

Alcohol Service Policy

Guidelines and Procedures

1. Purdue University and the employees of Purdue Memorial Union Catering and Events take our responsibility, as Purdue's exclusive provider of alcoholic beverages, very seriously.
2. The form entitled "Request for Service of Alcoholic Beverages at Closed, Catered Events" must be completely filled out and submitted for approval, no later than 30 days prior to your event date.
3. Licensed and regulated by the State of Indiana, we will comply with all laws governing the sale and service of alcoholic beverages.
4. All individuals purchasing and/or consuming alcoholic beverages must be a minimum of twenty-one (21) years of age. We reserve the right to refuse alcohol service to anyone who cannot provide proper identification to verify age. It must be verified that a clear majority of those attending will be of drinking age.
5. We reserve the right to remove any guest who purchases and supplies alcohol to a minor or to anyone who has already been refused service.
6. We reserve the right to refuse alcoholic beverage service to anyone who appears intoxicated.
7. We reserve the right to confiscate any alcoholic beverage brought in from outside sources.
8. Our Bartenders will not serve "shots" or serve drinks made from more than two liquors (i.e., Long Island Iced Tea).
9. Bar service may not exceed 4 hours duration.
10. Alcoholic beverages may not be self-poured.
11. We reserve the right to remove any guest, discontinue all alcohol service or discontinue an entire event for failure to abide by Indiana law, Purdue University regulation, and/or the instruction of the Purdue Memorial Union staff. Should any of these actions become necessary, payment for the event will remain due in full and no refund will be given for any inconvenience or embarrassment caused.

Alcohol Service Pricing

Cash Bars

Guests will purchase their own drinks. The Host will be responsible for all applicable fees and bar minimums. Service charges are not applicable. Indiana sales tax is included in the per drink price.

Hosted Bars

The Host is responsible for all costs including the cost of all beverages served, all applicable fees and bar minimums. A service charge of 18% will be applied to all sales.

Cash or Hosted Bars at the Purdue Memorial Union or Stewart Center

There is a 50.00 fee for each bar setup at the Purdue Memorial Union or Stewart Center. This fee covers one bartender, setup/tear down service and all glassware. One bar will be provided for every 75 people unless event dynamics dictate otherwise.

Off Premise Cash or Hosted Bars

There is a 100.00 fee for each bar setup at locations other than at the Purdue Memorial Union or Stewart Center. This fee covers one bartender, setup/tear down service, all transportation/delivery fees (Catering fees are separate) and plastic ware. Glassware may be rented for an additional charge of 1.00 per person. One bar will be provided for every 75 people unless event dynamics dictate otherwise.

Bar Minimums

All bar minimums must be met or the event sponsor will pay the difference between the minimum expected revenue and the actual beverage sales, exclusive of fees, service charges and taxes. Minimums are established for up to four (4) hours of service and will be based on your attendance guarantee. They are calculated as follows:

Up to 35 Guests	100.00
36 – 50 Guests	150.00
51 – 75 Guests	200.00
76 – 100 Guests	300.00

Additional Bartenders

As soon as your event details have been finalized, the Beverage Manager will review your requirements and determine if additional bartenders are needed to meet your service expectations. Should you decide to accept our recommendations, you will be charged \$15.00 an hour, including setup and breakdown hours, for each additional bartender. Please remember that alcoholic beverages may only be dispensed by licensed professionals. If you do not wish to have a standard bar but wish, instead, to have alcoholic beverages passed during a reception and/or poured during dinner, additional bartender charges and bar minimums will automatically apply.

Prices are subject to change, an 18% Service Charge and applicable Indiana Sales Tax



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