

# ALCOHOL POLICIES AND FEES

## GUIDELINES AND PROCEDURES

1. Purdue University and the employees of Purdue Memorial Union Catering and Events take our responsibility, as Purdue's exclusive provider of alcoholic beverages, very seriously.
2. The form entitled "Request for Service of Alcoholic Beverages at Closed, Catered Events" must be completely filled out and submitted for approval, no later than 30 days prior to your event date.
3. Licensed and regulated by the State of Indiana, we will comply with all laws governing the sale and service of alcoholic beverages.
4. All individuals purchasing and/or consuming alcoholic beverages must be a minimum of twenty-one (21) years of age. We reserve the right to refuse alcohol service to anyone who cannot provide proper identification to verify age. It must be verified that a clear majority of those attending will be of drinking age.
5. We reserve the right to remove any guest who purchases and supplies alcohol to a minor or to anyone who has already been refused service.
6. We reserve the right to refuse alcoholic beverage service to anyone who appears intoxicated.
7. We reserve the right to confiscate any alcoholic beverage brought in from outside sources.
8. Our Bartenders will not serve "shots" or serve drinks made from more than two liquors (i.e., Long Island Iced Tea).
9. Bar service may not exceed 4 hours duration.
10. Alcoholic beverages may not be self-poured.
11. We reserve the right to remove any guest, discontinue all alcohol service or discontinue an entire event for failure to abide by Indiana law, Purdue University regulation, and/or the instruction of the Purdue Memorial Union staff. Should any of these actions become necessary, payment for the event will remain due in full and no refund will be given for any inconvenience or embarrassment caused.

## BAR MINIMUMS

One bar will be provided for every 100 people unless event dynamics dictate otherwise. All bar minimums must be met or the event sponsor will pay the difference between the minimum expected revenue and the actual beverage sales, exclusive of fees, service charges and taxes. Minimums are established for up to two (2) hours of service and will be based on your attendance guarantee. An additional sales minimum of 50.00 per hour is expected for each additional hour of service up to the four-hour maximum. Bar minimums are calculated as follows:

Up to 35 Guests:	125.00
36 - 50 Guests:	175.00
51 - 75 Guests:	225.00
76 - 100 Guests:	325.00

## HOSTED BARS

The event sponsor pays for all beverages served and is responsible for all associated fees and bar minimums. The current service charge and Indiana Sales Tax will be applied to all sales. There is a 50.00 fee for each Host Bar setup at the Purdue Memorial Union and Stewart Center. There is a 100.00 setup fee per bar at all other locations. This fee covers labor for one bartender per bar, setup/tear down and delivery/transportation to and from the event location.

## CASH BARS

Guests purchase their own drinks. The sponsor is responsible for all fees and bar minimums. Drink prices include Indiana sales tax. Service charges do not apply to cash bars. Prices have, therefore, been adjusted accordingly. There is a 75.00 fee for each Cash Bar setup at the Purdue Memorial Union and Stewart Center. There is a 125.00 setup fee for all other locations. This fee covers labor for one bartender per bar, setup/tear down and delivery/transportation to and from the event location.

## GLASSWARE

Glassware is included at PMU and Stewart Center events and is an additional 1.00 per person at all other locations.

## ADDITIONAL BARTENDERS

As soon as your event details have been finalized, the Beverage Manager will review your requirements and determine if additional bartenders are needed to meet your service expectations. Should you decide to accept our recommendations, you will be charged 15.00 per hour, including setup and breakdown hours, for each additional bartender. Please remember that alcoholic beverages may only be dispensed by licensed professionals. Should you choose to have alcoholic beverages passed during a reception and/or poured during dinner, you will not incur any setup fee, however, bartender charges and bar minimums will apply.