Washington University in St. Louis

Guidelines for Venue Hosting Student Events with Alcohol

Washington University in St. Louis (hereinafter, the “University”) is committed to ensuring that events associated with its student groups are safe and in compliance with University policies and procedures. In furtherance of that goal, an off-campus venue (“Venue”) serving as host of an event for University students (“Student Event”) sponsored by a group of students using University funds or resources (“Student Organizers”) to pay for or promote the Student Event must agree to the requirements set forth herein.

University Alcohol Guidelines for Undergraduate Events

The Alcohol Guidelines for Undergraduate Events (“Guidelines”) details the requirements that students must satisfy when organizing events involving alcohol. This Policy applies regardless of whether the event is hosted on-campus or off-campus in the community. Students are expected to know and abide by this Policy as well as all other applicable state and federal laws and University policies and procedures. A copy of the Policy is attached. The University asks Venue to review the Policy with the Student Organizers to ensure that Student Event complies with the Policy. In addition, the University asks Venue to review the following Guidelines:

A. Food and Beverages

1. No hard alcohol may be served during the Student Event. Beer and wine are the only alcoholic beverages permitted at a Student Event.

2. Non-alcoholic beverages, including water, and non-salty foods must be free of charge to attendees, visible, readily available and replenished throughout the entire Student Event. Student Organizers may purchase the required food and non-alcoholic beverages from Venue or Venue must allow Student Organizers to bring outside food and non-alcoholic beverages into the Venue.

3. Beverage containers must distinguish between alcoholic and non-alcoholic beverages.

4. The sale of alcohol may not be a fundraiser for the Student Organizers.

B. Carding and Distribution of Alcohol

5. Missouri laws prohibiting the service of alcohol to minors must be strictly enforced, and proper identification must be required.

6. Distribution of alcohol is only permitted through a third party vendor with a valid liquor license. Third party server(s) must always be present; alcohol cannot be left unattended.

7. University identification, with valid driver’s licenses or state/federal issued identification cards, must be checked by a security guard at the point of entrance into the Student Event. The line for admission should be in a well-lit area and well-organized. A responsible contact from the Student Organizers must remain at this location throughout the event to monitor compliance with these Guidelines.

8. Color-coded wristbands must be distributed by Venue or Security to all attendees, with different

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E. Security

25. Trained security staff is required at all undergraduate events with alcohol. Student Events must have a minimum ratio of one security guard for every 50 attendees. Three additional guards are required at events where alcohol is served. For example, if there are 50 attendees at an event in which alcohol is being served, there must be four security guards. At an event involving alcohol with 100 attendees, there must be five security guards. One guard must be stationed at the entrance to the Student Event to assist the Student Organizers checking for WU student identification, monitor the guest policy, and determine whether any person appearing intoxicated should be refused entry. A second guard must be assigned to the point of alcohol distribution to check identification for proof of legal age. The third guard will serve as a roamer within the Student Event space and will be responsible for monitoring legal drinking. Additional guards may be required depending on the nature of the event and expected attendance.

26. If Venue does not provide the required Security set forth above, Venue must allow Student Organizers to retain appropriate Security. Security costs are the responsibility of the Student Organizers.

F. Reservation Agreement and Venue Charges

27. Venue representatives and the Student Organizers should thoroughly discuss all charges for the Student Event in advance, and must memorialize those itemized charges and all other terms of the Venue reservation in a written agreement signed by both parties ("Reservation Agreement"), including but not limited to provisions related to deposits, rental fees, catering, cover charges at the door, bar tab requirements, decorations, parking, cancellation, service charges, clean-up, insurance and indemnification, and damages.

28. The Reservation Agreement must be submitted to Student Involvement and Leadership for approval no less than fifteen business days in advance of the Student Event by the appropriate University administrator.

29. The University and Student Organizers will not be responsible for payment of any fees or charges not set forth in the Reservation Agreement.

On behalf of the Venue below, I affirm that I have read these Guidelines and will clearly communicate the University’s expectations to all Venue staff associated with the Student Event.

Venue: Busch Stadium

Name of Venue Representative: Nivele Kent
Title of Venue Representative: Special Events Coordinator
Signature of Venue Representative: ____________________________
Date: 9/23/13

Revised 9/14/11
Washington University in St. Louis Approved Venue Information Sheet 2013-2014

Venue: Busch Stadium  Website: www.cardinals.com/events
Contact Name/Title: Aiah Lewis - Special Events Supervisor Phone: 314-345-9629
Venue Address: 700 Clark St.  St. Louis, Missouri  63102
Venue Phone: 314-345-9630 Fax: 314-345-9602 Email: specialevents@cardinals.com

**Space Information**

- Total spaces available at this location: 5
- DJ/Music options: Yes
- Cost: N/A
- Security Provided by venue: Yes
- Cost: 
- Parking options (buses or cars): Choice of 3 parking lots + 1 garage. Valet available.
- Highlighted venue features/options (anything you would like students to know about your venue):

