# MATHER HOUSEPRIVATE PARTY AND EVENT REGISTRATION FORM

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| **PART I – HOST INFORMATION** |
| Hosts 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 any activities that promote high-risk drinking or competitive alcohol consumption are never appropriate. **(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.)** |
| *First & Last Name* | *Signature* | *Date of Birth* | *Cell Phone Number* | *I have read and understand the alcohol-related policies* | *Host* | *Primary Host* | *Present but not hosting* | *Absent* |
|  |  |  |  | ⬜ Yes | ⬜ | ⬜ | ⬜ | ⬜ |
|  |  |  |  | ⬜ Yes | ⬜ | ⬜ | ⬜ | ⬜ |
|  |  |  |  | ⬜ Yes | ⬜ | ⬜ | ⬜ | ⬜ |
|  |  |  |  | ⬜ Yes | ⬜ | ⬜ | ⬜ | ⬜ |
|  |  |  |  | ⬜ Yes | ⬜ | ⬜ | ⬜ | ⬜ |
|  |  |  |  | ⬜ Yes | ⬜ | ⬜ | ⬜ | ⬜ |

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| **PART II – EVENT DETAILS** |
| Event Date: | Location: | Entryway tutor(s): |
| Start Time: | End Time *(by 11pm weekdays, 2am weekends)*: | Number of expected attendees: |
| Alcohol Available:⬜ Yes ⬜No | Type of alcohol (*if applicable*): ⬜ Beer ⬜ Wine ⬜ Liquor  |
| Detailed description of food and alternate beverages available: |

**Keg Registration**

I affirm that I am 21 years of age and will be the official purchaser of the keg for this party. All kegs must be registered before being brought into Mather House and may only be brought in by a student hosting a registered party; additionally, the keg may only be used during this party.

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **PART III – RESIDENT TUTOR AND RESIDENT DEAN REVIEW** |
| Prior to hosting a party, student hosts must meet with the Tutor-On-Call to discuss plans for the event and to obtain approval.Tutor-On-Call Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date & Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Resident Dean Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date & Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Reminder: You need to meet with the Tutor-On-Call before the start of your party**