



Alcohol Service Resource Guide for On Campus Events

Planning your event: There are a few options for ordering bar service on campus, which will vary by venue as well as the specifics of the event. The following sections will help guide you through the various options.

The client's event planner will also assist in planning your bar service and will provide a summary of details that may include an estimate for non-alcoholic beverages, disposables or glassware ("Supplies"), and an itemization of the beer, wine, and spirit options requested. Service charges and labor for cashiers, bartenders, bar support staff, and managers ("Bar Labor Fees") may be included in your estimate. University Catering requires a 3-week minimum notice for all events requiring alcoholic beverage service.

To serve alcohol at an event in a non-permanently licensed campus venue, the client must obtain prior University approval from the Office of Business and Finance. The procedure and process for requesting permission to use University resources for an event including alcohol service is available at https://busfin.osu.edu/sites/default/files/alcohol_request_form_2019_revision.pdf. The Authorization to Serve Alcohol (ASA) request form included at this link must be submitted no less than 4 weeks in advance of the event; if a temporary permit is required, please allow no less than 8 weeks.

University Catering @ Non-Licensed Venues

The following options are available from our Carryout License. Options may vary based on event specifics. Please contact a Catering Sales Manager via email at catering@osu.edu or by phone at 614-688-3562 for assistance and planning.

Carryout Service - Pickup/Delivery – From our carryout license, University Catering can provide beer and wine in original sealed containers for consumption at approved campus venues. Client can place an order for pickup or delivery of items ordered. The client and/or their caterer will be responsible for the service and must comply with university policy and Ohio Division of Liquor Control regulations. For approved events, only HOST bar service is available under this option. Sales tax and/or delivery fees may apply. Any unopened alcohol at the end of the event belongs to the client. Opened containers must be discarded per Ohio Division of Liquor Control regulations.

Delivery and Service - Client can order items (beer and wine only in original sealed containers) to be delivered for their event. University Catering staff can be hired to setup and service the bar. If hired, University Catering will be responsible for the service and compliance with university policy and Ohio Division of Liquor Control regulations. For approved events, only HOST bar service is available under this option. Sales tax and/or delivery, bar set up ("Set Up Fee"), and Bar Labor Fees may apply. Bar Set Up Fees will be waived if University Catering is providing all the food and catered service for the event. Client will be billed for what is ordered and provided for the event. All alcohol at the end of function will be removed by the catering bar staff and processed per Ohio Division of Liquor Control regulations by University Catering management staff.

Temporary Liquor Permit (if required) – The client will purchase and provide the requested beer, wine, and spirits with the client's temporary permit (permit required 2 weeks before event). The client is responsible for obtaining the required permits. University Catering will be responsible for the service and compliance with university policy and Ohio Division of Liquor Control regulations. Cash (change bank provided by client) and Host bar service options are available for a temporary permitted event. Sales tax and/or delivery, Set Up Fee, and Bar Labor Fees may apply. Bar Set Up Fee will be waived if University Catering is providing all the food and catered service for the event. All alcohol at the end of function will be removed by the catering bar staff and will be processed per Ohio Division of Liquor Control regulations by University Catering management staff.

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Note: Alcohol for retail sale - if a fee is charged for anything in connection with the event (including admittance, silent auctions, raffles, donations, etc.), it will be necessary to obtain a permit from the Division of Liquor Control, which requires a significantly longer application process. Per state law, this permit requirement applies any time University donors are invited to a donor-exclusive event because of their status as donors, whether or not any donations will be solicited or accepted at that particular event. The Office of Business and Finance will assist you in that process, but to ensure sufficient time for completion, you should submit your request at least 8 weeks before the event.

University Catering @ Licensed Venues

The Student Life Catering/Dining Services alcohol permit covers the following OSU Columbus campus venues: The Ohio Union and Potter Plaza, Curl Hall and Patio, McCorkle Lobby, Pomerene Hall and three (3) Patios, Rec Sports Physical Activities Center, Billy Ireland Library and Sullivant Hall, Thompson Library, Veterinary Medicine Academic Building, Veterinary Hospital, The Frank Stanton Veterinary Spectrum of Care Clinic and the Women's Field House. University Catering can provide Pay (Credit/Debit Only) and Host Bars service with options and pricing from our [Full Service Bar Menu](#) at the licensed venues listed.

A completed Authorization to Serve Alcohol (ASA) request form, which is available at the following link, must be submitted no less than 4 weeks in advance of the event

https://busfin.osu.edu/sites/default/files/alcohol_request_form_2019_revision.pdf.

These facilities are subject to all rules and regulations of the State of Ohio's Division of Liquor Control and regulation. Please note that no alcohol, other than that provided by University Catering may be served or consumed at these venues. Alcoholic drinks must stay within designated areas and the client or guests may not remove no alcohol from an event.

Resources:

Ohio Division of Liquor Control:

<http://www.com.ohio.gov/liqr/> Expenditure Policies:
[Expenditures Policy](#)



Alcohol Sales Guide and Policies for On Campus Events

University Catering has the following types of Alcohol Permits: D1 – Beer only for on-premises consumption or in original sealed containers for carry out only. D2 – Wine and certain pre-packaged drinks for on-premises consumption and in sealed containers for carryout only. D3 – Spirituous liquor for on-premises consumption. D6 – Sunday sales including Beer, Wine, and Spirituous Liquor.

