

Protocols for Alcohol Service (08.01.2024)

- When seeking alcohol service at an event hosted in ANY campus space, approval must be obtained for it through the Events Office.
- Alcohol provided at WPI events is governed by Events Office protocols and regulations.
- **Alcohol served at WPI events requires administrative pre-approval by the appropriate WPI Office.** The approval for the following types of events is routed as follows:
 - Student Events - Division Head of Student Affairs/Designee
 - Employee Events – Division Head of Talent & Inclusion/Designee
 - Academic Events – Provost/Designee

* For Off-Campus events paid by P-card or through expense report – pre-approval is initiated through a Workday spend authorization.

* For Off-Campus events paid by supplier invoice – pre-approval is initiated through a Workday requisition request.

* For On-Campus, Internal events served by the approved WPI catering provider – administrative pre-approval by the WPI CFO's or President's Office is required, then vetted through the WPI Events Office.

* For On-Campus, External events (i.e. weddings; conferences) served by the approved WPI catering provider – pre-approval through Events Office is required.

Alcohol Service Licensing:

All events requesting alcohol service require a license. Events requesting cash transactions for alcohol require additional coordination. Events held in the Rubin Campus Center or Goat's Head/Founders Hall have WPI alcohol licenses. Events held in venues other than the Rubin Campus Center or Goat's Head/Founders Hall require a special one-day alcohol license. *A special one-day license request must be requested at least 90 days prior to the event.*

Definition of Cash Bar Service:

When having a cash bar (where cash is physically transacted between the customer and Chartwells at the time of the request for the beverage) for your event, there are two spaces on campus to have that service without the need for a special one-day alcohol service license:

1. Rubin Campus Center
2. The Goat's Head

All other locations desiring cash bar service must seek to obtain a special one-day license through Chartwells from the city of Worcester. The request must be submitted through the WPI Events Office at least 90 days prior to the event.

Cash Bar Service is reimbursable if external or internal guests are in attendance and a major objective is:

- celebratory event,
- alumni event,
- advisory board event,
- distinguished guest/speaker attendance, or
- recruitment (student/employee) event

In this case WPI will reimburse catering/bartending provider for the cost of setting up the bar (bartender labor costs, glassware rentals, etc.) only, and not for the alcohol itself.

Definition of Host or Consumption Bar Service:

When having a host or consumption bar (where the WPI department is paying through an account number for all the beverages consumed at the end of the event) is desired, then a special license is not needed - but all campus guidelines, service rules, and state regulations apply.