



Rider University Event Alcohol and Bartender Process and Policy

Conference Services External Clients:

External clients must arrange for purchase of alcohol and inform Rider Conference Services Associate Director of plans. Clients must use TIPS certified bartender(s) through Rider University for the event and can make recommendations of preferred external vendors, however, the alcohol cannot be purchased through Rider University.

Client must complete a Rider Alcohol Compliance Form and submit to Rider Conference Services 30 days prior to the event date. If there is a charge to attend the event, or alcoholic drinks will be sold (cash bar), client must also obtain a NJ ABC Social Affair permit and provide a completed copy to Rider University at least 30 days prior to the event date.

Rider Conference Services will place a catering order on behalf of external clients. Non-alcoholic beverages (water, soda, iced tea, etc.) must also be ordered as part of the catering order if alcohol is being served. External Clients will be charged a bar service flat fee based on number of people. This fee will be included in the final invoice:

Beer and Wine Bar Setup to include Ice, Tumblers, Napkins, Fruit for Beers

Up to 75 people \$110

75 to 150 people \$220

150 to 225 people \$330

225 to 300 people \$440

Each additional 50 People over 300 people \$78

Full Bar Setup to include Ice, Tumblers, Fruit, Mixers, Soda, Napkins, Stirrers

Up to 75 people \$180

75 to 150 people \$360

150 to 225 people \$540

225 to 300 people \$720

Each additional 50 People over 300 people \$120

Questions? Please contact Susan Croggon, Conference Services

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