

Having an Event?

Please check the Catering Guidelines:

[Policy](#) and [List of Preferred Caterers](#)

AND Contact Mary Luberger for more info: mkl14@case.edu or 216.368.1666

Are you serving alcohol at your event?

At least 30 days to 2 weeks prior to your event, check the Department of Liquor Control website to see what permit you'll need. Look under temporary permits.

[LINK](#)

If you have any questions, contact Mary Luberger at mkl14@case.edu and 216.368.1666 or the Office of General Counsel at 216.368.4286

Permit needed? If yes, complete the appropriate permit, obtain the necessary signatures, bring to the Office of Counsel for review and finalization in Adelbert Hall, Suite 311. (216.368.4286)

Ensure that you also fill out an Alcohol Use Report [HERE](#) at least 3 business days before the event and turn it in at the Office of Student Affairs

If you have any questions, contact Mary Luberger at mkl14@case.edu or the Office of General Counsel at 216.368.4286