

Southern Methodist University

Social Event Registration Form (Venue Safety Addendum)

BASIC INFORMATION

Name of Event: _____ Event Type: _____

Date of Event: _____

Organization(s): _____

VENUE INFORMATION

Venue Address: _____

Room or Section: _____ Occupancy Limit: _____

Please list the products and services the Venue has agreed to provide to the Organization(s).

Organizations may not purchase or receive alcoholic beverages from the Venue.

How will you ensure that only students 21 and older will be served alcohol?

How will you ensure that only those included on the guest list will be admitted to the event?

Please describe any additional security provided by the Venue.

CONTACT INFORMATION AND SIGNATURE

I, the undersigned, do hereby state that the information provided is true and accurate. This venue has agreed to host the organization(s) above for the social event listed on this form. The venue meets all applicable fire code and ADA regulations.

Name: _____ Title: _____

Email: _____ Phone: _____

Signature: _____ Date: _____

Please attach a personal business card to this form.