

Venue Operators and Alcohol Service policies

While there is no UW policy specifically addressing how venue operators handle ASRs, you definitely have the right to set rules, regulations, restrictions, etc. around alcohol service in the spaces you manage.

Venue operators are responsible for activities taking place in their areas, which could include blowback if alcohol consumption on the premises causes damage to facilities or disruption to university activities.

Here is some relevant language from the [alcohol service section](#) on the OSP website.

Reserve a Campus Location

- Contact the UW facility regarding your alcohol service plan **BEFORE** submitting an Alcohol Service Request. Venues may also have additional guidelines regarding alcohol service.
- Venue approval is a step in the Alcohol Service approval process. The venue may deny an Alcohol Service Request if a reservation request has not been submitted to them beforehand.
- The room number where alcohol will be served is important to note. Alcohol service will be limited to the specific room number indicated on the Alcohol Service Request.

You could have a checklist asking, for example, how over-service and serving minors will be prevented, and who the designated servers will be. The WSLCB banquet permit does not require that a licensed bartender is used (although that is strongly recommended), but the alcohol cannot be out for attendees to serve themselves.

You could also limit the number of events you have during the week, and/or require that there be someone on site other than the attendees if the gathering is after hours.

You and the Happy Hour folks should keep in mind:

What does the Liquor and Cannabis Board do with my banquet permit?

When you purchase your banquet permit online, an email copy of it is sent to your local liquor enforcement office. Officers can visit gatherings, so it is important that you sign and post a copy of your permit at the location where you will be serving the alcohol at your event.