

Rider University Event Alcohol and Bartender Process and Policy

Internal Events/Campus Office and Departments:

- All alcohol for events being held on campus must be ordered through Gourmet Dining Catering Services. Departments may not purchase alcohol on their own to be served on campus.
- Self-serving of any alcohol on campus is not permitted.
- A Rider Employee Catering Bartender must be hired to work any event on campus where alcohol will be served.

Process

1. For the 25Live reservation, check “Yes” for “Will alcohol be served?”.
2. Thirty days in advance of event, submit the following to events@rider.edu
 - a. Completed Alcohol Compliance Form
 - b. Event’s catering menu (food and beverages)
 - a. Social Affairs Permit must be filed with the New Jersey State Division of Alcoholic Beverage Control (ABC) if there is a charge to attend the event, or alcoholic drinks will be sold (cash bar). The department hosting the event is responsible for the permit fee of \$100.
3. Place alcohol order with ridercatering@rider.edu
 - a. Rider Dining services will make sure the appropriate alcoholic beverages are supplied for your event, provide glassware, napkins, stirrers, along with beverage mixers and garnishes, and schedule the appropriate number of bartenders (dependent on number of expected event attendees).
4. *Invoicing and Payment*
 - a. All alcohol is now purchased directly by the University. Individual departments are not permitted to purchase their own alcohol.
 - b. Event alcohol charges are based on consumption, with no mark up of alcohol costs. Beer is invoiced by 6 pack; wine and liquor is invoiced by the open bottle. The event host department will receive an invoice for the alcohol consumed and amount owed.
 - c. Per NJ law, no opened or partially used bottles may be given to the event host at the end of the event.
 - d. Bartender Fees: Rider Catering Bartenders are Rider employees under the supervision of Auxiliary Services and scheduled by the Gourmet Dining Services Catering Director. Bartender service rate is \$30/hour with a 4-hour minimum. The event host department will receive an invoice for the bartender services fee owed.
 - e. Please request an expense transfer of the amount invoiced to account CONFSP-760499 by emailing accountingoffice@rider.edu.

Questions? Please contact events@rider.edu or call 609-896-7700.