

Procurement Policies and Procedures

Disbursements

ALCOHOLIC BEVERAGES

Guidance for Purchasing and Serving Alcohol at Events Hosted by Clemson University

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1. BACKGROUND

Clemson will be implementing changes to how alcohol is managed at official functions based on guidance from various oversight agencies to ensure we remain fully compliant with State laws and requirements. While we are working through some options for longer term solutions, the following guidance will be in place until further notice. Please work in conjunction with Aramark or your local caterer to ensure compliance with these procedures. This guidance is in place for all events both on-site at Clemson University, and for events at any venue without a permanent alcohol license in the state of SC. Out-of-state events will need to comply with local licensing requirements.

2. DEFINITIONS

- A. Unlicensed Social Event is defined as an event in the state of S.C. where (a) Clemson is hosting, (b) beer, wine and/or liquor are served (c) there is no charge to the attendees to be at the event or to consume alcohol, and (d) the venue does not have a permanent alcohol license. Examples are a departmental after-hours gathering, a free tailgate that provides alcohol, or a wedding reception.
- B. Authorized Alcohol Purchaser (AAP) is defined as someone in a college or budget center authorized by the Business Officer to be approved through the Procurement and Business Services department to purchase and transport alcohol under this guidance. The Business Officer will direct those Authorized Alcohol Purchasers to the Procurement Director to confirm their understanding of the guidance and procedures outlined below.

3. SCOPE

The following guidance applies to all Unlicensed Social Events in the state of S.C., both on Clemson property and on non-Clemson property.

Clemson hosted events at out-of-state venues where alcohol is served must comply with local licensing requirements.

Ticketed events or cash bars hosted by a not-for-profit related organization require a state issued Special Event License; this guidance does not apply to those type of events. You must seek additional guidance from the University Procurement Director if you are planning to hold such an event to understand specific requirements. Note the university itself is not eligible for Special Event Licenses.

4. PROCEDURES

A.

- A. If Clemson or a Clemson Related Organization (IPTAY, CUF, Clemson Alumni Association, etc.) is paying for alcohol, the department or host needs to purchase the alcohol directly from a retail location. If the alcohol is donated the same procedures apply (except for the procedures re: payment). The AAP will need to arrange with a retailer, well in advance of the event, for the purchase of the appropriate amount of alcohol.
 1. AAP will coordinate with your business office to be sure appropriate funds are available to pay for, or reimburse, the purchase. In addition, the business officer will coordinate to utilize a CUF Credit Card if possible (University P-Card is NEVER allowed to be used to purchase alcohol) or use a personal card where personal reimbursement will be authorized.
 2. AAP will discuss with the retailer their policy and process for returning unused items. Make sure they have the amount of alcohol needed for your event. Unopened alcohol may not be retained by a staff member for future university or personal use; it must be returned for refund to the store where the purchase was made or poured out. The exception to this storage prohibition is if there is another event scheduled in the next month, such as a football game, where the leftovers will be needed, storage is allowed if properly handled by the AAP. The AAP is responsible for inventorying at the end of the first event and maintaining and confirming the inventory at the start of the next event. The AAP must secure the alcohol under lock and key that they maintain access to. Only unopened alcohol may be stored. Alcohol may NOT be stored if the future event is not confirmed – i.e. “we’ll keep it just in case.”
 3. AAP should understand the responsibilities that may come along with the purchasing method.
 4. Unless your event has received a Special Event License, it’s important to note that you cannot purchase your alcohol from a wholesaler and may not solicit alcohol donations without the proper licensing in place.

5. The Caterer for your event should be able to provide you with guidance on how much alcohol to purchase. It's recommended that you provide no more than 2-4 styles of wine and no more than 2-5 types of beer.

B.

The AAP will also need to arrange to transport the alcohol from the retailer to the event and then return any unopened leftovers. Please consider this when arranging where and when you will purchase.

1. Only Clemson employees should be transporting the alcohol; non-employees transporting alcohol may run into liability issues; Note, however if the retailer agrees, they may deliver the alcohol to Clemson. If the AAP is not able to transport, they may coordinate with a designee for a specific event, but the AAP is responsible for ensuring the designee follows all applicable guidance.
2. Transporting must be done directly from retailer to the event whenever possible. Do not pick up on a Friday and keep at home or in your car for an event 3 days later, but holding overnight may be acceptable if the situation dictates.
3. Do not transport any open alcohol. (see below for returning alcohol).
4. Student employees may not transport alcohol. Anyone purchasing and transporting alcohol must be at least 21 years of age and must have a valid driver's license.

C.

Unopened alcohol must be returned following the event (or stored per guidance above on limited occasions). Please coordinate with the retailer on what and how it can be returned and credited back. AAP must provide detailed accountability of all alcohol, clearly showing what was purchased, used/consumed, and returned, which should also tie to the financial records of any purchase, credit or reimbursement. Procurement will provide additional guidance aimed to standardize what is acceptable documentation for financial and accountability records.

