



The University requires that event sponsors wishing to offer alcoholic beverages at their programs and events operate within state and local laws.

It is the policy of the University to maintain a drug-free workplace and campus. The workplace and campus are presumed to include all Harvard premises where the activities of the University are conducted. The unlawful manufacture, distribution, dispensation, possession and/or use of controlled substances or the unlawful possession, use, or distribution of alcohol without prior permission is prohibited on the HMS campus, in the workplace, or as part of any of the University's activities.

Guidelines for SERVING Alcoholic Beverages at HMS-Sponsored Events:

The University's General Liability Policy provides "[Social Host Liquor](#)" coverage for University business functions where alcoholic beverages are being served. Please note that it is the responsibility of the department and individuals hosting the business event to comply fully with state laws pertaining to the serving/selling of alcoholic beverages and to University policies. It is a violation of Massachusetts law* to serve or sell alcohol to anyone under 21 years of age or to provide alcohol to a person whom the host knows or reasonably should know is intoxicated. It is also a notable exclusion to the University's liability policy if alcohol is served/sold to minors or to intoxicated individuals.

Please note, a private party such as a baby/wedding shower, birthday party, etc. held on University premises and hosted by an employee or student is **not** considered a business event and therefore, **not** covered by the University insurance.

*** Massachusetts Law**

1. No person shall "sell" alcoholic beverages except in accordance with the licensing provisions of M.G.L. chapter 138. (A sale would include direct charges for drinks, or charging of an admission or registration fee, or selling tickets to an event.)
2. It is illegal to sell, or to knowingly furnish alcohol to a person under the age of 21. (M.G.L. chapter 138, section 34.) "Furnish" shall mean to knowingly or intentionally supply, give, or provide to or allow a person under 21 years of age except for the children and grandchildren of the person being charged to possess alcoholic beverages on premises or property owned or controlled by the person charged

It is advisable for sponsoring departments to familiarize themselves with the [Harvard University Police Department's Alcohol Policy](#)

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Minimum requirements for all indoor HMS department sponsored business/social functions or events where alcoholic beverages are served, but where no fee is charged either at the event, or by the sale of admission tickets:

- Access to events serving alcohol must be limited to invitees and controlled throughout the event.
- Service of alcoholic beverages at HMS Department events where attendance is ordinarily limited to department members (including its students) shall occur only in accordance with these procedures:
 - Only beer and wine may be served as alcoholic beverages at events where attendance is expected to exceed 30 persons.
 - The alcoholic beverages shall be located in an area set away from public corridors, or other locations where uninvited persons could possibly serve themselves.
 - The sponsoring department shall delegate one or more persons to act as the “beer and wine monitor.” A beer and wine monitor shall be stationed next to the alcoholic beverage service area while the event is being held. The monitor shall watch for any consumption by persons who are visibly intoxicated or attempted service by persons who are under 21 years of age and shall ask to see a driver’s license or other identification card showing age if an event attendee is not known to the monitor to be at least 21 years old. It is the responsibility of both the beer and wine monitor and the department sponsoring the event to ensure that no alcoholic beverage is provided to persons under the age of 21.
 - The alcoholic beverage service area must include a sign that states “If you are not 21 years old you may not drink beer or wine at this gathering.” Provided by the sponsoring department.
 - The event shall conclude within three hours. An event may continue for up to four hours but in no event shall the serving of alcoholic beverages occur past the end of the third hour of the event.
 - Alcoholic beverages remaining at the conclusion of the event shall be removed to a secure location by the sponsoring department.
- At any event having more than 30 guests where invited guests may include family members, or friends of department members (i.e., holiday parties, commencement events, special celebrations) and/or taking place in a space/area that is open to the public (i.e., the Quad or other outdoor space) the department **is required** to hire a professional bartender or caterer to serve/dispense alcohol. In addition, the bartender/caterer **is required** to have “TIPS” training and provide a certificate of insurance evidencing Liquor Liability Insurance naming HMS as an additional insured. **All of which must be provided to the Room Scheduling Department at HMS to have on record as least 1 week prior to the event date.**
 - If your event is taking place in the Joseph B. Martin Conference Center, the on-site caterer, Restaurant Associates is required take care of these details and no additional action is necessary on your part.
 - If your campus event is being catered by Restaurant Associates indoors on campus, they will take care of these details and no additional action is necessary on your part.
 - If your campus event is being catered/served by anyone other than Restaurant Associates, HMS Room Scheduling will work with the reserving party to acquire the appropriate licensure and this requires a minimum of 30 days’ notice. Requests within 30 days, are not eligible.



