



ALCOHOL POLICY

Any event at Wieboldt Hall for faculty, students and/or staff (including student group events, non-student group events, and faculty or staff sponsored events) must receive prior approval from Facilities to serve alcohol. All requests will also be coordinated through Chartwells.

POLICY GUIDELINES

- Individuals or groups may not purchase their own alcohol and bring it into the building as this is a violation of the [Northwestern Alcohol Policy](#).
- Individuals and groups are responsible for being familiar and in compliance with the Northwestern Alcohol Policy.
- Events with alcoholic beverages will be served by Chartwells (Northwestern contracted catering). All Chartwells personnel servicing a bar are licensed bartenders who have completed the Illinois Basset Alcohol Certification Program.
- All beverages are to remain within the facility. Unconsumed beverages will remain the property of Chartwells. In accordance with the laws of the State of Illinois, Northwestern Catering reserves the right to refuse serving of alcoholic beverages to any person.
- Utilizing donated alcoholic beverages will require following Illinois Liquor Commission Regulations which must be coordinated through Chartwells.
- All orders for bar service with alcoholic beverages must also request food service from Northwestern Catering for no less than 20 percent of the total billing.



FOR ADDITIONAL INFORMATION ON CHARTWELLS PROCEDURES AROUND ORDERING ALCOHOL OR RESERVING A BARTENDER:

Please contact **Wieboldt Hall Scheduling & Planning** at wh-sp@kellogg.northwestern.edu
or call (312) 503-6100.