

**PRIVATE EVENT REGISTRATION**  
LEVERETT HOUSE

Instructions: Please fully complete and submit this form to the Leverett House Dean's Office by **Thursday at 3 p.m.** for events on Friday or Saturday. Please note that host(s) must meet with their Entryway Tutor prior to any private event to review safety and security issues.

**PART I – HOST INFORMATION**

**Host(s) and Members of the Suite (all suite members must sign)**

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.

*(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>First &amp; Last Name</i>	<i>Host Yes/No</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
					<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 – ENTRYWAY TUTOR & LEVERETT HOUSE DEAN REVIEW**

Prior to hosting a party, student host(s) must meet with the Entryway Tutor and the Leverett House Dean to discuss plans for the event and to obtain approval.

Entryway Tutor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Leverett House Dean or Designee Signature: \_\_\_\_\_ Date: \_\_\_\_\_