

Cash Bar Policies

Alcohol Service Policy

We are able to offer you a variety of beverage services to complement your event. Should you choose to serve alcoholic beverages, there are several steps you must follow to ensure the proper permits and licenses are secured prior to the event:

- You must fill out & submit an RPI Alcohol Request form to the Alcohol Review Committee (ARC) at the Student Health Center **24 business days** prior to any event.
- The approved permit must be received in the Catering Office at least 20 business days prior to your event in order for Catering Services to obtain a NYS Liquor Authority Caterers Permit.
- The cost of the permit is \$50, which will be added to your event.
- Those events held in the Rensselaer Union Pub or Russell Sage Dining Hall do not require a NYS Caterers Permit.

Failure to meet any of the above deadlines could result in a permit not being issued whereby alcohol cannot be served at that event. *The ARC permit allows alcoholic beverages to be served up to a maximum of four hours.* Alcohol can only be served during the time periods noted on the ARC permit. Therefore, if you are scheduling an event and there is the possibility that your group may break early, plan your permit times accordingly. We are not allowed to change start or finish times once the permit is issued. It is our intent to adhere to New York State law, Rensselaer County law, as well as the Rensselaer Polytechnic Institute's Alcohol Policy.

Please refer to Rensselaer Polytechnic Institute's Alcohol policy for specific questions.

All alcoholic beverages purchased from Catering Services or the RU Clubhouse must be served by the bartenders from those locations. All of these events must have a non-alcoholic beverage, other than water, served and available for the duration of the event. Food must be served and arranged for by Catering Services at any event where alcohol is being served. Guests are not allowed to bring additional alcohol to any event nor are they allowed to bring alcohol into a licensed facility for the purpose of consumption.

Cash Bar pricing

Beer

Domestic\$4

Specialty/Import\$5

Wine

House Wine\$5

Liquor

Mixed Drinks.....\$6

Specialty Drinks\$7

Premium bottled wines are available by request and charged per bottle opened. Catering Services will be pleased to assist you, please call the catering office for assistance.

For each bar, an automatic attendant charge will be added for each bartender at the rate of \$120.00 per bartender. This covers up to a 3 hour serving period. Additional charges may apply for extended hours.