



Alcohol Event Registration Form

Center for Student Involvement
Spring Hill College
Student Center Room 231
251.380.3027 (phone)
251.460.2112 (fax)
csi@shc.edu

All events where alcohol is present must be registered with and approved by the Center for Student Involvement. Alcohol Event Registration Forms must be submitted to the Center for Student Involvement a minimum of two weeks before the event.

Organization/Department Information

Sponsoring Organization(s)/Department(s): _____

Event Contact: _____

Email: _____ Phone: _____

Organization President: _____ Email: _____

Organization Advisor: _____ Email: _____

Event Information

Event Title: _____

Event date(s): _____ Start time: _____ End Time: _____

Event description: *(For events open to SHC Campus or Public Events, this description will appear on the Student Event Calendar)*

Event Location: _____ Estimated Attendance: _____

Event Audience: *(check all that apply)* Members & Guests only Campus Community

Admission Charge? : yes no If so, much?: _____

Chaperone Information

Chaperone Eligibility: All chaperones must be full-time faculty members of Spring Hill College or an organization alumnus approved by the Center for Student Involvement. All chaperones must have a Chaperone Agreement Form on file with the Center for Student Involvement.

Chaperone Name: _____

Email: _____ Phone: _____

Sober Monitor Information

Sober Monitor Eligibility: Sober Monitors must have successfully completed Sober Monitor Training and have a Sober Monitor Agreement Form on file with the Center for Student Involvement. The number of sober monitors listed should be in accordance with the requirements set forth in the Alcohol Policy for Co-curricular Events.

Name	Student ID	Email	Phone	Bus Monitor?

Vendor Information

Event Venue: _____

Contact/Representative: _____

Address: _____ Phone: _____

Catering Vendor: _____

Contact/Representative: _____

Address: _____ Phone: _____

What food will be available? : _____

Will there be a DJ or a band? yes no

Entertainment Company: _____

Contact/Representative: _____

Address: _____ Phone: _____

Transportation Information

This section must be completed for all off-campus events requiring transportation

Bus Company: _____

Company Representative: _____ Phone: _____

Number of Buses: _____ Departure Time(s) : _____ Return Time: _____

Form Submission

Submission Instructions: This form should be submitted by email to the Center for Student Involvement at csi@shc.edu. To submit, please save the completed and signed form and send as an email attachment to the above address. Paper forms or forms that are incomplete will not be accepted.

Attachments: This form should be submitted with the following documents: (1) An electronic copy all event venue information to include contract, capacity information and insurance certificate and (2) an electronic copy of catering and/or alcohol vendor information to include event contract and liquor license.

Certification: The signature below certifies that all information on this form is accurate and up-to-date and that this organization is active and conducts its affairs in accordance with all applicable laws and College policies.

Signature: This form must be signed and submitted by the president of the student organization as listed above.

President's Signature: _____