

PRIVATE EVENT REGISTRATION (AKA "PARTY FORM")

JOHN WINTHROP HOUSE

Instructions: Please fully complete and **submit this form to the Resident Dean's Office by Thursday at 3pm** for events on Friday or Saturday. Please note that host(s) must meet with their Resident Dean or designee prior to any private event to review safety and security issues.

PART I – HOST INFORMATION

Host(s) – Members of the Suite

Host(s) are responsible for checking IDs and monitoring the activities of guests, with the objective of promoting compliance with these guidelines, Harvard College policy, and Massachusetts law

(Note: For events where alcohol is to be served, host(s) are required to be at least 21 years old and must be a resident of the suite.)

First & Last Name	Signature	Date of Birth	Cell Phone Number	I have read and understand the alcohol-related policies.
				<input type="checkbox"/> Yes
				<input type="checkbox"/> Yes
				<input type="checkbox"/> Yes
				<input type="checkbox"/> Yes
				<input type="checkbox"/> Yes
				<input type="checkbox"/> Yes
				<input type="checkbox"/> Yes
				<input type="checkbox"/> Yes
				<input type="checkbox"/> Yes
				<input type="checkbox"/> Yes

PART II – EVENT DETAILS

Event Date:	Location:
Start Time:	End Time (<i>no later than 2:00 a.m.</i>):
Number of Expected Attendees:	Alcohol Available: <input type="checkbox"/> Yes <input type="checkbox"/> No
Type of Alcohol (<i>if applicable</i>): <input type="checkbox"/> Beer <input type="checkbox"/> Wine <input type="checkbox"/> Liquor	
Quantity of Alcohol that will be on hand (<i>if applicable</i>):	
Alcohol Delivered (<i>if applicable</i>): <input type="checkbox"/> Yes <input type="checkbox"/> No	Date and Time of Delivery (<i>if applicable</i>):
Detailed Description of Food and Alternate Beverages Available:	

PART III – RESIDENT TUTOR & RESIDENT DEAN REVIEW

Prior to hosting a party, student host(s) must meet with the Entryway Tutor (or On-call Tutor) and the Resident Dean to discuss plans for the event and to obtain approval.

Entryway Tutor Signature: _____ Date: _____

Resident Dean or Designee Signature: _____ Date: _____

(See reverse side for suggestions to help ensure safety and minimize the environmental impact of your party)

TIPS TO MINIMIZE THE ENVIRONMENTAL IMPACT OF YOUR PARTY

Recycle all SOLO CUPS, cans and bottles (i.e. plastic, aluminum, and glass). Remember to empty all containers and leave the caps off (but still recycle the caps).

Encourage attendees to bring their own cup or mug. Alternatively, try to have people just use one cup and buy cups made of recycled material. Have a marker so people can label their cups.

Strategically place bins or bags for collection. It usually helps to have trash and recycling next to each other, but clearly labeled (even with samples of what goes in) to avoid communication and save you time sorting later.

Buy items in bulk rather than individually wrapped.

Serve finger food - pre-sliced fruit, cake, etc so people can just grab and go without needing plates/knives etc.

Buy local and/or organic food. Look for recycled content plates and napkins.

Tips to Minimize High-Risk Behavior at Your Party

Having a dance party? Be sure to provide lots of drinks like water and PowerAde to stay hydrated on the dance floor.

Food runs out fast at parties...be sure to stock up.

If you choose to drink, know what's in your drink and how strong it is

Best way to cure a hangover? Stop it before it starts by drinking lots of water while partying and avoid acetaminophen in the morning.

Harvard Amnesty Policy

Students may bring an intoxicated or drug-impaired friend to UHS or to a hospital, or seek assistance from College residential life staff or HUPD, and by doing this, neither the student nor the friend will face disciplinary action from the College for having used or provided alcohol or drugs.

When in doubt, take the person to UHS

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