

3.6 BEVERAGES

3.6.1 The Job

The Beverage Chair is responsible for arranging for alcoholic and non-alcoholic beverages throughout Reunions. The basics of the job are as follows:

1. Coordinate with the Food Chair regarding meal sites, menu selections and cocktail parties/receptions. You should coordinate dinner beverage selections with menus. Be sure to have finger food and non-alcoholic options available at cocktail parties/receptions.
2. Coordinate with the Headquarters Chair to ensure that there are separate areas for alcoholic and non-alcoholic beverages. Make the non-alcoholic beverage station as attractive and accessible as possible. Make sure the non-alcoholic beverage station is checked frequently (at least once/hour) during the weekend and that you have made arrangements for the kegs to be locked up when not in use. (This often involves purchasing locks and chains.)
3. Contact local distributors (several are listed in the Suppliers List) to coordinate beverage needs at Headquarters. Some suppliers may be willing to provide you with plastic cups with the class logos imprinted on them (usually at a cost). Consider ordering eco-friendly cups and ordering a smaller amount of the plastic logo cups as souvenirs for your classmates. Also, some retailers may refund unopened bottles/kegs of alcohol. Negotiate up front and get the details in writing.
4. Arrange for ice and large buckets for ice to keep kegs and other beverages cold. There is an ice vendor on call during the weekend and often your crew can pick up ice directly from the vendor's truck, which is located in one of the parking lots on campus. You can rent the large ice tubs from Princeton's Building Services department. In conjunction with your beer vendor, educate the crew on the best ways to keep the kegs cool (for example, shaded areas near the bar).
5. The Office of the Alumni Association coordinates a water program for all major reunions. Your reunion will be charged for any missing or unusable containers and for damaged water coolers. The water coolers are very popular. Make sure they are placed in your soda tent in a visible and accessible location. Keep track of your empty water containers and do not allow them to be used for any other liquids. Note that the water coolers need electricity.
6. Work with your student crew to staff the bars and the non-alcoholic beverage station. Any crew members serving alcohol must complete the TIPS training, which is offered on-campus. Consider having a graduate student in charge of alcoholic beverages, as they are older and can bring an additional level of responsibility and oversight to the job.
7. If Saturday is an extremely hot day, consider having some members of your student crew distribute bottles of water at your class staging area during the P-rade. Please note that your class is prohibited from serving alcohol at the P-rade.

3.6.2 Time Table

We strongly recommend you use the detailed Reunion Planning Checklist with all relevant deadlines, available on the Office of the Alumni Association Reunions Volunteers web page.

3.6.3 Related Information

Alcohol: It is illegal to sell liquor by the bottle at headquarters. The best way to remain within the law is to let individual alumni procure their own liquor. It is also illegal to serve alcohol to minors.

Liquor License and Post-Reunion Reporting: There is a firm deadline for filing this form with the University for submission to the state. Failure to meet the deadline will result in your reunion being unable to serve alcoholic beverages. When you receive the liquor license application and information in late January, return it to the Office of the Alumni Association immediately. Remember that you will need a certified check or money order from your Finance Chair for the license fee. After Reunions, you will be required to send to the state a completed alcohol consumption/inventory form.

Non-alcoholic options: Many reunion guests prefer to drink non-alcoholic beverages. A constant supply of beverages, including water, soda and juices, should be made available at Headquarters and at off-Headquarters activities. Provide water bottles and juice boxes for the children's area at Headquarters, if applicable. Large picnic-type containers can be used to mix iced tea and lemonade. Some reunions have had great success with coffee bars.

Snacks: It has become customary to provide snacks (ranging from pretzels to pizza) in addition to the beer and other beverages served at the bar at Headquarters.

Legal Exposure: The University has umbrella liability coverage. The Princeton University Risk Management Guidelines for Reunions are available on the Reunions Volunteers web site.

Tag Bar: Some smaller reunions arrange for a tag bar for hard liquor. A tag bar is a safe place for attendees to store bottles of alcohol that they have purchased. Each bottle must be labeled with the owner's name and only the owner may be given that bottle. This option is not available to all reunions because of Public Safety concerns. For more information, please contact the Office of the Alumni Association.

3.6.4 Alcoholic Beverage Regulations

It is unlawful to serve alcoholic beverages to a minor. This includes beer. New Jersey law defines a minor as anyone under 21 years old. The Office of the Alumni Association strongly recommends that a graduate student be hired on each crew to oversee the distribution of alcoholic and non-alcoholic beverages at each major reunion site. This beverage manager and all bartenders on your crew will need to take the TIPS certification course arranged by the Office of the Alumni Association or the bartending training course on campus. This is a campus requirement for all bartenders. Reunions are not exempt.

Your bartenders are responsible for following and enforcing the New Jersey liquor laws. In doing so, you and they should be guided by the following key points:

1. A New Jersey Liquor License is required to serve (free) alcoholic beverages at Reunions. A different license is required if alcoholic beverages are to be sold. (Selling alcoholic beverages is not permitted.)
2. The Office of the Alumni Association staff will coordinate the application and issuance of liquor licenses since these permits require signatures of approval by both local and state governments.
3. Each reunion must post the approved licenses at its bar during the entire reunion. The Office of the Alumni Association staff takes care of this task.
4. Each reunion is responsible for completing the required Inventory Report and submitting it directly to the State of New Jersey **no more than** ten days after the event.
5. All student crew members tending bar at Reunions must complete the “TIPS” training session on alcohol awareness. There is no fee for this course if your class uses the distributor who runs the TIPS program; however, there is a nominal fee for the crew members of classes who have not contracted with this vendor. It is up to you whether you wish to pay for your crew members who take the course or whether you will require them to cover their own expenses. The Office of the Alumni Association plans several dates and times for this course. Certification is good for three years. It is strongly recommended to have every member of your crew complete the TIPS training so you won’t have crew members who are unable to work the bar.
6. Bartenders must not “stack” drinks or serve minors. If in doubt, they should ask for two IDs which state the age of the person. No individual without the proper wristband may be served. A Public Safety officer is stationed at each bar in the evenings to help with this.
7. Bartenders should not try to handle problems over an ID, unruly persons or related situations. They should immediately contact a Public Safety Officer to settle the matter.
8. No open containers of alcoholic beverages may be carried outside the Headquarters area.
9. All Reunions must have a plentiful supply of non-alcoholic beverages available at all times. Failure to do so will result in disqualification from the Clancy Award (and many complaints from attendees!).