

# harvard college student activities

## BEVERAGE AUTHORIZATION TEAM INSTRUCTIONS

Contact The Beverage Authorization Team Coordinator at [bat@fas.harvard.edu](mailto:bat@fas.harvard.edu)

In addition to completing the **BAT On-line Request Form at least 6 days in advance**, you must also complete the **Event Registration Form**. The Event Registration Form is available in the Office of the Dean of Harvard College or on-line at [www.college.harvard.edu/student/forms](http://www.college.harvard.edu/student/forms). The BAT On-line Request Form can be found at this URL too.

Failure to complete these forms and receiving **confirmation** of approval and BAT coverage will result in your event being cancelled and/or alcohol not being served.

### GENERAL INFORMATION

#### Cancellations and changes in details to your party

All cancellations and changes must be made at least three business days in advance. The BAT coordinator must be notified, and a new BAT request form must be submitted online for any changes. Organizations making changes or cancellations with less than three business days notice may be charged the entire cost of the original booking. Failure to obtain BAT coverage will result in no alcohol being served at your function.

#### Responsibilities of the BAT

The BAT is responsible for checking ID's, serving alcohol only to people who provide proof that they are over 21 years of age, enforcing all state and university alcohol regulations, and helping to ensure the success of the function. The BAT will not charge for alcohol, and should not be expected to serve food or non-alcoholic beverages. If the BAT will not be the only bartenders at a function, prior approval must be obtained from the Office of the Dean of Harvard College, and the BAT Team coordinator should be informed in advance.

#### Food & non-alcoholic beverages

University regulations dictate that a sponsoring organization must provide appropriate food and non-alcoholic beverages in adequate amounts at all events where alcohol is served. BAT members must refuse to serve alcohol if the food and non-alcoholic beverages offered are not sufficient for all of the guests, for the duration of the party.

#### Number of BAT members needed

The minimum number of BATs for any party is two, and for any major party (*i.e.*, a House-wide party), at least four BAT members must be requested. Please contact the BAT Team coordinator if you are not certain how many BATs to request.

#### Payment

The charge for BAT coverage is determined by the level of BAT member's salary. It can vary between \$15-\$18 per BAT member per hour. You will be charged depending on team member's availability for your event.

There is a minimum of two hours per BAT member for any event. Fractions of an hour will be rounded up to the next full hour. Your organization determines the method of payment. Each House receives two allotments from the Dean's Office per semester; House committees should keep track of the allotments used. Student organizations should pay with a check made payable to "Harvard University/BAT" for the full amount, given to a BAT member at the function. Other organizations may use an interdepartmental billing code when applicable. Cash is not accepted.

#### Your organization's contact person

The contact person for your organization must be fully aware of all procedures for sponsoring your event and the necessary requirements for the party set-up. This person should introduce him/herself at the time the BAT members arrive and *must* be available throughout the duration of the party for any subsequent needs.

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## Police coverage

A Harvard police officer must be hired for the duration of the event (exceptions must be approved by the Associate Dean Judith Kidd or Assistant Dean Paul J. McLoughlin II.)

## Enforcement of function regulations

Your organization is responsible for enforcing any special regulations (*i.e.*, “House members only”; keeping within room capacity; ending the party on time; etc.). Your organization is also responsible for posting appropriate signs or notices to support the regulations stipulated for your event.

## IDs and publicity

The BAT team is always responsible for checking ID's. A Harvard I.D. is required for all Harvard undergraduates attending your function. Other guests must show two valid I.D.s, including their photo and their birthdate. All notices, advertisements, invitations, and tickets must clearly state this information.

## SUPPLIES NEEDED FOR YOUR FUNCTION

The following items must be supplied by your organization. Failure to supply adequate resources will be grounds for removal of alcohol from the function.

### Table for Carding

- \* small **table** with 2 chairs, located at the immediate entrance to the party, separate from the serving table.
- \* sufficient **light** for reading I.D.s

### General equipment

- \* Large **trash bin** behind the service areas
- \* Trash bins dispersed throughout the room
- \* Four times as many **cups** as number of guests
- \* Twice as many **napkins** as number of guests
- \* Two **cloth towels** per BAT member
- \* One **chair** per BAT member

### Food/non-alcoholic beverages area

- \* At least one **table**, located *away from the alcohol serving area*
- \* Sufficient **food and non-alcoholic beverages**
- \* **Ice** for drinks
- \* Signs locating this area

### Alcohol serving area

- \* **Long table** near a wall or corner, with space to fit BAT members, chairs, the alcohol, and the necessary serving equipment
- \* Sufficient **light** to check BAT stamps and serve

### *When serving wine/champagne:*

- \* 2-3 **corkscrews**
- \* Cloth towels to open bottles
- \* 1 pail with **ice** (or a nearby refrigerator) to keep bottles chilled

### *When serving mixed drinks:*

- \* **Utensils** to mix the drinks
- \* Electrical outlet for blenders (test both the outlet and blender before the party!)
- \* **Ice** for drinks
- \* A sturdy **scoop** for serving the ice
- \* A container of **water** to rinse out equipment

### *When using kegs:*

- \* 2 working **taps**
- \* Large **trash bin** to store the keg, filled with **ice** to keep keg cool
- \* Three large, sturdy **pitchers**

### 10 minutes before the end of the party

- \* The BAT will serve “the Last Call” and then will stop serving alcohol and begin to clean up their area, and collect all alcohol together.
- \* Your contact person is responsible for seeing that all alcohol is secured after the BAT stops serving.
- \* Your contact person is responsible for ensuring that the area is left clean, and that all of your equipment, leftover supplies, and trash are removed.