

PRIVATE EVENT REGISTRATION

CABOT HOUSE

Instructions: Please fully complete and submit this form to the Resident Dean's Office by **NO LATER THAN THURSDAY AT 3:00 P.M.** 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 (no later than 2:00 a.m.):
Number of Expected Attendees:	Alcohol Available: <input type="checkbox"/> Yes <input type="checkbox"/> No
Type of Alcohol (if applicable): <input type="checkbox"/> Beer <input type="checkbox"/> Wine <input type="checkbox"/> Liquor	
Alcohol Delivered (if applicable): <input type="checkbox"/> Yes <input type="checkbox"/> No	Date and Time of Delivery (if applicable):
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 or On-call Tutor and the Resident Dean to discuss plans for the event and to obtain approval.

Resident Dean or Designee Signature: _____ Date: _____

(See reverse side for suggestions to 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.