

HARVARD LAW SCHOOL EVENTS OFFICE

Event with Alcohol, Licensing and/or Police Detail Requirements - HLS Student Groups

CONTACT INFORMATION

Primary Event Contact _____

Telephone _____

E-mail address _____

Sponsoring Organization _____

HU 33-digit code _____

(If you have been told that you are required to rent tables please provide your group's 33-digit billing code here. This number can be obtained from the Dean of Student's Office.)

EVENT INFORMATION

Event name as publicized _____

_____ (no later than 1 AM) _____
Date Start Time End Time Fees or other charges (in advance, at door, amount, cash bar)

Event Description: Please include information on entertainment, alcoholic beverages, raffles and vending.

EVENTS OFFICE

Room(s) Assigned _____

Comments _____

HLS Events Office _____ Date _____

DEAN OF STUDENTS

Some events may require additional approvals before the event and room schedules can be confirmed. Such events include [but are not limited to]: non Law School events, HLS student organization parties, events requiring City licenses, conferences, events involving VIP participation, events involving controversial or sensitive subject matter. Contact the Law School Dean of Students at 617-495-1880 or by e-mail at dos@law.harvard.edu.

___ Yes ___ No HLS Dean of Students _____ Date _____

HARVARD POLICE

A police detail is required when admission fees or donations are accepted at the door, when alcohol is sold, or when alcohol is served and the number of people in attendance exceeds 100. Request police detail via the web. www.hupd.harvard.edu

___ Yes ___ No HU Police Detail Attach confirmation of police detail for the Cambridge Licensing Commission and forward confirmation email to the Events Office

LICENSES REQUIRED?

All licenses must be obtained from the Cambridge License Commission at least three business days in advance of the event and presented to the Events office. Failure to pick up your license may result in cancellation of your event.

Checks must be made payable to the City of Cambridge; paying with cash will necessitate a trip to City Hall after you visit the License Commission. Licenses must be picked up by the individual listed on this form. Proof of identification (Massachusetts State ID or passport only) is required.

Cambridge License Commission, 831 Massachusetts Avenue, Cambridge, MA 02139-3068, Phone: 617-349-6140

Fax: 617-349-6148

Monday: 8:30 a.m. - 8 p.m.

Tuesday through Thursday: 8:30 a.m. - 5 p.m.

Friday: 8:30 a.m. - Noon

<http://www.cambridgema.gov/License/permitsandlicenses/index.html>

<input type="checkbox"/> Yes <input type="checkbox"/> No	Entertainment License	Required when admission or other charges are made at event with entertainment.
<input type="checkbox"/> Yes <input type="checkbox"/> No	Alcohol License	Required for events where liquor is sold either directly or by means of a cover charge.
<input type="checkbox"/> Yes <input type="checkbox"/> No	Raffle License	Required for all raffles.
<input type="checkbox"/> Yes <input type="checkbox"/> No	Vending License	Required when items are being sold (t-shirts, CDs, etc.)

FINAL EVENT APPROVAL

Submit this completed form with copies of event license(s) to: Harvard Law School Events Office, Holmes Hall 1, 18 Everett Street, Cambridge MA 02138 Telephone 617-495-3129 Fax 617-496-2869 E-Mail events@law.harvard.edu

☐ Confirmed

Final Approval HLS Events Office _____ Date _____

(4/2011)