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 **must be submitted for review by SAO at least *2 WEEKS PRIOR TO YOUR EVENT*.** If you are having **an event with alcohol or 300 or more people, please pick up forms and consult with SAO *3 WEEKS PRIOR*.** 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.**
- Your anticipated capacity must comply with **fire safety codes**. Event Coordinators must complete and return a fire safety checklist to the Fire Safety Office. Capacity info and checklists are on the Event Planning at Brown website.
- All publicity must conform to policy. Complete publicity protocol available on the SAO website. **No off campus advertising without prior approval from the SAO.** Are you interested in off-campus advertising? Y / N

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 Groups): _____

Admission Policy (check one): □ Members/Invited Guests Only □ Brown/RISD Only
□ College ID Only □ General Public (no alcohol service)

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

Entry Fee: $_____ Food: Y / N Alcohol: Y / N *(Events with alcohol also require a Social Function Form)*

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: ____ /____ /____

To be completed by SAO:

Security Recommendation:_____ Clean Up: ▫ Facilities ▫ Sponsor Advertising Permission: _____

Event Plan received: Y / N Event Staffing in: Y / N Fire Safety Checklist: □ MSO: Y / N Fire Marshal: Y / N