcohol but for the caterer/beverage company to serve in facilities or venues on the campus where alcohol is not normally served.

From information received from Alcohol Beverage Control supervisors, a catering or Beverage Company license DOES NOT necessarily preclude the Harvard event sponsor from needing to obtain a license to serve alcohol on Harvard's Campus for an event.
If an event serving alcohol is being held at multiple locations, at various times, or on multiple days, permission to serve is required for EACH event location.

**When a License Is Required**

If ANY one of the following conditions listed below exists, the event sponsor MUST obtain a license:

- A registration or attendance fee is being charged for the event and alcohol will be served at any point during that event.
- Alcohol is being sold directly to individuals during an event.
- The event is open to the general public instead of a closed, invitation-only event.

**When a License Is NOT Required**

No license or permit shall be required for the serving alcoholic beverages where all of the following conditions prevail:

- That there is no sale of an alcoholic beverage and no exchange of money including entrance fees, food sales, ticket sales.
- That the premises are not open to the general public during the time alcoholic beverages are served, consumed or otherwise disposed of.
- That the premises are not maintained for the purpose of keeping, serving, consuming or otherwise disposing of alcoholic beverages.

For more information on obtaining a license, please visit Boston or Cambridge as the campus is located in two different towns’ that have different requirements:

**Cambridge:**

https://www.cambridgema.gov/~/media/Files/licensecommission/Regulations/Alcohol-Rule and Regs.pdf

**Boston:**

http://www.cityofboston.gov/licensing/default.asp
City of Cambridge License Requirements

Francis D. Riley
Chief of Police

Entertainment License Fee’s: $40/day is required if the function involves and admission charge and entertainment will be provided

Alcohol License Fee’s: All Alcohol: $100/day for 1-100 people & $120/day for 100+ people
Beer & Wine: $55/day for 1-100 people & $75/day for 100+ people

Fee’s are required if alcoholic beverages are to be sold during the function. Applicant must be 21 years of age or older. If beer is served from a keg and the function is held in a dormitory, you must obtain a keg permit @ $10 per keg.

Peddler Vendor License Fee’s: $10 per vendor per day may be necessary if items other than alcohol are to be sold during the event.

Licenses may be obtained from the Cambridge License Commission, 831 Massachusetts Avenue Cambridge, MA. Hours: Monday 8:30am-8pm; Tuesday-Thursday 8:30am-5pm; Friday 8:30am-12pm. Cambridge License Commission office telephone # 617-349-6140

Copies of all licenses obtained MUST be on file with the Harvard University Police Department prior to the function date.

ORIGINAL LICENSE(S) MUST BE CLEARLY POSTED DURING THE FUNCTION

Organization: __________________________________________
Applicants Name: ___________________________ Title/Position: ___________________________
Address: ________________________________________________________________

Telephone: ________________________________________________________________

Space(s) Reserved: ___________________________ Function(s): ___________________________
Date(s) ___________________________ Time(s) ___________________________
Expected Attendance ___________________ Number Police/Security Assigned ___________________

Items Being Sold: _______Tickets _______Beer & Wine _______All Alcohol

_______Food _______Other Promotional Goods

FACULTY COORDINATOR APPROVAL (REQUESTED FOR ALL LICENSES)
Signature: ________________________________________________________________

Date: ___________ Telephone: ___________________________________________
EVENT SECURITY PLAN

Event Sponsor ______________________ Location of event ______________________

Date __________ Times- start & finish ________________________________

Person in charge of the event ______________________ phone # __________

Person on site in charge of the building ______________________ phone # __________

Certified CROWD MANAGER assigned ______________________ phone __________

Names of persons working the event and their capacity:

If alcohol is to be served who will have the Alcoholic Beverage License ________________________________

Names of all Bartenders ______________________ ________________________________

Identify the Entertainment Coordinator & Phone # ________________________________

List expected attendance & venue capacity ________________________________

List the person “working the door” to check age and will be responsible for the “building count” ______________________ phone # ______________________

Is this event advertised..if yes describe ________________________________

If Chaperones are being used list all who will be present:

Describe the plan to handle refusals at the door, unruly guests and the monitoring of the building’s exterior:
Describe the plan to handle the closing of the event to insure orderly dispersal of patrons and to prevent crowds hanging about outside:

Licensing Board for the City of Boston
One City Hall Square, Room 809, Boston, Massachusetts 02201
617-635-4170 | Fax: 617-635-4742

REQUIREMENTS FOR SPECIAL ONE-DAY ALCOHOLIC BEVERAGES LICENSE APPLICATIONS

1. All applications must be received by the Monday two weeks preceding the event.
2. Original application with original signatures from applicant and police captain must be submitted. All applications must bear the District Captain’s signature.
3. All profit making enterprises may only apply for a Malt and Wine license.
4. Only Non-Profit entities or applicant hosting a not-for-profit event may apply for an All-Alcoholic license. Nonprofit organization must show proof of non-profit status. Applicant hosting a not-for-profit event must submit proof that event is closed to the public, and that no profits will be derived from the event.
5. Certificates of Inspection must be presented for premises where the Board has not typically placed a license in the past.
6. Checks must be made out to the City of Boston. The fee is $150.00 for an All-Alcoholic Beverage License and $75.00 for a Malt and Wine Beverage License.

ADDITIONAL REQUIREMENTS FOR CHARITY WINE AUCTION OR WINE TASTING:
1. Application and all documents MUST be submitted 4 weeks before the event as ABCC approval is necessary.
2. Must provide the following documents:
   (a) Articles of Incorporation (Must be a registered as a Massachusetts Corporation);
   (b) Certificate of Exemption;
   (c) Certificate of Good Standing;
   (d) Certificate of Solicitation;
(e) Floor Plan;
(f) Cover letter from place where event will occur with the following information: type of event; date and time of event; number of people attending; and security plan.
(g) Completed ABCC application form located at: http://www.mass.gov/abcc/pdf/forms/Charity%20Wine%20License%20Application%206-07-10.pdf.

Commissioners:
Nicole Murati Ferrer, Chair
Suzanne Iannella
Milton Wright

Executive Secretary:
Jean Lorizio

Licensing Board for the City of Boston
One City Hall Square, Room 809, Boston, Massachusetts 02201
617-635-4170 | Fax: 617-635-4742
APPLICATION FOR SPECIAL ALCOHOLIC BEVERAGE LICENSE

DATE ______________________

HOST ORGANIZATION
Organization Name ____________________________ Org. Type (military, fraternal, etc.)

Location of Offices
____________________________________________________________________________

EVENT DETAILS
Type of Event (banquet, concert, picnic, etc.) __________________________ Date of Event

Hours of Event __________________________ Expected number of people ________ Admission Charge ____________

Security Arrangements
____________________________________________________________________________

Types and Quantities of alcoholic beverages to be sold or given away:
Beer and Wine ____________________ All Alcoholic Beverage ______________ Mixed Drinks __________

Event Location
____________________________________________________________________________

Name of Owner of Building ___________________________ Telephone Number ______________________

Rental charge for premises ________________ If none, please explain

CERTIFICATION
I certify that I am (title/office) __________________________ of the organization and that I will be responsible for the proper observance of the laws governing the dispensing of such alcoholic beverages.
Name ________________________________ Social Security No. __________________________

Business Address ____________________________ Tel No. __________________________

Home Address ______________________________ Tel No. __________________________

Signature ________________________________

APPLICANT MUST NOT FILL THE BLANKS BELOW

BUILDING DEPARTMENT CLEARANCE PARKS AND RECREATION CLEARANCE

Date Issued __________________ Date of Approval __________________________
HARVARD
Events Management

Date Expires __________________ By ________________________________

PUBLIC WORKS DEPARTMENT CLEARANCE

Name _______________________________ Signature _______________________ Date __________________

POLICE CLEARANCE

Area _______________________________________ Other Security (Specify)

____________________________

Name ______________________________________ Name

____________________________

Signature ____________________ Date __________ Signature _________________________ Date __________

BOARD’S ACTION

GRANTED _____________ REJECTED _____________ WITHDRAWN _____________

RESTRICTIONS – REMARKS

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

Rec’d By _______________ Fee __________ Check No. _______________