According to the guidelines set forth by University Catering liquor licenses, the hours for beer, wine, and liquor sales are as follows. Hours may vary with a temporary permitted event. All sales/pouring will end 30 minutes prior to the agreed reservation end time.

Monday – Friday: 5:00 p.m. – 12:30 a.m.

Saturday: 12:00 p.m. (noon) – 12:30 a.m. (8:00 a.m. on OSU home

football games) Sunday: 11:00 a.m. – 12:00 a.m. (midnight)

Cash and Host Bars: University Catering can provide a cash or a host bar offering spirits, wine, and beer, or wine & beer only service. There is a \$150.00 fee for each bar requested (“Set Up Fee”). This fee covers bar setup, tear down, and all disposable service (“Supplies”). Glassware can be offered for an additional fee. One bar will be provided for every 75 guests unless event dynamics dictate otherwise. The Set Up Fee will be waived if University Catering is providing all the food and catered service for the event (non-licensed venues only), or of bar minimum sales are met.

Cash Bars: Guests will purchase their own drinks. The client will be responsible for all applicable fees, taxes, and bar minimums. Service charges are not applicable. Change funds and cash drawers will be provided and revenue from bar sales will be applied to the client’s bar minimum requirements. A liquor permit for the location is required and Bar Labor Fees will be due.

Hosted Bars: The Host is responsible for all costs, including the cost of beverages served, all applicable fees, taxes, bar minimums, and applicable Set Up Fee, Supplies, service charges, and Bar Labor Fees. A record is kept by the bartender for the cost of the beverages ordered by the guests, which the client will be billed for at the conclusion of the event. Revenue from bar sales will be applied to the client’s bar minimum requirements. Bartender labor fees are required. A client may choose to offer a combined cash and host bar. The client provides a designated number of drink tickets to guests. The bartender will keep record of the cost of the beverages ordered by guests with drink tickets, and the client will be billed at the conclusion of the event. Once a guest’s drink tickets are used, the guest may purchase additional drinks from the cash bar. The client will be responsible for applicable fees, taxes, and bar minimums.

Minimums and Fees: There is a \$150.00 fee for each bar requested. This fee covers the set up, tear down, and bar disposables and supplies. One bar will be provided for every 75 guests unless event dynamics dictate otherwise. The setup fee will be waived if \$375.00 in sales is reached per bar in licensed venues. The setup fee will also be waived for non-licensed venues if University Catering is the sole food and beverage provider for the event. Sales are not cumulative for multiple bars in consideration of set up fees. A per hour bartender and service bartender fee will be added to the client confirmation agreement. Our Event Coordinator or Sales Manager will help make recommendations regarding the number of staff necessary to meet and exceed service expectations.

A 20% service charge, labor fees, or delivery fees may apply to the event and will be included on the event confirmation. This is an estimate and may adjust at final billing depending on changes or requests that occur during the event. Other terms and conditions may be included in the specific event confirmation. The client’s event planner or sales manager can provide more details.

Alcohol Service: Event and guest safety is a priority concern. Please know that University Catering staff has the sole right to make decisions regarding appropriate service of alcoholic beverages without client recourse. The Division of Liquor

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Control rules, state and local laws, and the Ohio State University Policy on Alcohol govern individual behavior concerning service of alcohol. All events must also abide by Ohio State University's policies and procedures on alcohol:

<https://studentlife.osu.edu/pdfs/osu-policy-on-alcohol.pdf>.

Staff who are trained in and observe ServeSafe® Alcohol Fundamentals of Responsible Alcohol Service will conduct alcohol service. In an effort to maintain the health and safety of guests, our staff is NOT permitted to serve alcoholic beverages in the following manner:

- a) Pitchers of beer. All beer will be provided in individual servings.
- b) Pitchers of mixed drinks. All drinks will be provided in individual servings.
- c) Double servings of alcohol with single mixers. All drinks will be poured with single shots and appropriate amounts of mixers.
- d) Multiple drinks per person. All drinks must be served to the individual consuming them.

All individuals purchasing and/or consuming alcoholic beverages must be a minimum of twenty-one years of age. We reserve the right to refuse alcohol service to anyone who cannot provide proper identification to verify age. It must be verified that a clear majority of those attending will be of drinking age. Guests may not remove alcohol from the permitted defined space where the event is taking place.

Sufficient quantities of food and non-alcoholic beverages (in addition to water) must be available and prominently displayed at all times during an event at which alcohol is served. Security officers may be required at functions where alcoholic beverages are served, and the cost will be charged to the client. If required, this will be preplanned and budgeted with the client. Alcohol service may be non-consecutive, but must not total more than four hours per event. Alcohol service must end one half hour before the end of the event.

University Catering staff reserve the right to: remove any guest who purchases and supplies alcohol to a minor or to anyone who has already been refused service; refuse alcoholic beverage service to anyone who appears intoxicated; confiscate any alcoholic beverage brought in from outside sources; remove any guest; discontinue all alcohol service for failure to abide by Ohio laws, Ohio State University regulations, and/or the instruction of the event bar staff. Should any of these actions become necessary, payment for the event will remain due in full and no refund will be given for any inconvenience or embarrassment caused. All payment for the event is due at the close of the event.