The University requires that Conference Organizers and student groups wishing to offer alcoholic beverages at their programs and events operate within state and local laws as provided by the Department of Alcohol and Beverage Control (ABC).

It is the policy of the University to maintain a drug-free workplace and campus. The workplace and campus are presumed to include all Stanford premises where the activities of the University are conducted. The unlawful manufacture, distribution, dispensation, possession and/or use of controlled substances, or the unlawful possession, use, or distribution of alcohol without prior permission is prohibited on the Stanford campus, in the workplace, or as part of any of the University's activities. Compliance is the responsibility of the Conference Organizer and each conference participant/staff member.

THE PURPOSE OF ACQUIRING A LICENSE

- State and county authorities (i.e., the ABC) provide authorization licenses to serve alcohol in accordance with any and all applicable state and local laws, ordinances and regulations, including University policies and procedures.

- The service of alcohol on campus focuses on beer, wine, and champagne.

- When a Conference Organizer obtains this license, the ABC is providing “special event” authorization to serve alcohol in an area or venue on campus that is otherwise unlicensed to serve alcohol on a regular basis.

- The license is in addition to the regular license that a beverage company or caterer may already have.

- The license you are obtaining grants permission not only for the service of alcohol but for the caterer/beverage company to serve in facilities or venues on the campus where alcohol is not normally served.

- From information received from Alcohol Beverage Control supervisors, a catering or beverage company license DOES NOT necessarily preclude the Conference Organizer from needing to obtain a license to serve alcohol at a Stanford campus event.

- If an event serving alcohol is being held at multiple locations, at various times, or on multiple days, permission to serve is required for EACH location.

WHEN A LICENSE IS REQUIRED

- If ANY of the following conditions listed below exists, the Conference Organizer MUST obtain a license:
  - A registration or attendance fee is being charged for the event and alcohol will be served at any point during the event.
  - Alcohol is being sold directly to individuals during the event.
  - The event is open to the general public instead of a closed, invitation-only event.
WHEN A LICENSE IS NOT REQUIRED
No license or permit shall be required for serving alcoholic beverages where all the following conditions prevail:

- There is no sale of any alcoholic beverages.
- The premises are not open to the general public during the time alcoholic beverages are served, consumed or otherwise disposed of.
- The premises are not maintained for the purpose of keeping, serving, consuming or otherwise disposing of alcoholic beverages.


Please Note: At certain times and the discretion of the Office of Special Events & Protocol and the Department of Public Safety, an alcohol license may be required. If you have questions about this, please contact stanfordevents@stanford.edu.

IMPORTANT LIABILITY INSURANCE INFORMATION
Catering companies servicing alcohol are required to provide proof of insurance coverage in the form of a certificate of insurance.

ALCOHOL IN RESIDENCES OR DINING HALLS

- **Youth Programs in Residences**: Alcohol is not to be consumed, served, or stored in youth program buildings, even when staff members are the only individuals present in the building.

- **Adult Programs in Residences**: If alcohol will be served in the residence, the Conference Organizer is responsible for having the license available on the premises. Stanford Conferences and Stanford University will not take responsibility for alcohol that is lost, misplaced, or stolen under any circumstances. All alcohol and alcohol service must be served, monitored, opened, and disposed of by your staff members who are over 21 years of age. Your program must properly secure all leftover alcoholic beverages. Locked meeting rooms or other common areas are not considered secure, given that many people have keys and access to these areas.

- **Adult Programs in Dining Halls**: If your program wishes to serve alcohol during their meal service in the dining hall, please contact your Conference Account Coordinator at least 2 months prior to your program’s arrival on campus to determine if this is possible.

- **Stanford Student Programs**: Programs for new or returning Stanford students are bound by the same rules governing the academic year. Stanford student programs should contact the Office of Student Activities at (650) 723-2733 if they wish to serve alcohol at their event.

