

STATE OF NEW JERSEY
SPECIAL PERMIT FOR SOCIAL AFFAIR APPLICATIONS
AND
THE COLLEGE OF NEW JERSEY
COLLEGE ALCOHOL PERMITS

WHERE TO OBTAIN:

SPECIAL PERMIT FOR SOCIAL AFFAIR: STATE OF NEW JERSEY
DEPARTMENT OF LAW AND PUBLIC SAFETY
DIV OF ALCOHOLIC BEVERAGE CONTROL
140 East Front Street
CN 087
Trenton, New Jersey 08625
(609) 984-2830
**see below for guidelines and fees regarding the
Special Permit for Social Affair

COLLEGE ALCOHOL PERMIT: The Office of Conference and Meeting Services
Brower Student Center
(609) 771-2264
**there is no charge for a College Alcohol Permit

GUIDELINES:

WHEN THE SODEXHO COMPANY IS CHARGING FOR THE ALCOHOL (EITHER TO THE ORGANIZATION/OPEN BAR OR THE INDIVIDUAL PARTICIPANTS/CASH BAR) **OR** THE SPONSORING ORGANIZATION IS CHARGING THE PARTICIPANTS TO ATTEND THE EVENT:

WINE AND BEER

If an event is in a licensed facility (Rathskellar or the 1855 Room) no Special Permit or College Alcohol Permit is needed.

- For college-affiliated organizations:
 - If the event is in a building with a licensed facility (the Student Center or Eickhoff Hall), then an extension to the license can be obtained by the Sodexho Company for 75.00 and a College Alcohol Permit is required.
- For non-profit organizations holding an event as a fund raiser:
 - If the event is in a non licensed facility then the sponsoring (affiliated or non-affiliated) organization must apply for a Special Permit for Social Affairs on their own. Additionally, a College Alcohol Permit must be obtained.

HARD LIQUOR

At all events with hard liquor in any facility or building (including the 1855 Room and the Rathskellar) the sponsoring organization **MUST** apply for a Special Permit and a College Alcohol Permit.

- WHEN THE GUESTS ARE **NOT** PAYING TO ATTEND THE EVENT AND THE SPONSORING ORGANIZATION IS **NOT** SUPPLYING THE ALCOHOL (either beer and wine or hard alcohol):
 - In the Rathskellar and the 1855 Room, neither a Special Permit for Social Affair, nor a College Alcohol Permit is needed for beer and wine; however, a College Alcohol Permit and a Special Permit for Social Affair is needed for hard liquor.
 - In any other facility, a College Alcohol Permit and a Special Permit for Social Affair is needed for beer/wine or hard liquor.

- WHEN THE SPONSORING ORGANIZATION IS SUPPLYING THE ALCOHOL (either beer and wine or hard alcohol) **AND** THE GUESTS ARE **NOT** PAYING TO ATTEND THE EVENT:
 - In the Rathskellar and the 1855 Room, neither a Special Permit for Social Affair nor a College Alcohol Permit is needed for beer /wine or hard liquor.
 - In any other facility, only a College Alcohol Permit is needed for beer/wine or hard liquor.

SPECIAL NOTES:

- Special Permits for Social Affairs will not be issued without a diagram of the facility.
- Social Affair Permits will only be issued to non-profit organizations.
- Social Affair Permits, when obtained by the sponsoring organization are \$100.00 per day for Civic, Religious or Educational organizations and \$150.00 per day for all other non-profit groups.
- Applications must be submitted at least three weeks prior to the date of the event.
- A College Alcohol Permit does not require a diagram of the facility.
- The College Alcohol Policy states that all alcoholic beverages **MUST BE SERVED BY A SODEXHO BARTENDER.**
- The College Alcohol Policy states that no underage guests may be present during an event where alcohol is served without special permission from the Vice President of Student Life Office.

- **THE COLLEGE OF NEW JERSEY IS NOT PERMITTED TO USE STATE/COLLEGE FUNDS TO PAY FOR ALCOHOL. BUDGET & FINANCE WILL NOT REIMBURSE ANY EMPLOYEE OR DEPARTMENT WHO SUBMITS A RECEIPT FOR ALCOHOLIC BEVERAGES**

GENERAL RULE OF THUMB: if there is change of money anytime other than the original purchase of the alcohol at the liquor store there needs to be a license.

MORE NOTES TO THE COORDINATORS:

1. Sodexo Dining Services at The College of New Jersey has a concessionaire's alcohol license on our campus for two locations. One location is the 1855 Room, and the other is the Rathskellar.
 - a. Our license is limited to the sale of beer and wine only.
 - b. The Sodexo Dining Services can apply for a "Temporary Extension of Premises" permit for any College Related Event.
 - c. Should a College Related organization wish to hold an event with distilled spirits, Sodexo Dining Service should request (in writing) permission to serve the hard liquor for that event only.
 - d. The College of New Jersey is limited to receiving 25 licenses (per location) in a given calendar year.

2. There are several scenarios of events which could take place on our campus other than in the licensed facilities. These scenarios are outlined below:

SCENARIO A:

- **Guests do not pay to attend event**
- **Client provides alcohol (purchased at a retail or wholesale store).**

PRIVATE ENTITY

- No ABC License Required

NON PROFIT – FUNDRAISER

- No ABC License Required

NON PROFIT – NON-FUNDRAISER

- No ABC License Required

FOR PROFIT

- No ABC License Required

COLLEGE RELATED

- No ABC License Required

SCENARIO B:

- **Guests do not pay to attend event**
- **Client does not provide alcohol**

OR

Scenario C:

- **Guests pay to attend event**
- **Client provides alcohol (purchased at a retail or wholesale store).**

OR

Scenario D:

- **Guests pay to attend event**
- **Client does not provide alcohol**

For either of the scenarios B or C or D, the following applies:

PRIVATE ENTITY

- Client must apply for a SOCIAL AFFAIRS Permit with ABC

NON PROFIT – FUNDRAISER

- Client must apply for a SOCIAL AFFAIRS Permit with ABC. ****

NON PROFIT – NON-FUNDRAISER

- See For Profit Guidelines.

FOR PROFIT

- Client must hire a catering company which has a RETAIL or Plenary Catering License to sell alcohol. (This can be a cash bar or an open bar).

COLLEGE RELATED

- If in a location adjacent to a currently licensed facility, Sodexo must apply for an extension to their Concessionaires license.
- If NOT in a location adjacent to a currently licensed facility, the Client must apply for a SOCIAL AFFAIRS Permit with ABC.

Note: For all events on campus, a College Alcohol Permit must be obtained.

NOTE to the Coordinators:

*** A Non Profit Organization MUST provide the alcohol to hold an event at The College of New Jersey. ABC will not grant this group a Social Affairs Permit if they do not provide their own alcohol.

- A Non Profit Organization not holding a fundraiser will NOT be permitted to hold their event on The College of New Jersey campus unless they provide their own alcohol.