**ALCOHOL REGISTRATION FORM FOR EVENTS IN GRADUATE RESIDENCES**

**Events With 25 of Fewer Guests Only**

---

**GENERAL**

The purpose of the event is: ____________________________

Date: ____________ Time: ______ to ______

Location: ____________________________

Attendance:

- Students _______
- Faculty _______
- Others _______

Total: _______

Food and non-alcohol beverages to be served: ____________________________

Entertainment (describe): ____________________________

Contracts? Yes No

---

**OPTION 1 – HOST PROVIDES**

At this event, the alcohol will be purchased and served by the host. No Institute funds will be used to purchase alcohol; funds to purchase the alcohol will be provided by the host/server.

Amount of alcohol (recommended limit of 1 bottle of wine or 1 six-pack of beer per person):

Beer _____ Wine _____

At this event the following procedures will be used to monitor that guests are drinking legally and responsibly and to monitor guest safety as they leave the event. Please note: money may not be collected at the door to cover the cost of alcohol. (See *Policies, Procedures, and Tips*).*

---

**OPTION 2 – BYOB**

Guests may bring their own beer or wine and may serve themselves the alcohol they brought to the event.

MIT recommends a limit of 1 bottle of wine or 1 six-pack of beer per person, and a limit of one drink – one 4oz. glass of wine or one bottle of beer – per person per hour.

---

*Please Note:* By signing this form, I confirm that I have read, fully understand, and agree to comply with applicable state laws and MIT’s policies and procedures. *Social Host Liability.* Under Massachusetts law, a host of a party may be held liable for the injuries suffered by others if the host knew or should have known that the guest was drunk and nevertheless gave/permitted the guest to take an alcoholic drink and thereafter, because of the guest’s intoxication, the guest negligently caused injury to others. If the guest who causes an injury is a minor, the host who served the alcohol or permitted alcohol to be served to the minor might be held liable to others even if the minor was already intoxicated when the minor was served alcohol.

---

Please see the *Guide to Responsible Event Planning* before signing.