



## 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.



## HARVARD Events Management

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](https://www.cambridgema.gov/~media/Files/licensecommission/Regulations/Alcohol-Rule%20and%20Regs.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: \_\_\_\_\_



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Harvard University Police and Security Verification (Required for All Licenses)  
1033 Massachusetts Avenue, Cambridge, MA. Signature hours M-F 8am-4pm

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;



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Events Management

(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**

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**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 \_\_\_\_\_



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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. \_\_\_\_\_