SERVING ALCOHOL IN OTHER UNIVERSITY LOCATIONS

- **Outdoor Locations**: Requests for event use of outdoor campus locations must be made by completing and submitting an Event Space Request Form to your Conference Account Coordinator. (Note: Please specify under “Type of Activity” if you intend to serve alcohol.) Once your location is confirmed, you must follow the policy and procedures for serving alcohol.
as outlined in this document. There is a mandatory charge for delivery and pick-up of trash cans/recycling bins and clean-up after your event. If your group does not dispose of items properly, your conference will pay increased charges, as labor is charged on an hourly basis.

- **Tresidder Union:** Any alcohol served at Tresidder Union must be arranged through Stanford Catering and served by Best Beverages Catering. You cannot bring your own alcohol or food to this location.

- **Faculty Club:** Any alcohol served at the Faculty Club must be provided and served by the Faculty Club. In order to use the Faculty Club, you must make arrangements through a Faculty Club member.

- **Classrooms and Auditoriums:** Food and beverages (including alcoholic beverages) cannot be served inside classrooms or auditoriums.

- Self-service of alcohol is not allowed in any location on the campus.

**HOW TO OBTAIN A LICENSE TO SERVE ALCOHOL**

Requests for further information and to obtain a license to serve alcohol at events must be submitted for review and approval by:

**Departments, Institutes and Schools:**
Office of Special Events & Protocol, 650-724-1387, stanfordevents@stanford.edu

**Student Groups:**
Student Activities & Leadership (SAL), 650-723-2733, osaeevents@stanford.edu

**THREE (3) BASIC WAYS TO OBTAIN A LICENSE**

**STEP ONE – Email Initial Request**

- Please submit any requests **at least three (3) weeks prior to the event** to allow for timely review and processing.

- Once it has been determined that the event needs a license to serve alcohol, please email the following information about the event to the contact(s) listed above. Persons requesting the license must be at least 21 years of age and have recognized sponsorship authority or overall responsibility for the event.

  Please **allow five (5) business days** for processing the request you send to Office of Special Events & Protocol (OSEP):
  - Sponsoring department or organization name
  - Contact information of event sponsor or organization
  - Event Title
  - Event Theme and/or Purpose
STEP TWO – REVIEW AND APPROVAL OF REQUEST

• Office of Special Events & Protocol (OSEP) will review the request for a license and if approved, send a confirmation email to the requestor and an email to the Stanford Department of Public Safety confirming approval.

• At this point, the Stanford Department of Public Safety will then generate a formal letter of approval addressed to the Santa Clara County Office of Alcoholic Beverage Control.

• The Department of Public Safety will notify the contact person indicated in the initial request when an approval letter is ready to be picked up from their offices at: 711 Serra Street, phone: 650-723-9633. (Please allow for a minimum of five (5) business days for the letter to be prepared.)

• PLEASE NOTE: The letter given to you by the Department of Public Safety DOES NOT constitute permission to serve alcohol at your event.

• Final permission to serve alcohol during your event is determined by the ABC of Santa Clara County who will provide final licensing approval.
STEP THREE – MEETING WITH THE ABC, FEES, & FINAL PAPERWORK

The Santa Clara County Alcohol Beverage Control (ABC) is located at:

100 Paseo de San Antonio, Room 119
San Jose, CA 95113
Phone: 408-277-1200

*You can apply by mail 10-30 days before the event with a cashier’s check or money order but it may take longer to approve your request.

- The ABC is located between 2nd and 3rd Streets in downtown San Jose in the State of California Building.

- The ABC advises that you to contact the office before going there to ensure that you have all the necessary documentation and know the appropriate fees that will be required.

- You will need to complete a Daily License Authorization (Form ABC – 221), also known as a “special event daily license.”
  - Instructions (pdf)
  - Special Day License Application Form (pdf)

- The office does not accept walk-ins after 2:30 p.m.

