

Chartwells Procedures for Alcohol Service Events on the OWU Campus

September 2012

Chartwells is the exclusive Dining Service provider on campus. In addition Chartwells can provide and/or serve alcohol under specific conditions. Please refer below to the section that pertains to your group needs.

General Information

For all alcohol related events on the OWU campus, food service must be included and served to the guests via Chartwells catering. Menus can be viewed online at www.owucatering.catertrax.com or contact our catering office at 740-368-3453.

Liquor License

Chartwells has a liquor license assigned to Selby Stadium. This license allows Chartwells to purchase, provide, serve and charge for alcohol service at Selby.

This license can be used ONLY at Selby Stadium. Any group wishing to have alcohol service at an event at Selby Stadium must obtain prior permission from both the university administration and the Athletic Director.

Due to the nature of the liquor license, Chartwells cannot purchase any alcohol on behalf of any group outside of service at Selby Stadium. As you will see indicated later in the procedures document, it is possible for an organization to secure a temporary permit for the sale and service of alcohol (see reference below).

OHIO DEPARTMENT OF LIQUOR CONTROL – TEMPORARY LICENSES		
Permit Class	Permit Fee	Description
F	\$40	ORC 4303.20 Valid for beer only until 1:00am. (Temporary - 5 days).
F2	\$150	ORC 4303.202 Temporary permit (48 hours) beer and any intoxicating liquor by glass or container on premises only until 1:00am.
To secure a permit, information on applying for a permit, visit: http://www.com.ohio.gov/liqr/		

Information related to Chartwells' procedures and ability to assist with alcohol service at events on the OWU Campus in locations other than Selby Stadium are outlined in the following sections which are identified by event/sponsoring group:

1. Outside Organizations (non-OWU)
2. OWU Events (non-Student)
3. OWU Student Events

1. Outside Organizations (non-OWU)

This section addresses organizations from outside Ohio Wesleyan University (businesses, non-profit organizations or an individual/family) that host events such as meetings, weddings, corporate dinners, receptions, etc.

Events where alcohol is NOT being charged to your guests:

- Chartwells can provide bartenders to serve the alcohol you provide.
- Chartwells can store, chill and serve as needed during the event.
- At the end of the event you must take back any leftover alcohol.
- The outside organization is responsible for arranging an ID check point and mutually agreed upon form of ID for the bartender to recognize (normally a wrist band).

Events where your guests are charged for alcohol:

- Due to our liquor license, Chartwells cannot provide bartender service. We suggest using LGC Temporary Help (614-223-9203) as they can provide trained bartenders. LGC will bill you directly for any help.
- Chartwells will assist you with advice as the appropriate number of bartenders needed for your event.
- Chartwells will provide all labor for service of meals or food items.
- The outside organization is responsible for arranging an ID check point and mutually agreed upon form of ID for the bartender to recognize (normally a wrist band).
- The group must arrange for proper ID protocol and must collect any monies. Temp bartenders may only serve; they cannot collect cash nor conduct primary ID verification.

2. OWU Events (Non-student)

This section addresses on campus events that are hosted by an OWU employee and attended by faculty, staff and/or outside guests.

Events where alcohol is NOT being charged to your guests:

- Chartwells can provide bartenders to serve the alcohol you provide.
- Chartwells can store, chill and serve as needed during the event.
- At the end of the event you must take back any leftover alcohol.
- The outside organization is responsible for arranging an ID check point and mutually agreed upon form of ID for the bartender to recognize (normally a wrist band).

Events where your guests are charged for alcohol:

- You will need to secure a Temporary Permit through the Ohio Department of Liquor Control. Please see the end of this document for information about the different Temporary Licenses available
- Due to our liquor license, Chartwells cannot provide bartender service. We suggest using LGC Temporary Help (614-223-9203) as they can provide trained bartenders. LGC will bill you directly for any help.
- Chartwells will assist you with advice as the appropriate number of bartenders needed for your event.
- Chartwells will provide all labor for service of meals or food items.
- The outside organization is responsible for arranging an ID check point and mutually agreed upon form of ID for the bartender to recognize (normally a wrist band).
- The group must arrange for proper ID protocol and must collect any monies. Temp bartenders may only serve; they cannot collect cash nor conduct primary ID verification.

3. OWU Student Events

This section addresses student organized events that will include students as guests at the function. Students must obtain prior approval from Student Involvement before contacting Chartwells.

Events where alcohol is NOT being charged to your guests:

- Important NOTATION – Student Organizations CANNOT USE ORGANIZATION FUNDS for the purchase of alcohol
- Student Organizations need to reference the Policy on Alcohol and Other Drugs in the Student Handbook for further clarification.

Events where your guests are charged for alcohol:

- You will need to secure a Temporary Permit through the Ohio Department of Liquor Control. Please see the end of this document for information about the different Temporary Licenses available
- Due to our liquor license, Chartwells cannot provide bartender service. We suggest using LGC Temporary Help (614-223-9203) as they can provide trained bartenders. LGC will bill you directly for any help.
- Chartwells will assist you with advice as the appropriate number of bartenders needed for your event.
- Chartwells will provide all labor for service of meals or food items.
- The outside organization is responsible for arranging an ID check point and mutually agreed upon form of ID for the bartender to recognize (normally a wrist band).
- The group must arrange for proper ID protocol and must collect any monies. Temp bartenders may only serve; they cannot collect cash nor conduct primary ID verification.
- You are encouraged to review the Policy on Alcohol and Other Drugs in the Student Handbook <http://studentaffairs.owu.edu/pdfs/StudentHandbook.pdf> to read more about the expectations for student organizations managing events with alcohol.