

# How to: Serve Alcohol at your Event

## Guidelines

1. If serving alcohol at the event, please review the UCLA Alcohol Policy.
2. If serving alcohol, heartier provisions **MUST** be provided. For instance, menus consisting of only cheese, fruit, or crackers are not acceptable.
3. A bartender must be hired to serve alcohol and be held responsible. Bartenders must be sure that those served alcoholic beverages are 21 and over. Events Manager and department must be given bartender information prior to the event. Bartenders should have the contact information of the organizer and the Events Manager.
4. No more than two alcoholic beverages can be served per attendee within a two-hour period.
5. Alcohol is **limited to beer and wine**, and will be considered on a case-by-case basis after consultation with the organization's department and SOLE advisors.
6. A departmental faculty or staff member must be present if alcohol is served at your event.
7. Events must not have alcohol listed as part of the primary marketing.

## Bartending Vendors

UCLA Catering (does not provide alcohol)

LaKisha Evans

[levans@ha.ucla.edu](mailto:levans@ha.ucla.edu)

(310) 825-7021

Wally's (can provide alcohol and bartending service)

Ilana Rozin

[ilana.rozin@wallywine.com](mailto:ilana.rozin@wallywine.com)

310.475.0606 ext. 147

THE PARTY STAFF, INC (does not provide alcohol, bartending only)

323.933.3900 x18

[www.partystaff.com](http://www.partystaff.com)

\*\*Many caterers can also provide bartending services. They usually need to bring in their own alcohol due to ABC Liquor License guidelines.