



Brown University Student Activities Office
EVENT REGISTRATION FORM

Events that must be registered:

- All events or activities where alcohol will be served
All events or activities where anticipated attendance is 100 or more
Other events when required by appropriate campus departments or under special circumstances

Note: if you anticipate fewer than 100 people at your event, it may still be beneficial to register particularly if you have any concerns or questions related to safety or security. Stop by SAO - we'll help you build a successful event. Please refer to the SAO Event Planning Timeline and the Event Planning at Brown website for additional assistance.

- Registration forms and Budget Worksheets must be submitted for review by SAO at least 2 WEEKS PRIOR TO YOUR EVENT. 3 WEEKS PRIOR to your event, you MUST pick up forms and consult with the SAO if you are having an event with alcohol or 300 or more people. Please note that events must be sponsored by a recognized Brown group.
All events/activities held Sunday through Thursday must end by 12 midnight. Friday/Saturday events/activities must end by 2 AM; alcohol service must end at 12:45 AM (so drinking ends by 1 AM) for events that qualify for a Class F license (events where alcohol will be served and money will be collected at the event for any reason). Events with alcohol may only be held after 5 PM on Fridays and though 2 AM on Sunday morning.
Social functions (with or without alcohol) also require a completed Social Function Form.
An Event Plan must also be completed. Requirements vary depending on the type of event. For social functions, please refer to more information on the Social Function Form. For other events, please consult with the SAO.
Spaces require prior reservation with the responsible University offices or, in the case of residence halls, the appropriate student officer or counselor. This form does not guarantee reservation of space.
Event Coordinators must assure event compliance with the state Fire Code and Brown University fire regulations; this includes proper capacity management, maintaining clear egresses and all other aspects of fire safety. Capacity info and checklists are on the Event Planning at Brown website. No candles, dry ice, pyrotechnics or fog machines permitted. Event Coordinators must complete and return a fire safety checklist to the Fire Safety Office.

To be completed by Event Coordinators:

Date of Event: M T W Th F Sa Su \_\_\_\_ / \_\_\_\_ / 20 \_\_\_\_ Time: \_\_\_\_ AM PM to \_\_\_\_ AM PM

Title of Event: \_\_\_\_\_ Location of Event: \_\_\_\_\_

Description of Event: \_\_\_\_\_

Sponsoring Group(s): \_\_\_\_\_

Admission Policy (check one): [ ] Members/Invited Guests Only [ ] Brown/RISD Only
[ ] College ID Only (see related policies) [ ] General Public (no alcohol service)

Venue Capacity: \_\_\_\_\_ Anticipated Attendance: Brown/RISD \_\_\_\_\_ + Other \_\_\_\_\_ = Total \_\_\_\_\_

Entry or Donation Fee: Y / N \$ \_\_\_\_\_ Alcohol: Y / N (Events with alcohol require a Social Function Form)

Food: Y / N (submit a food management plan that adheres to the food safety guidelines outlined by the RI Department of Health.)

Off-campus advertising? Y / N (No off campus advertising without prior approval from the SAO. All publicity must conform to policy. Complete publicity protocol available on the SAO website.)

Event Coordinators (one must be 21+ if alcohol is being served):

(1)Name: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

(2)Name: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

By signing below, I accept responsibility for the above referenced event with the understanding that I, my co-coordinator, and my organization are therefore responsible for the actions of the guests at this function and for any damage that results. I also understand that I am responsible for being present throughout the event.

Signature (of one of the coordinators): \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_