1. Any opened alcohol or alcohol that cannot be returned must be poured out at the completion of the event. This includes any opened packages/cases of beer as you will not be able to return 5 out of 6 beers for example, generally speaking this is done by the bartending service.
2. Any unused alcohol must be returned no later than 72 hours after the event.
3. You may NOT store any leftover alcohol in an office, closet, cabinet, etc for later use or allow anybody to take alcohol home for

other/future use (other than per the guidance above). Alcohol must either be poured out by the caterer or returned to the vendor.

D. _____

If the event is being held on main campus, please begin your bartending arrangements by contacting Aramark who will help you make the necessary arrangements. Aramark catering will:

1. Assist in determining the amounts and types of alcohol and well as estimating budgets.
2. Help coordinate for the bartending team to provide a detailed tracking of alcohol and disposing of opened alcohol (per item #3).
3. Assist with unloading/loading and alcohol movement once it has been delivered to the event location site.
4. Provide ice and coolers to ice down your beer & wine appropriately. Your alcohol will need to be on-site at least 45 minutes prior to the event start time.

E. _____

If the event is not being held on campus, please coordinate through your caterer for the event. Regardless of what they might tell you, understand that you as the host MUST comply with the guidance above in 1-3. You can and should arrange with the caterer specifics about handling and accounting for alcohol at the event.

F. _____

Review and comply with the [University Facility Use Policy by registering your event and coordinating with](#) Clemson University Police Department as necessary.

***** To maintain status as an unlicensed event, it is imperative that the caterer is ONLY handling/pouring/serving the alcohol at the event location, and not otherwise being paid/asked to purchase, pick up/deliver alcohol to and from event, or other activities related to the alcohol other than the pouring and serving. The caterer may also assist with loading and unloading alcohol as the situation allows.**

5. NOTES

There are other types of events that MAY be held at Clemson such as a ticketed event that includes the sale of liquor, wine and/or beer hosted by a not-for-profit affiliated entity. These events require a Special Event Permit from SCDOR that the host is responsible for obtaining. If you are considering hosting an event where payment is required to attend and alcohol is involved, please contact the Clemson University Procurement Director to get specific instruction.

This guidance is current as of August 31, 2023 and may change as Clemson works with State agencies and our food service and bartending service providers to hopefully further simplify and streamline this process. Updates will be made and shared as progress is made.

6. FAQs

Do I need to arrange for a bartender to serve alcohol in Clemson owned/run suites for football games?

Yes, all alcohol needs to be served by a 3rd party service. Larger suites like the President's Suite and the BOT Suite already utilize bartending services, but the University has clarified that all suites serving alcohol need to have a bartending service. Please coordinate with your caterer (currently Southern Way in most of the suites we are talking about) to provide the proper service. Clemson Procurement has worked with the caterers to be aware of this requirement. There will be additional costs for this service that the using entity will need to pay for as part of their catering bill. And note, this same requirement for bartending applies to any other event on campus (tailgates, parties, etc.), it always has been required under the Facility Use Policy. Any requests for exception to this policy should be directed to the [Office of General Counsel](#).

Since I am purchasing the alcohol from a retail store, can I set up coolers of alcohol as a self-serve station?

No, all alcohol served at Clemson-sponsored events must be served by the contracted Catering Service or bartending service.

Do I need to ice down or chill my beer & wine ahead of time?

No, the Caterer should take care of chilling all your alcohol. If your event site does have available refrigeration, it is helpful to put your alcohol in the fridge ahead of time, but it's not required unless you are relying solely on refrigeration instead of ice.

Do I need to purchase any mixers, ice, or other equipment for my event?

No, the Caterer should provide any mixers, ice, and everything else that is needed for your event.

What retailers can I use and who allows for return/credit for unused items?

Currently, there is no contract in place with a retailer, so Clemson is able to use any retailer that is convenient for the host/event coordinator who will be purchasing and transporting items. The following is a list of some options

and their current policies as of 7/15/23 on returning items, but it is still the responsibility of the host/event coordinator to confirm return policies prior to making any purchase. Some only take returns under very specific conditions and even only on certain days or times. Please confirm and don't assume how returns will be handled:

1. **Bouharoun's Fine Wine & Spirits:** located in Downtown Greenville, Bouharoun's partners with Liquid Catering to provide a discounted list of beer, wine & liquor particularly for Clemson events. Unopened wine, spirits, and beer is able to be returned.
2. **Scrooge's (Anderson):** Can return wine and liquor and limited beer.
3. **Publix:** Can return beer and wine with a receipt. Does not sell liquor.
4. **Ingles:** Can return beer and wine with a receipt. Does not sell liquor.
5. **Neighborhood Walmart:** Can return beer and wine with a receipt. Does not sell liquor.
6. **Food Lion:** Does not allow returns of alcohol.
7. **Palmetto's Spirits:** Can return wine and liquor with a receipt. Does not sell beer.
8. **Red circle:** Does not take any returns. Does not sell wine or beer.
9. **Off the vine:** Does not take any returns. Does not sell beer.
10. **Tiger Spirits:** Can return liquor with a receipt. Does not sell wine or beer.

updated August 31, 2023