

**PRIVATE EVENT REGISTRATION 2021-2022**

JOHN WINTHROP HOUSE  
32 Mill Street  
Cambridge, MA 02138

Instructions: Please fully complete and submit this form to the **Building Manager's Office (G-Entry)** by **Thursday at 12 PM** for events on Friday or Saturday. Please note that host(s) must meet with their entryway Resident Tutor, Tutor prior to any private event to review safety and security issues.

**PART I – HOST INFORMATION**

<b>Host(s) – Members of the Suite</b>				
Host(s) are responsible for checking IDs and monitoring the activities of guests, with the objective of promoting compliance with these guidelines, Harvard College policy, and Massachusetts law. Hosts are specifically reminded that “drinking games” or any activities that promote high-risk drinking or competitive alcohol consumption are never appropriate. <i>(Note: For events where alcohol is to be served, host(s) are required to be at least 21 years old and must be a resident of the suite. Hosts are expected to be present at their event at all times.)</i>				
<i>First &amp; Last Name</i>	<i>Signature</i>	<i>Date of Birth</i>	<i>Cell Phone Number</i>	<i>I have read and understand the alcohol-related policies.</i>
				<input type="checkbox"/> Yes
				<input type="checkbox"/> Yes
				<input type="checkbox"/> Yes
				<input type="checkbox"/> Yes
				<input type="checkbox"/> Yes
				<input type="checkbox"/> Yes
				<input type="checkbox"/> Yes
				<input type="checkbox"/> Yes
				<input type="checkbox"/> Yes

**PART II – EVENT DETAILS**

Event Date:	Location:
Start Time:	End Time <i>(no later than 2:00 a.m.)</i> :
Number of Expected Attendees:	Alcohol Available: <input type="checkbox"/> Yes <input type="checkbox"/> No
Type of Alcohol <i>(if applicable)</i> : <input type="checkbox"/> Beer <input type="checkbox"/> Wine <input type="checkbox"/> Liquor	
Detailed Description of Food and Alternate Beverages Available:	

**PART III – RESIDENT TUTOR &/or ALLSTON BURR RESIDENT/ASSISTANT DEAN REVIEW**

Prior to hosting a party, student host(s) must meet with the Entryway or on-call Tutor and/or the Allston Burr Resident Dean to discuss plans for the event and to obtain approval.

Entryway Tutor or Tutor-on-call Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Allston Burr Resident Dean or Designee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## TIPS FOR PLANNING YOUR PARTY

### Food at Events:

Food should be substantial (e.g. cheese, veggies, pizza) and not be solely comprised of heavily salted items such as chips, nuts, or pretzels.

### Purchasing the Appropriate Amount of Alcohol:

A helpful formula for determining the appropriate amount of alcohol is: (# of legal aged drinkers) x (# of hours of event) = # of servings.

### Minimize the Environmental Impact of Your Party:

- Recycle all SOLO CUPS, cans and bottles (i.e. plastic, aluminum, and glass). Remember to empty all containers and leave the caps off (but still recycle the caps).
- Encourage attendees to bring their own cup or mug. Alternatively, try to have people just use one cup and buy cups made of recycled material. Have a marker so people can label their cups.
- Strategically place bins or bags for collection. It usually helps to have trash and recycling next to each other, but clearly labeled (even with samples of what goes in) to avoid communication and save you time sorting later.
- Buy items in bulk rather than individually wrapped.
- Serve finger food - pre-sliced fruit, cake, etc., so people can just grab and go without needing plates/knives etc.
- Buy local and/or organic food. Look for recycled content plates and napkins.

## **Tips to Minimize High-Risk Behavior at Your Party**

Having a dance party? Be sure to provide lots of drinks like water and PowerAde to stay hydrated on the dance floor.

Food runs out fast at parties...be sure to stock up. Pizza is always a big hit.  
If you choose to drink, know what's in your drink and how strong it is.

Best way to cure a hangover? Stop it before it starts by drinking lots of water while partying and avoid acetaminophen in the morning.

### **Harvard Help-Seeking Policy**

Students seeking medical treatment for themselves or another person for the effects of drug or alcohol use will not be subject to disciplinary action from the College for violations pertaining to the use or provision of drugs or alcohol. .

*When in doubt, take the person to HUHS or call HUPD*  
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