

Tulane University Beverage Pouring Rights Protocol

July 2016

Tulane University has either vendor agreements or preferred vendors in place which provide for the use of certain brands of coffee, tea, water, juice, soft drinks, and sports nutrition beverages at all university sponsored or related events and functions whether on campus or off.

ALCOHOLIC BEVERAGES

The use of alcohol has been approved in accordance with the university's alcohol policy found at http://tulane.edu/health/wellness/alcohol_policies.cfm.

Alcoholic beverages can be supplied via the following options:

- The vendor/venue may purchase and supply the alcohol
- The host may purchase through a 3rd party, or
- An individual within a department may purchase with permission from the Provost, a Dean, Executive Director or Vice President

For all service of alcoholic beverages, the alcohol may only be served by licensed and insured (coverage MUST include liquor liability insurance) vendors and servers.

NON-ALCOHOLIC BEVERAGES

The university has agreements with Coca Cola Bottling and PJ's Coffee and Tea Company for non-alcoholic beverages including but not limited to coffee, tea, water, juice, soft drinks, and sports nutrition beverages of any kind or form, and all beverage bases from which these can be prepared.

EVENT PROTOCOL

Prior to the event, confirm the approved brands are available and will be served. It is the responsibility of the event planner to ensure that the vendor/venue understands the necessity of providing these brands and adheres to the University's agreements or protocols referenced herein. Below is the Tulane University Beverage Protocol Authorization Form that must be signed by the vendor/venue prior to the event. Additionally, the Tulane

Representative/Responsible Party on site must be clearly identified on the form.

A copy of the vendor agreement must be on file with Tulane's Office of Stewardship and Donor Relations seven (7) working days in advance of the event. Please keep a copy in your event file on site.

TULANE UNIVERSITY BEVERAGE PROTOCOL AUTHORIZATION FORM

Tulane University has vendor agreements in place which provide for the use of certain brands of coffee, tea, water, juice, soft drinks, and sports nutrition beverages at all university sponsored or related events and functions whether on campus or off.

Questions about the use of alcohol can be found at <http://tulane.edu/health/wellness/alcohololicies.cfm>

Use of the following brands is required:

Coca Cola
PJ's Coffee

Please sign and date below indicating that a licensed and insured vendor is able to provide the brands represented by the above companies for any Tulane University sponsored or related event.

Company Name: _____

Event Location & Date: _____

Printed Name of Company Representative:

Signature of Company Representative: _____

Date: _____

Department/School Hosting Event:

Name of Tulane responsible person on site: _____

Office _____ #: _____
Mobile #