



# SPECIAL EVENT REQUEST FORM

Department of Student Activities and Leadership Programs  
Whitten University Center, Room 209 • LC 6924 • 305-284-6399

ORGANIZATION	
EVENT DESCRIPTION	
EVENT LOGISTICS	DATE:
	START TIME:
	END TIME:
	ADMISSION CHARGES: (IF APPLICABLE)
	EXPECTED ATTENDANCE:
CONTACT PERSON	NAME:
	ADDRESS:
	PHONE NUMBER:
	EMAIL ADDRESS:
ORGANIZATION CHAIR	NAME:
	PHONE NUMBER:
	EMAIL ADDRESS:
ADVISOR	NAME:
	PHONE NUMBER:
	EMAIL ADDRESS:

**Please be sure to review attached documents, including contract requirements.**

The undersigned President and Advisor acknowledge and understand they are responsible for reading and following the rules and regulations contained in the Rathskeller Special Event Guidelines. If the advisor is unable to attend the event, a designee will be assigned.

President \_\_\_\_\_ Date \_\_\_\_\_

Advisor \_\_\_\_\_ Date \_\_\_\_\_

Advisor Designee(if Applicable) \_\_\_\_\_ Date \_\_\_\_\_

For Office Use Only	Received by: Approved:	Date: IDR #
Notes:		

# The University Rathskeller

## Special Event Guidelines

### For Registered Campus Organizations

The University Rathskeller is available for use by all registered students and their organizations. The use of the Rathskeller by individuals for special events is not permitted. The following guidelines were developed to meet the policies and procedures governing parties, dances, special events, ect., sponsored by your organization.

**Resources** The Rathskeller Advisory Board (RAB) is a group of students selected to plan and implement programs in the Rathskeller. RAB is charged with offering a unique and diverse schedule of programs, and therefore their funding source comes from the Student Activity Fee Allocation Committee (SAFAC) through referendum. Therefore, RAB is available to assist your organization in planning the event. RAB may be contacted through the Department of Student Activities (x6399) or in the Hurricane Productions Office (x4606, UC room 209)

**Hours of Operation** The Rathskeller is open from 11:00 a.m. until 10:00 p.m., Monday through Wednesday; 11:00 a.m. until 12:00 midnight on Thursdays and Fridays; 12 noon until 2:00 a.m. on Saturdays; and closed on Sundays (Unless noted otherwise). **Hours can only be extended until (1) hour after regular bar operation hours (closing of the bar) on Friday or on Saturday (if available).**

**Reserving A Date** The Rathskeller is a busy place! RAB plans its events early in the semester; so many dates are quickly taken. In order to schedule an event at the Rathskeller, you must submit a Special Event Request Form to the Department of Student Activities in the University Center. All proposals should be submitted at least **two weeks** in advance. A RAB representative will contact you to review your proposal and will then present the proposal to RAB that will make the final decision. You may also be asked to present your proposal to RAB in order to clarify any question that may arise. RAB reviews event proposals weekly. Once again, any RAB member or the RAB Advisor can assist you in developing your proposal. You will be notified about the status of your request the week that your request is reviewed.

**Fees** Since your activity fees help fund the Rathskeller, there is no charge to use the Rathskeller during regular operating hours or during the extended hour on Friday and Saturday. There will be a \$175 per hour facility usage charge to your organization for special events held outside regular operating hours (i.e..closed). This fee covers the cost of staffing, utilities, security, and custodial services. All fees must be paid at least **72 hours** in advance of event. The Rathskeller only accepts cash, checks (University checks are accepted) or University of Miami Interdepartmental Requisition Forms. **Please note, a \$250 refundable deposit (IDR is acceptable) is required at the time the special event is confirmed. This deposit covers the costs for security and staffing if the event is not cancelled 48 hours in advance.**  
**\*Please do not attach cash to Special Events Request Form.**

**In addition, the deposit of \$250 will be forfeited if there is a need for any extraordinary clean up that must be attended to by the Rathskeller staff. Please be reminded that organizations are expected to supply their own materials for decorations, including tape, scissors, ect.**

**Charging Admission** The Rat is always free to UM students, faculty, and staff during regular operating hours. The Rat reserves the right to charge \$2.50 (please note change as of January 1, 1997) admission to guests at any time. An organization's portion of the set admission fee (anything above the Rathskeller's \$2.50 fee) may be waived at the organization's discretion – a guest list would then be required. Sponsoring organizations will be allowed to have one set fee and one discount fee only, any other discounts will not be allowed. All admission moneys collected will be deposited into the Rathskeller Operations Account and a check / IDR with the organization's balance will be available for pick-up the following Monday. All guests must present a **valid state issued driver's license or ID** card. The Rathskeller staff will be responsible for letting people in and has the right to refuse entrance to anyone not meeting Rathskeller and University Student Life Handbook policies. Only Rathskeller personnel will be allowed to work the front door, one representative from the sponsoring organization may be allowed to work from behind the door.

