

Guidelines for Safe Service of Alcohol

These recommendations are offered as guidelines only. When hosting a party or event where alcohol is to be served, be sure to abide by all University policies and applicable laws.

- Never make alcohol the focus of any event or party.
- Always serve an ample and attractive selection of non-alcoholic beverages (e.g., juices, soft drinks, bottled water).
- Clearly label containers that have alcohol to avoid confusion.
- Use a non-carbonated base to avoid the increased absorption rate caused by the carbonation.
- Avoid having an open bar or common containers (such as kegs), as they tend to promote over-indulgence. Serving drinks in individual containers enables guests to more easily monitor their alcohol consumption.
- Provide high protein, non-salty food throughout the event. Food slows the rate of alcohol absorption.
- Allow time between drinks so guests can feel the effects of one drink before being served another.
- Remember: one drink per hour and no more than three drinks per event for moderate drinking.
- Stop serving alcohol completely at least one hour before the end of the party. Only the appropriate amount of time- approximately one hour for each drink consumed - will restore sobriety to a guest.

Planning Considerations: General Matters

Questions

Answers

Is alcohol appropriate at this event?

Remember: Alcohol should never be the primary focus of any event.

Who will be in attendance?

Will minors be in attendance? If so, can service be monitored and identification verified?

Is the event public or private?

Public events (no RSVP and open to passers-by) should be structured so that identification can be verified and service monitored.

What activities are connected with the event?

If the activities are connected during the workday, alcohol should not be served. If participants are driving or are in contact with dangerous equipment, safety measures should be considered (e.g., providing alternative modes of transportation).

What are the setting, time and size of the

If there will be large numbers in attendance, of the setting precludes reasonable means of

event?

control, alcohol service is not advisable.

Host Responsibilities

- Remain sober. The host should abstain from drinking alcoholic beverages while conducting official duties. You can be in a better position to handle emergencies and drive impaired guests home, if necessary.
- Do not serve alcoholic beverages to persons under 21 years of age. Diligently inquire, by examining driver's license or state identification, if the person is 21 or over. It is advisable to ask anyone who appears to be 35 years or younger for identification.
- Do not continue to serve alcohol if you observe any signs of impairment such as illness. Guests have overindulged if their speech is slurred and/or their gait is unsteady.
- Do not allow guest to drive if you suspect that they are alcohol impaired. Be knowledgeable about and prepared in advance to provide alternative modes of transportation and/or arrange for a cab or friend to drive the guest home.
- Call the local police department if the person insists on driving while impaired. Give the police the model and year of the vehicle and license plate number.
- Document all incidents that occur, including date, time, place, and what you did or attempted to do.

Server Responsibility

- Request identification to ensure that only guests 21 and over are served alcoholic beverages.
- Never leave alcoholic beverages unattended.
- Ensure that punch bowl is clearly labeled when they contain alcohol.
- Receive directions from the host on how to handle emergencies. The server and host should determine the following:
 - When to call the police (or other agency) for help
 - Who will take responsibility for calling emergency services
 - Who will document any incident or occurrence?
- Document any incident or occurrence, in cooperation with host, for future reference. A note book or file should be maintained. Occurrences such as an impaired guest insisting on driving, for instance, should be documented. Include time, place, people involved, specific occurrence and what you attempted to do or what you did do.

Limiting Alcohol Consumption of Guests

- Offer non-alcoholic beverages first.
- Retain a bartender with experience in alcohol management and the monitoring of guest consumption and behavior. It is recommended that there is one bartender for every 50 guests in attendance.
- Instruct staff not to encourage or "push" consumption of alcoholic beverages.
- Serve drinks in small glasses. Count drinks as a means of monitoring guest consumption.
- Delay responding to guest for another drink.
- Serve non-alcoholic beverages (i.e., juice, water, coffee), between service of alcoholic drinks.
- Buy only enough alcohol for the number of guests in attendance, with consideration given to the length of the event. Consider that approximately 1/3 of the population does not consume alcohol. Remember one drink per

hour and no more than 3 drinks per event set the pace for moderate consumption and should be used for determining the amount of alcohol to buy.

- Quiet music and soft lights slow consumption.

Assisting an Intoxicated Person

- Do not give the person food, drink or medication.
- Do not try to have the person walk or run.
- Do not suggest that the person take a cold shower; it will not help and could result in shock which is a medical emergency.
- An intoxicated person's judgment is impaired. Do not try to reason or argue with him/her.