- Any function that may have guests under age 21 requires the department to establish a procedure to determine which guests are over 21 and how it will ensure that guests under 21 are not served alcohol.
 - **Any function where beer or wine (or in rare instances, alcohol) is served will require a special one-day alcohol license* from the City of Boston (see below for University alcohol license information) as the school does not have a blanket liquor license. **If your caterer holds a State of Massachusetts [12C Caterer's License](#) AND your event is NOT open to the public, the event is exempt from the special one-day license process and your caterer holds responsibility for written notice to the local police chief and Local Licensing Authority 48 hours before the event. You are required to send a copy of the license to room_scheduling@hms.harvard.edu to have on file.***
- An HUPD detail may be required for events open to the public and for large events, as determined by HMS Room Scheduling and HMS Security.
- Non-alcoholic beverages must be made available at the event.
- No alcoholic beverages can be taken outside the event or off the premises.

Minimum requirements for all indoor HMS sponsored business/social functions or events where alcoholic beverages are sold (either by direct sale or by charging of an admission fee, selling tickets, or charging a registration fee):

- Guests at events at which alcoholic beverages are sold, other than events at the Joseph B. Martin Conference Center, ordinarily shall be limited to Harvard faculty, staff, students, or affiliates, their guests, and guests of HMS. Only wine and malt beverages may be served at such events.
- HMS Room Scheduling/Restaurant Associates is required to obtain a special one-day Malt and Wine license for the event from the City of Boston Licensing Board. (*see below for University alcohol license policy*) Requests received within 30 days are not eligible and the reserving party must indicate alcohol service request at the time of reservation.
- The reserving party named on the license is required to be present during the event to ensure that the event complies with the terms of the license. And this license must be on record with HMS Room Scheduling.
- The location of the event must be a permitted place of assembly, and attendance at the event shall not exceed the permitted capacity.
- Precautions and controls must be in place during any licensed event to ensure that no person under the age of 21 is served, or has access to, alcoholic beverages.
- The event sponsor must hire a professional bartender or caterer to serve/dispense alcohol. In addition, the bartender/caterer must have "TIPS" training and provide a certificate of insurance evidencing Liquor Liability Insurance naming HMS as an additional insured. All of which must be provided to the Room Scheduling Department at HMS to have on record.



- The event sponsor must arrange for an HUPD detail for any licensed event where more than 200 persons are expected to attend.
- No alcoholic beverages other than those served by the professional bartender or caterer shall be dispensed at the event.
- If your event is taking place in the Joseph B. Martin Conference Center, the on-site caterer, Restaurant Associates is required to take care of these details and no additional action is necessary on your part.
- If your campus event is being catered by Restaurant Associates indoors, they will take care of these details and no additional action is necessary on your part.
- If your campus event is being catered/served by anyone other than Restaurant Associates, HMS Room Scheduling will work with the reserving party to acquire the appropriate licensure and this requires a minimum of 30 days' notice. Requests within 30 days, are not eligible

Minimum Requirements for all outdoor HMS Sponsored business/social functions or events where alcoholic beverages are served or sold:

- Access to events serving alcohol must be limited to invitees and controlled throughout the event by the sponsoring department.
- Only beer and wine may be served as alcoholic beverages at outdoor events.
- The alcoholic beverages shall be located behind a staffed bar where uninvited people cannot possibly serve themselves.
- The event shall conclude within three hours. An event may continue for up to four hours but in no event shall the serving of alcoholic beverages occur past the end of the third hour of the event.
- The on-site caterer, Restaurant Associates is required to perform beer/wine bar service for outdoor events and they will manage the license and insurance process on your behalf.
- Alcoholic beverages remaining at the conclusion of the event shall be removed or moved to a secure location by Restaurant Associates.
- Any function that may have guests under age 21 requires the department to establish a procedure to determine which guests are over 21 and how it will ensure that guests under 21 are not served alcohol.
- **Any function where beer or wine (or in rare instances, alcohol) is served will require a special one-day alcohol license* from the City of Boston (see below for University alcohol license policy) as the school does not have a blanket liquor license.**
**If your caterer holds a State of Massachusetts [12C Caterer's License](#) AND your event is NOT open to the public, the event is exempt from the special one-day license process and your caterer holds responsibility for written notice to the local police chief and Local Licensing Authority 48 hours before the event. You are required to send a copy of the license to room_scheduling@hms.harvard.edu to have on file.*



- An HUPD detail is required for outdoor events where alcohol will be served.
- Non-alcoholic beverages must be made available at the event.
- No alcoholic beverages can be taken outside the event or off the premises.

State and local law, and University policy, require that a license be obtained for events at which alcohol will be served. Members of the HMS community who wish to host HMS-sponsored events at which alcohol will be served, must comply with all applicable licensing requirements and with the [Harvard University Alcohol License Policy for Private Events \(not Student Groups\)](#) in addition to the HMS Policies above.

For more information on obtaining a license and the fees associated, please contact Room Scheduling; please note, applications for special one-day alcohol licenses **must be** received at a minimum of 30 days before the event.

It is the responsibility of the event organizer to provide enough advance notice to Room Scheduling in order to have all one-day alcohol licenses signed by the Boston Police District B-2 (Roxbury) Station Captain prior to delivering the application to City of Boston Licensing Board – this is a full 30 day process.

All-Alcohol beverage license = \$150 per day, Malt and Wine Licenses are \$75 per day