



Process to Obtain Liquor License for On-Campus Events
(Please allow 4-5 weeks for this process)

Note: *As per the State of New Jersey, Department of Law and Public Safety, Division of Alcoholic Beverage Control a group may apply for one Special Permit for Social Affair per calendar month. As an example: The Rutgers School of Law can submit an application during the same month as the Rutgers Office of Fraternity and Sorority Affairs. However, the Rutgers Camden Alumni Association cannot submit applications for two events during the same calendar month.*

Please read the below procedures carefully as they reflect recent changes:

For Rutgers Student Groups:

Rutgers students wishing to host an **off-campus or on-campus event** with alcohol must consult with their designated student group advisor or the Associate Dean of Students. If you do not know your student group advisor or need contact information for the Associate Dean of Students, please contact Mary Flaherty, Assistant to the Dean of Students, (856) 225-6044 or marykreb@camden.rutgers.edu

For off-campus events the designated student group advisor and/or the Associate Dean of Students will work with the off-campus venue to obtain appropriate insurance and licensing documentation (such as a sketched floor plan).

For on-campus events student groups must work with the Events Office to request and confirm an on-campus location and to create a sketch of the location where alcoholic beverages are to be dispensed. The sketch needs to include the bar area and location of person(s) checking ID's for anyone under the legal drinking age. Please note: For all student events at which alcohol will be served it is required that a RUPD officer(s) will be present; and that Rutgers Dining or an approved, external caterer will be serving the alcohol.

Once a confirmation is received the student group should work with the designated student group advisor and/or the Associate Dean of Students to fill out the application, obtain the appropriate administrators' signature and obtain the check for the application fee. On your application please remember to note that a RUPD officer(s) will be present and that Rutgers Dining or an approved, external caterer will be serving the alcohol.

Once the signature of the appropriate administrator is obtained the application should be delivered to the Events Office at 211 North Fifth Street, Camden, NJ 08102.

Events Office staff will work the Rutgers University Police Department to obtain the following required signatures: Camden City Chief of Police and the Camden City Clerk

Upon receipt of these signatures the Events Office staff will contact you to pick up the form. Groups are responsible for sending the signed form and application fee to:

STATE OF NEW JERSEY, DEPARTMENT OF LAW AND PUBLIC SAFETY
DIVISION OF ALCOHOLIC BEVERAGE CONTROL
P.O. BOX 087, 140 EAST FRONT STREET
TRENTON, NJ 08625-0087



If the group is granted a Special Permit, the permit **must be posted** at the event in order to serve alcoholic beverages.

For Non-student Groups:

Catered events where alcoholic beverages are served to paying guests, require a liquor license. If the organization operates solely for civic, religious, educational, charitable, fraternal, social or recreational purposes, and not for private gain, they may apply for a Special Permit to serve alcoholic beverages at a fund-raising event.

The application can be found at http://www.nj.gov/oag/abc/downloads/social_affair_permit.pdf
Applications must be accompanied by a fee of **\$100.00** per day for civic, religious, or educational organizations; **\$150.00** per day for all other non-profit organizations, in the form of a check or money order payable to the DIVISION OF ALCOHOLIC BEVERAGE CONTROL.

Groups must work with the Events Office to request and confirm an on-campus location and to create a sketch of the location where alcoholic beverages are to be dispensed. The sketch needs to include the bar area and location of person(s) checking ID's for anyone under the legal drinking age. Groups are responsible for filling out the application, procuring the check for application fee and obtaining the signature of the appropriate administrator (determined by the location of the event – please consult Events Office at x. 6162).

Once the signature of the appropriate administrator is obtained the application should be delivered to the Events Office at 211 North Fifth Street, Camden, NJ 08102.

Events Office staff will work the Rutgers University Police Department to obtain the following required signatures:

- Camden City Chief of Police
- Camden City Clerk

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If the group is granted a Special Permit, the permit **must be posted** at the event in order to serve alcoholic beverages.



Note to Non-Rutgers Organizations:

If the organization is not a Rutgers University organization then the process is the same as described above, with three exceptions:

- A copy of the application and the application fee check must be presented three weeks prior to the event.
- The organization must provide their liability insurance document to the Events Office two weeks prior to the event.
- One day prior to the event the organization must deliver the Special Permit to the Events Office.

If any of these requirements are not met, we cannot serve alcoholic beverages at the event.