

IFC

THE INTERFRATERNITY COUNCIL OF RENSSELAER POLYTECHNIC INSTITUTE

IFC Official Party Registration Form

ALL PARTIES:

TODAY'S DATE: _____

CHAPTER: _____
NAME PHONE #

PRESIDENT: _____
NAME PHONE #

SOCIAL CHAIR: _____
NAME PHONE #

SOBER HOST: _____
NAME PHONE #

PARTY CLASSIFICATION: BYOB / CATERED / CLOSED
(CIRCLE ONE)

PLEASE DESCRIBE THE MARKINGS FOR DISTINGUISHING OVER AND UNDER GUESTS:

OVER

UNDER

ALT. BEVERAGE: _____

ALT. FOOD: _____

PARTY NAME: _____

DATE OF PARTY: _____

HOURS OF PARTY: _____

***NOTE: WEEKEND PARTIES MUST END BY 2:00 AM.
WEEKDAY PARTIES MUST END BY 12:00 AM.

BYOB PARTIES ONLY:

RESTRICTIONS ON ALCOHOL ALLOWED:

TYPE(S): _____

AMOUNT: _____
***NOTE PARTY POLICY FOR LIMIT PER GUEST

CONTAINERS: _____

ALCOHOL DISTRIBUTION METHOD:

TICKET SYSTEM / PUNCH CARD SYSTEM / WRISTBAND
(CIRCLE ONE)

IF OTHER SPECIFY: _____

CHECK OUT POLICY: (NEXT DAY)

TIME: _____ TO _____

***NOTE: ONE HOUR MUST BE ALLOWED TO RECLAIM ALCOHOL

CATERED PARTIES ONLY:

CATERER: _____

ALCOHOL: _____

COST AT DOOR:

OVER: _____

UNDER: _____

COST BAR: _____

***NOTE: BE SURE TO INCLUDE THIRD PARTY VENDOR CHECKLIST

I CERTIFY THAT I HAVE READ AND UNDERSTAND THE IFC PARTY POLICY IN ITS ENTIRETY AND WILL ADHERE TO ALL SECTIONS OF IT.

CHAPTER PRESIDENT

SOCIAL CHAIRMAN

SOBER HOST

***NOTE THIS FORM SHOULD BE BROUGHT TO THE IFC OFFICE IN THE STUDENT UNION BY 5:00PM THE WEDNESDAY BEFORE THE PARTY.