



### *New Liquor Policy*

Catered events where alcoholic beverages are served to pre-paid guests, require a liquor license. If the organization operates solely for civic, religious, educational, charitable, fraternal, social or recreational purposes, and not for private gain, they may apply for a Special Permit to serve alcoholic beverages at a fund-raising event. The application can be found at

[http://www.nj.gov/oag/abc/downloads/social\\_affair\\_permit.pdf](http://www.nj.gov/oag/abc/downloads/social_affair_permit.pdf).

The application requires the following signatures:

- The clerk of the municipality where the event is to be held
- The chief of police of that municipality.
- And one of the following...

If the organization is student related, the application requires the signature of either:

- Assistant Director of Student Affairs - Mr. Don Heilman
- VP of Student Affairs - Dr. Greg Blimling

All others require signatures from either:

- Associate Director of Dining Services- Mr. Joe Charette
- Executive Director of Dining Services – Mr. Charlie Sams

If the organization is granted a Special Permit, the permit **must be posted** at the event in order to serve alcoholic beverages.

If the organization is not a Rutgers University organization then the attached document must be signed prior to the event and the organization must provide their liability insurance document to the catering office prior to the event. If any of these requirements are not met, we cannot serve alcoholic beverages at the event.