**Publicity** All publicity is the responsibility of the organization planning the event, and must be approved **in advance of publication** by the Manager of the Rathskeller and the RAB Advisor. All publicity must include the Rathskeller logo (which can be obtained from the Manager of the Rathskeller or the Assistant Director of Student Activities). All publicity flyers and advertisements must be stamped "**ID Required.**" A copy of all publicity used must be attached to the Special Event Proposal.

**Food & Beverages** Beverages and food can be purchased for your event from the Manager of the Rathskeller (x4198). The Rathskeller can accommodate food requests that are not included on the regular Rathskeller menu. You may arrange for either a catered event (food / beverage purchased in advance by the organization) or for an open kitchen (food / beverage purchased individually during the event). All requests for beverage or food must be made **one week** in advance of the event. Food and beverage can be brought into the Rat from outside only with the permission of the Manager of the Rathskeller. **You or your organization is not permitted to bring alcoholic beverages into the Rathskeller at any time.** Ordinances governing the sale of alcohol prohibit the serving of any alcoholic beverages after 12 midnight Sunday to Friday, 1 a.m. Saturday.

**Security** A public safety officer, or officers, may be required for your event depending on the expected number of participants or the time of your event (i.e., late night). The cost of the officer(s) for after hour events is included in the fees listed above.

**Role of Advisor** The Rathskeller requires organization advisors to be present during certain events (i.e., large, late night parties). The Manager of the Rathskeller or the RAB Advisor must be consulted as to whether this policy is applicable. Failure to comply with this policy may result in the cancellation of the events.

**DJ Policy** RAB offers reimbursement of DJ costs at the current Rathskeller DJ salary. The DJ will have to sign the DJ policy and return it before the actual event (2 days in advance suggested). All DJs must be present + hour before the event to review DJ and lighting policies with management or A/V supervisor. Music may not exceed 95 decibels, which will be set and monitored by the Rathskeller management. The DJ must use the Rathskeller sound system; no outside speakers are allowed to be brought in without the approval of the Rathskeller manager. The DJ may not bring anymore than 3 people to help with set-up, breakdown or hosting at anytime. Any disregard for noise level may result in immediate shutdown of the event. No open mic shows will be allowed.

**Contracts** If you are having a DJ, band, comedian or any special guest(s) perform (even if it is free) the person(s) must sign a contract. Most acts can use the University of Miami contract. If however it is their contract, the University of Miami Rider must be attached. Three copies of the contract with original signatures are to be signed by the act / agent and then submitted two weeks in advance to Alan Fish, Associate Vice President for Business Services for final approval. Stop by the Department of Student Activities, UC 209 for a copy of the contract or University of Miami Rider.

**General** All setup is to be completed before the planned event. The Rathskeller management and staff will be responsible for any floor arrangements of the building. **It is also expected that those hosting the event arrive prior to the start time. Failure to show-up ahead of time will result in the cancellation of the event and forfeiture of all deposits.** This means that events scheduled to begin at 9:00 p.m. should have representatives from sponsoring organization present by 8:40 p.m. If not, we can only assume that the event has been canceled by the sponsoring organization. The on-duty manager will be the contact person at the time of the event.

All policies in the Student Life Handbook and Daily Planner and Rathskeller policies, in addition to all alcohol laws, will be strictly enforced. **Any infractions will be forwarded to the Office of the Dean of Students for possible disciplinary action. The Rathskeller staff will be responsible for overseeing all operations and security of the Rathskeller during the event. The on-duty manager may close / cancel the event if any vandalism or fights occur, or if any illegal alcoholic beverages are found in the DJ Booth, or with the DJs on stage. The organization holding the event will be held responsible for any policy infractions and may not be allowed to hold responsible for any future events in the Rathskeller.**

For more information call the Rathskeller Advisor Board at (305) 284-4606.