**SUNY EMPIRE STATE COLLEGE   
ALCOHOLIC BEVERAGE GUIDELINES**

The following guidelines should be observed when SUNY Empire State College (the college) facilities are rented to third parties for events at which alcoholic beverages are served.

1. **Proof of Liquor Liability Insurance**

Permittee must furnish proof to the college that its caterer has liquor liability insurance. The simplest form of proof, which avoids the college reviewing and assessing individual policies, is a letter from the Caterer’s insurance broker describing the coverage and stating the policy limits. The Broker’s description of the coverage is critical, because, for example, where the Caterer is a restaurant, its liquor liability policy may exclude coverage when alcoholic beverages are served somewhere other than the primary place of business. A letter from the Broker will also provide the college with the Broker’s contact information, should further clarification of the insurance coverage be needed.

1. **Proof of Current Caterer’s Permit Issued by the New York State Liquor Authority**

New York Alcoholic Beverage Control Law § 98 requires caterers who serve alcoholic beverages at a function in a hotel, restaurant, club, ballroom or other premises to obtain a temporary indoor permit, which is effective for a 24-hour period. The college should inspect the permit before the alcoholic beverage service is set up.

1. **No Persons Under Age 21 Will Be Served Alcoholic Beverages**

Permittee must agree that no persons under age 21 will be served alcoholic beverages

1. **Cash Bars Not Permitted**

To avoid any retail sales issues that could be attributed to the college, cash bars should not be permitted. Payment for alcoholic beverages consumed at the Event should be governed by the contract between Permittee and Caterer.

1. **On Premises Consumption of Alcoholic Beverages**

Attendees at the Event may not consume alcoholic beverages in any area of the building that is not licensed for use by the Revocable Permit. Permittee should make an appropriate announcement at the Event and monitor guests for compliance.

**Alcoholic Beverage Provision for Revocable Permits**

Permittee, by and through its Caterer [name of caterer] shall serve alcoholic beverages at the Event. The following provisions shall govern service of alcoholic beverages at the Event:

1. Permittee warrants and represents that no persons under age 21 shall be served alcoholic beverages.
2. Permittee agrees that alcoholic beverages shall not be served at the Event through the use of a “cash bar.” Payment for alcoholic beverages served at the Event shall be governed by the contract between Permittee and Caterer, and no sale of alcoholic beverages shall occur on the college Premises.
3. Permittee shall not permit its guests to remove alcoholic beverages from the area licensed for use by this Revocable Permit.
4. Permittee shall furnish evidence that Caterer has adequate liquor liability insurance coverage. Such evidence shall be subject to the college approval.
5. Permittee shall cause to be produced to the college, on the day of the Event, a valid, current Caterer’s alcoholic beverage permit.