1.1 **BEVERAGES**

1.1.1 *The Job*

The Beverage Chair is responsible for the coordination and oversight of beverages in the following three categories: alcoholic beverages at the headquarters site; non-alcoholic beverages at the headquarters site; and all beverages at off-site events.

**Alcoholic Beverages at Headquarters Site**

The basics of the job are as follows:

1. Coordinate with the Food Chair regarding meal sites, menu selections and cocktail parties/receptions, pairing 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, checking the station frequently (at least once/hour). Arrange for the kegs to be locked up when not in use, which may require the purchase of locks and chains.

3. Reunions generally serve beer, wine or liquor at a bar at their headquarters site. Younger classes tend to stick to beer, while older reunions often add wine and liquor to the bar set-up. A reunion may purchase beer from one of the distributors listed on the University’s approved vendor list or may make other arrangements with a local vendor or distributor. The Beverage Chair should also coordinate cups for beer, wine or other beverages, and consider using eco-friendly options.

4. To keep kegs and other beverages cold, each student crew should coordinate with the Office of Alumni Affairs Ice Crew throughout the weekend. Orders do not need to be placed in advance of Reunions. You can rent the large ice tubs from the University’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. If a reunion serves wine or liquor at its Headquarters site, the Beverage Chair should make arrangements with a liquor vendor. Many liquor stores will allow returns on unopened wine and liquor; this is worth negotiating as part of an overall arrangement with a vendor. If you plan to return unused beverages, you should bear in mind that most liquor stores are not open early on Sunday mornings. Also, make sure that you have appropriate cups/glassware and bottle openers/corkscrews to serve wine or mixed drinks as well as ice.

6. The Office of Alumni Affairs coordinates a water program for all major reunions. Your reunion will be charged for any missing or unusable containers and for damaged water coolers. Please note that the water coolers require electricity, and should be placed in your non-alcoholic beverage tent in a visible and accessible location.
1.1.2 Related Information

**Alcohol:** It is illegal to sell liquor by the bottle during Reunions. The best way to remain within the law is to let individual alumni procure their own liquor.

**Alcohol Permit and Post-Reunion Reporting:** There is a firm deadline for filing these required forms with the University and the State. The Office of Alumni Affairs will complete and mail the New Jersey Division of Alcoholic Beverage Control’s Application for Social Affair Permit (i.e., the alcohol permit application for Reunions), which must be signed and returned to the Office of Alumni Affairs by March 1. Remember that you will need a certified check or money order from your Finance Chair for the license fee. Once your permit has been issued, the Office will send you an electronic copy to keep for your records. On the Thursday of Reunions, copies of the permits will be posted at your bar locations. In the 10 days following Reunions, you must complete, notarize, and send an alcohol consumption/inventory form directly to the State. Please be sure to send a copy to the Office of Alumni Affairs.

**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.

**Snacks:** It has become customary to provide snacks (such as pretzels or popcorn) in addition to the beer and other beverages served at the bar at headquarters.

**Legal Exposure:** The University has umbrella liability coverage.

**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 Alumni Affairs.

1.1.3 Alcoholic Beverage Regulations

It is unlawful to serve any alcoholic beverages to anyone under the age of 21. In order for student crew members to serve alcohol during Reunions they must complete the TIPS certification course arranged by the Office of Alumni Affairs or the bartending training course on campus.

Your bartenders are responsible for following and enforcing the New Jersey liquor laws. Please keep in mind:

1. A New Jersey Liquor License is required to serve alcoholic beverages at Reunions. Selling alcoholic beverages, including bottles of beer, wine or liquor, is not permitted at any time.
2. The Office of Alumni Affairs 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 Alumni Affairs 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. It is a good idea to review the format of the required report prior to Reunions so that you have a clear idea of the data required to fill out the report.

5. All student crew members tending bar at Reunions must complete the TIPS training session on alcohol awareness. Certification is good for three years. There is no fee for this course if your class uses the distributor who runs the TIPS program. It is strongly recommended to have every member of your crew complete the TIPS training.

6. A member of University Public Safety will be on hand at each bar serving alcohol to assist with enforcement of University policies. Bartenders should not try to handle problems over an ID, unruly persons or related situations. They should immediately bring in the Public Safety Officer to settle the matter.

7. 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.

8. No open containers of alcoholic beverages may be carried outside the Headquarters site.

9. All Reunions must have a plentiful supply of non-alcoholic beverages available at all times.