<table>
<thead>
<tr>
<th>Space #1:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Name:</strong> UMB Champions Club  Rental Cost: $1,750 (four hours)  Deposit: Full payment required at contract signing</td>
</tr>
<tr>
<td>Can food and/or non alcoholic drinks be brought into this space? Yes No</td>
</tr>
<tr>
<td><strong>Food options at space:</strong></td>
</tr>
<tr>
<td>Minimum catering cost:</td>
</tr>
<tr>
<td>Before 5PM $1,500  After 5PM $3,000  Deposit: N/A</td>
</tr>
<tr>
<td>Food available for sale (options/cost):  Catering arranged through DNC Sportservice</td>
</tr>
<tr>
<td>Bar tab requirement: N/A  Bartender fee for cash bar: N/A</td>
</tr>
<tr>
<td>Capacity: Standing 500  Banquet 300  Theatre 150</td>
</tr>
<tr>
<td>Total number of entry/exit points: 2  Bathroom Access: Yes</td>
</tr>
<tr>
<td>AV Access available: Yes  Cost: N/A</td>
</tr>
<tr>
<td>Time restrictions for start/end of events: N/A</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Space #2:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Name:</strong> Bank of America Club  Rental Cost: $1,000 (four hours)  Deposit: Full payment at contract signing</td>
</tr>
<tr>
<td>Can food and/or non alcoholic drinks be brought into this space? Yes No</td>
</tr>
<tr>
<td><strong>Food options at space:</strong></td>
</tr>
<tr>
<td>Minimum catering cost:</td>
</tr>
<tr>
<td>Before 5PM $1,500  After 5PM $3,000  Deposit: N/A</td>
</tr>
<tr>
<td>Food available for sale (options/cost):  Catering arranged through DNC Sportservice</td>
</tr>
<tr>
<td>Bar tab requirement: N/A  Bartender fee for cash bar: N/A</td>
</tr>
<tr>
<td>Capacity: Standing 100  Banquet 100  Theatre</td>
</tr>
<tr>
<td>Total number of entry/exit points: 2  Bathroom Access: Yes</td>
</tr>
</tbody>
</table>
**Space #1:**

**Name:** Redbird Club  
**Rental Cost:** $2,250 (four hours)  
**Deposit:** Full payment required at contract signing  
**Can food and/or non alcoholic drinks be brought into this space?** Yes [ ] No [x]  
**Food options at space:** Before 5PM $1500  
**Minimum catering cost:** After 5PM $3000  
**Deposit:** N/A  
**Food available for sale (options/cost):** Catering arranged through DNC Sportservice  
**Bar tab requirement:** N/A  
**Bartender fee for cash bar:** N/A  
**Capacity:** 2,000  
**Banquet:** 800  
**Theatre:** 400  
**Total number of entry/exit points:** 3  
**Bathroom Access:** Yes  
**AV Access available:** Yes  
**Time restrictions for start/end of events:** N/A

**Space #2:**

**Name:** Cardinals Club  
**Rental Cost:** $1,750 (four hours)  
**Deposit:** Full payment required at contract signing  
**Can food and/or non alcoholic drinks be brought into this space?** Yes [ ] No [x]  
**Food options at space:** Before 5PM $1500  
**Minimum catering cost:** After 5PM $3000  
**Deposit:** N/A  
**Food available for sale (options/cost):** Catering arranged through DNC Sportservice  
**Bar tab requirement:** N/A  
**Bartender fee for cash bar:** N/A  
**Capacity:** 500  
**Banquet:** 400  
**Theatre:** 150  
**Total number of entry/exit points:** 2  
**Bathroom Access:** Yes
<table>
<thead>
<tr>
<th>AV Access available:</th>
<th><strong>Yes</strong></th>
<th>Cost:</th>
<th>Time restrictions for start/end of events:</th>
<th><strong>N/A</strong></th>
</tr>
</thead>
</table>

**Space #3:**

<table>
<thead>
<tr>
<th>Name:</th>
<th><strong>Ford Plaza</strong></th>
<th>Rental Cost:</th>
<th><strong>$3,000 (four hours)</strong></th>
<th>Deposit:</th>
<th><strong>Full payment required at contract signing</strong></th>
</tr>
</thead>
</table>

Can food and/or non alcoholic drinks be brought into this space? Yes [ ] No [X]

**Food options at space:**
- Food available for sale (options/cost): **Catering arranged through DNG Sponsorship**

Bar tab requirement: **N/A**
Bartender fee for cash bar: **N/A**

Capacity: Standing **2,500** Banquet **800** Theatre **—**
Total number of entry/exit points: **2**
Bathroom Access: **Yes**

<table>
<thead>
<tr>
<th>AV Access available:</th>
<th><strong>Yes</strong></th>
<th>Cost:</th>
<th>Time restrictions for start/end of events:</th>
<th><strong>N/A</strong></th>
</tr>
</thead>
</table>

**Additional Notes:**

Information Provided on **_____ / _____ / _____**

by **_______**