**Providing Alcoholic Beverages for Events in the Murphy Building**

**An Outline**

Event hosts who are Hospitality Committee members are primarily responsible for providing alcoholic beverages at dinners and receptions in the Murphy building, although Hendrix Catering Services staff may assist with serving beverages and in some cases with purchasing and storing them.

Host and Catering staff responsibilities

Hosts and Catering staff must abide by legal possession limits in a dry county\*

Hosts will purchase beverages for an event and take responsibility for delivering them before the event and collecting them afterwards.

If more than the individual legal limit is required for an event, Catering staff who will serve or supervise service during the event may purchase additional beverages, as long as the legal limit is observed.

Catering staff may temporarily store beverages for a few hours before and after an event. Any beverages left longer than 12 hours after an event will be disposed of.

Conditions

Hosts must be present when beverages are served and consumed.

Event guests must be specifically invited. Events may not be open to the public.

Guests must consume beverages only in the interior of the building, not on the patio, lawn, or other areas outside the building.

Guests may bring their own beverages but must also abide by legal possession limits\*.

Hendrix students of any age and under age persons may not be present in the building when beverages are served; this prohibition also applies to student workers.

Financial transactions

Hosts and Catering staff may purchase beverages using any of the following methods.

College credit card

Personal credit card

Cash advance

Receipts must not be for more than the legal possession limit\*:

Reimbursement should be from the appropriate College account.

***\* Legal limit for one individual or one vehicle is one gallon of wine OR spirits AND three gallons of beer, which translates into five fifth-size bottles of wine OR spirits AND a case of 12-oz. beers. This limit also applies to a single vehicle, no matter how many persons occupy the vehicle.***