PRIVATE EVENT REGISTRATION

CABOT HOUSE 2016-17

Instructions: Please fully complete and submit this form to the Academic Coordinator's Office (A-22) by no later than **Thursday at 3:00 p.m.** for events on Friday or Saturday. Please note that all host(s) must meet with the Academic Coordinator prior to any private event to review safety and security issues.

PART I – HOST AND SUITE INFORMATION

Hosts are responsible for checking IDs and monitoring the activities of guests, with the objective of promoting compliance with House guidelines, Harvard College policy, and Massachusetts law. Hosts must be present for the entire event. By signing this form, all members of a suite take responsibility for the event and permit the event to occur.
Note: For events where alcohol is to be served, hosts are required to be at least 21 years old and must be residents of the suite.

First & Last Name	*Signature*	*Date of Birth*	*Cell Phone Number*	*I have read and I understand the alcohol-related policies.*
				☐ Yes
				☐ Yes
				☐ Yes
				☐ Yes
				☐ Yes
				☐ Yes

PART II – EVENT DETAILS

Event Date:	Location:
Start Time:	End Time *(no later than 2:00 a.m.)*:
Purpose of Event:	
Number of Expected Attendees:	Please note that suites can safely hold 20-50 guests (double to quint)
Alcohol Available: ☐ Yes ☐ No	Type of Alcohol *(if applicable)*: ☐ Beer ☐ Wine ☐ Liquor
Detailed Description of Food and Alternate Beverages Available:	
The official hosts of this event are:	

PART III – DEAN'S OFFICE REVIEW

Prior to hosting a party, student host(s) must meet with the Academic Coordinator to discuss safety and to obtain approval. Before the event, students must meet with the On-call Tutor.

Signature of Beth or Tiffanie: _____Date:_____

Reminders:
The number of 21+ hosts must be reasonable for the number of expected guests.
Parties are always by personal invitation only.
If alcohol is served, food and non-alcoholic beverages must also be served. Don't forget about DAPA grants!