

Risk Assessment for Serving Alcoholic Beverages

This Risk Assessment is a guide designed to assist Event Managers/Sponsors¹ in evaluating risks associated with planned events and should be used as a tool in aiding the sponsor in addressing the more common risks associated with event sponsorship. Due to the varying complexity of special events (i.e. small private groups vs. large public events) some of the items below may not apply to each specific event. This document is provided for guidance only. Further risk control assistance is available from University Risk Management.

- 1) If liquor will be sold at the event **or** the event is open to the public (as opposed to invitation only), the event must be held at a location/establishment holding a current valid liquor license.
- 2) The Event Manager¹ will be present and will monitor the alcoholic beverage service area.
- 3) Food items and non-alcoholic beverages will be available. These items must be available at no cost, in the same general location, and of such a variety as to make them attractive alternatives to the alcoholic beverages provided.
- 4) Persons at least 18 years of age, but not 21 years of age, may sell, serve, dispense or distribute 3.2% Fermented Malt Beverages, Malt (beer) and Vinous (wine) Liquors as long as they are under the supervision of a person at least 21 years of age. Only persons 21 years of age may sell, serve, dispense or distribute spiritous liquors.
- 5) Persons checking ID's have knowledge of proper identification techniques and are over 21 years of age.
- 6) All persons being served alcoholic beverages must be at least 21 years of age and have proper identification for proof of age.
- 7) Persons dispensing alcohol will monitor individuals' consumption and not continue to dispense to persons that show signs of impairment by drugs or alcohol. Note: Risk Management advises a ticket or coupon system, but monitoring is essential.
- 8) Alcoholic beverages will not be available for individuals to pour their own (See #3). There will be no open or unattended kegs, containers, or bottles.
- 9) No more than two (2) drinks may be given to any one person at a single time.
- 10) Any individual observed providing an alcoholic beverage or a container containing an alcoholic beverage to someone who has not had their identification properly checked should be asked to leave by the Event Manager.
- 11) If the event lasts more than two hours, alcohol will not be served during the last hour. For events lasting less than two hours, service will discontinue at least 30 minutes prior to the scheduled end of event.
- 12) For events on University property that are out of doors or where the serving area is not readily apparent, the area where alcoholic beverages are consumed will be clearly marked using readily identifiable barriers such as fencing and/or built in boundaries and underage persons will be kept out of the area.
Fencing shall follow these fire code guidelines:
The number of exits shall be in addition to the main entrance.
Two (2) exits shall be provided when the site accommodates fewer than 1,000 persons.
Three (3) exits shall be provided when the site accommodates from 1,000 to 3,000 persons.
Four (4) exits shall be provided when the site accommodates more than 3,000 persons.
 - Exits shall be equally spaced along the perimeter of the fence. The exits shall be spaced so that no exit is greater than a distance of 400 feet of travel from the next exit.
 - Exit width shall be understood to be no less than 48 inches.
 - Each exit shall have a person assigned to it.
 - Each emergency exit shall have a white background with contrasting red letters, 12 inches in height. Exit signs shall measure 18 x 24 inches. Sign lettering shall measure 12 inches in height. Signs shall be placed at the top center of the exit panel and underage persons will be kept out of this area.
- 13) The entrance/exit access area will be monitored so as not to allow persons to carry in or take alcoholic beverages from the consumption area.
- 14) Signs will be placed in the area where alcohol is being dispensed that read, "Don't Drink and Drive", or other language encouraging responsible use of alcohol.
- 15) Designated Drivers² or other means of alternate transportation will be available.
- 16) Campus Police has been notified for on-campus events, as applicable.

- ¹ Event Manager/Sponsor is a responsible and accountable individual who will be present for the entire event.
- ² Designated drivers will be readily identifiable (e.g. by badge or wrist band) and are not allowed to consume any alcohol before or during the event.

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