

PLANNING A CONFERENCE OR EVENT AT UC DAVIS

In order to help you with your event we have compiled a list to guide you through the planning process:

Choosing a date:

Facilities can be booked up to 11 months in advance of your event, summer conferences can be booked 2-4 years in advance. Thousands of events happen each year at UC Davis, so it is important to contact us early so that you can be assured your date will be available. Availability is subject to confirmation once an application has been received. You can call (530) 752-2675 to check facility availability or access our website for a single date at: http://cevs.ucdavis.edu/dept_cont/space/ or for multiple dates at - http://cevs.ucdavis.edu/dept_cont/space_multi/

Reserving a date:

Once you have chosen a facility and a date, you must submit an application along with a \$35 application fee in order to hold your reservation. After your application is approved, you will be assigned to an event coordinator who will be your single point of contact for logistics at UC Davis throughout your event planning. Your event coordinator will prepare a confirmation packet for you that includes a contract, cost estimate, planning timeline, and insurance information.

Event Set-ups & Policies:

Each facility has different set-up requirements, especially if you are planning to have an outdoor set-up for your event. Your event coordinator can meet with you to guide you through the set-up process in order to match your needs with University policy and fire codes.

Alcohol:

Requests to serve alcohol are generally approved as follows:

- 1) Alcohol cannot be the sole focus of event;
- 2) Non-alcoholic beverages (besides water) and food must be available at the event;
- 3) Alcohol service may not exceed four hours;
- 4) A maximum of one drink per person per hour will be approved;
- 5) Alcohol must be served by a caterer who has the appropriate licenses and insurance. In some cases a representative of your organization can be designated to serve alcohol that is not purchased from a caterer; this person must monitor the alcohol at all times during the event. Hard liquor can ONLY be served by a licensed caterer.

The State of California Department of Alcohol Beverage Control estimates that 70% of people over the age of 21 will drink alcohol. This is the number of attendees that will be used when calculating the amount of alcohol permitted. For instance, if you will be serving wine to 100 people, the amount of alcohol that will be permitted is 1 drink X 4 hours X (100 people X 70%) = 280 drinks. As one bottle of wine equals 6 glasses, the total number of bottles of wine permitted would be approximately 46 bottles.

Catering:

When hosting events on campus you must have your event catered by a vendor from our *UC Davis Approved Registered Caterer List*, or University Catering by Sodexo. Keep in mind that not all caterers are licensed to sell and/or serve alcohol, and only those with the appropriate licenses and insurance will be approved to serve alcohol on campus. Please see www.cevs.ucdavis.edu/dept_cont/caterers for a list of approved registered caterers.

Insurance:

When renting any UC Davis facilities, special event insurance is required. Your organization's insurance carrier will need to produce a special event insurance certificate, listing the UC Regents as additionally insured and have a minimum General Liability coverage of \$2,000,000. For high risk events, additional liability coverage limits may be required.