

# PLANNING A SOCIAL GATHERING ON CAMPUS

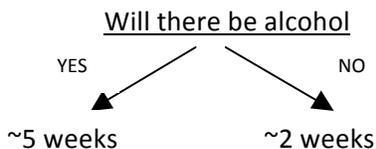
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The most important question that will determine time needed for you to plan in advance will be whether or not you are going to serve alcohol. It is assumed that anyone hosting a party will want to serve some sort of food; if this is not the case then an EHS food permit is not required. However, if you plan to serve alcohol you will NEED to serve food. Below is a brief outline of the process you will need to follow to hold an event on a campus location (for FREE in most cases!):

## 1. Forms you will need to fill out:

- a. Space request form (*can be done online*) – Some people start requesting spaces in March/April for the following year – [www.studentunions.buffalo.edu](http://www.studentunions.buffalo.edu)
- b. Environmental health and safety food permit (*found in student life*)
- c. Special events security request (*found in student life*)
- d. Alcohol Permit application (*through judicial affairs*)

When to start planning and submit forms (above)?



## 2. Possible places to consider

- a. Outdoor
  - i. Founder's Plaza
  - ii. Baird Point
  - iii. Parcel B (Field outside of bookstore)
  - iv. Ellicot Picnic area
  - v. Almost any green space can be reserved
- b. Indoor
  - i. Harriman Hall Room 105 (*300 capacity*)
  - ii. SU Flag Room (*100 capacity*)
  - iii. SU210 (*75 capacity*)
  - iv. SU 145 (combination rooms)

## 3. Considerations

- a. Start planning ahead early: Student Life starts accepting reservations for spaces at the end of the year (for the following year)... The more you plan ahead, the better chance you have of getting the space you want on the day(s) you want.
- b. If there is going to be alcohol you will need a "bartender": This does not have to be a licensed bartender, but someone who will stay with the alcohol and take responsibility for making sure that nobody is getting served who is out of control (i.e. puking). Beer and wine may be looked at more favorably than hard alcohol. Most events where alcohol will be included are preferred to be in closed spaces (indoors) – however, Student Life has stated that there may be some flexibility if there is some kind of barrier or designated (contained) outdoor space for the event. Again, if you serve alcohol you must serve food.
- c. Food - You are free to bring your own food after acquiring a food permit, or to have the event catered through Three Pillars Catering (although that costs more and the point of this is to save money)
- d. More than 100 people will requires a University Police Request Form. It is up to the discretion of UB Police as to whether or not your party will require a police presence. Police presence might be required for events with 100 (or more) guests. If there will be alcohol served a University Police Request Form is *required*.

More information regarding rooms and reservations can be found at the Student Union website ([www.studentunions.buffalo.edu](http://www.studentunions.buffalo.edu)) or you can email Liz with specific questions. Every event is a little different, so this brief outline might not apply completely to your reservation.