- Bring the following items with you to the San Jose office:
  - Your personal identification, the University approval letter(s), received from Stanford Department of Public Safety
  - A money order or cashier’s check in the appropriate amount (ranges from $25.00 - $100.00 - call first to inquire. No credit cards accepted.)
  - A diagram of the location(s) if the event is being held outdoors
  - Make a copy of the license and provide it to the Stanford Department of Public Safety upon your return so they can keep have it on file during your event.

PLEASE NOTE: A Stanford representative must be present and have the license on hand for the full duration of an event where alcohol is being served. For Internal programs, this should be the Stanford Conference Organizer. For External programs, this should be your Stanford Sponsor. If you don’t have a Stanford representative who can be present for the full length of your event, you can request staffing and handling of the license from Stanford Conferences. If necessary, please discuss this option with your Conference Account Coordinator.

Important Jurisdiction Notice: Only the ABC Offices in Santa Clara County are acknowledged approvers for alcoholic beverage licenses granted for events at Stanford. A permit obtained from the San Francisco or San Mateo County ABC offices will not be recognized as providing legal authorization as Stanford is in the County of Santa Clara.
OTHER POLICIES AND GUIDELINES

- In reviewing whether a permit to serve alcohol will be granted, the history of a group or event will be considered.

- Violation of campus policies and rules may result in cancellation of the event and further disciplinary actions.

- Alcohol is not permitted to be served unless Equally Attractive Non-Alcoholic Beverages (EANABs) and food is made available and are easily accessible throughout the event.

SERVING GUIDELINES

- Only persons over the age of 21 years may serve alcohol to attendees.

- Self-service of alcohol IS NOT permitted.

- If there will be attendees at the event who are under the age of 21 years, the Conference Organizer must have a plan in place to ensure that these guests will not be served alcohol, e.g., ID cards must be shown upon entering the venue and wristbands must be distributed.

- Anyone who looks to be under the influence of alcohol and unable to exercise care for one’s own safety or that of others should not be served alcohol and the Department of Public Safety may be notified if there are further questions or concerns.

- If immediate assistance is needed or an emergency occurs, call 911.

- Other specific requirements may need to be in place as well. Please contact the Department of Public Safety if you have any questions at 650-723-9633

CIVIL LIABILITY AND YOUR RESPONSIBILITY AS A CONFERENCE ORGANIZER

While the law regarding civil liability is complex, please note that under certain circumstances, Conference Organizers, bartenders, or other organizing members of the event could be held legally liable for the consequences of serving alcohol to underage drinkers, or to obviously intoxicated persons.

As the Conference Organizer, you and/or your organization or department could potentially be found personally liable for damages to the injured person(s). Some of the damages you and/or your organization or department could be liable for include, but are not necessarily limited to: bodily injuries, loss of wages due to the injuries and pain, and suffering associated with the injuries.

It is the responsibility of the Conference Organizer and their organization or department to comply with California law and University policies and to inform those staff members who participate in the event of the policies and procedures. Sufficient planning must occur to avoid potential problems associated with the event and the use of alcohol.
OTHER REFERENCES TO CALIFORNIA LAW* AND UNIVERSITY POLICIES
*Legal codes referenced from University Administrative Guide Memo 23.6, p. 4 - APPENDIX

- Stanford University – Policy Regarding Controlled Substances and Alcohol (pdf).
- It is illegal for persons under the age of 21 to have any container of alcohol in any public place or any place open to the public (CA Business and Professions Code 25662).
- Every person who sells, furnishes, gives, or causes to be sold/furnished or given away any alcoholic beverage to any person under 21, is guilty of a misdemeanor (CA Civil Code Section 25658(a)).
- To be under the influence of alcohol in a public place and unable to exercise care for one’s own safety or that of others is guilty of a misdemeanor (CA Penal Code 647(f)).
- It is illegal for persons to operate a motor vehicle while under the influence of alcohol or other intoxicants or with a blood level of .08% or higher (CA Civil Code Section 23152).

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