



## ALCOHOL POLICY

The Allen Center is foremost an educational facility. Our catering services endeavor to support group networking and to complement a rigorous academic schedule without making alcohol a focus of the experience. For these reasons we have limits on the duration of bar service as well as when we can serve full bar vs. bar and wine only.

### POLICY GUIDELINES

- Liquor license allows service at the Allen Center Monday through Thursday, 11:00 am-1:00 am; Friday through Saturday, 11:00 am-2:00 am; Sunday 12:00 pm-1:00 am.
  - Allen Center allows service no later than 11:30 pm.
  - Alcohol served before 4:00 pm with approval.
- Bar service is only available sourced through Compass/FLIK in compliance with our liquor license.
  - No outside alcohol.
  - Bartender needed for all services.
  - Bar service will not provide shots or double servings.
  - Bar service will serve one drink at a time to each bar patron.
- Although hours may be adjusted based upon Allen Center utilization, staffing, and special requests (VIP attendance, program schedule, etc.), typical alcohol service will be as follows:
  - Cocktails with full bar (beer/wine/spirits) from 6:00 pm-6:30 pm.
  - Dinner beer/wine service from 6:30 pm – 7:30 pm (or one hour from the completion of Cocktails).
  - Late bar with beer/wine service from 9:00 pm – 11:00 pm.
- Full bar is available for late bar for Custom and select Open Enrollment programs if private, and upon request.
- Continuous alcohol service up to 3 hours. Beyond three hours service should have 30-minute break so that three hours continuous is not exceeded.
- No more than 4 hours of service total in a night without approval.
  - Example: 6:00 – 7:00 pm cocktails, 7:00 – 9:00 pm dinner with beer/wine; Late Bar 9:30 – 10:30 pm  
Would be allowed due to 30-minute break.
- Champagne toast or any alcohol tasting in classroom needs approval and must be part of academic programming.
- All product to be sourced, controlled and stored by our catering contractor.
- To approve use of the specialty product sourced outside of our catering contractor, given that it is germane to an academic case presentation:
  - The faculty member should control the product needed for the lecture and then remove from the building following the class session(s). Flik will provide a basset trained staff member to confirm that serving is controlled.
  - AC Faculty Director needs to get approval from Senior Director of Facilities Dan McCrudden and/or Senior Leadership on a case-by-case basis. For this reason and for staffing purposes it is best to have advance notice, preferably 2 weeks.



#### FOR FURTHER QUESTIONS

Please reach out via email at [AC-SP@kellogg.northwestern.edu](mailto:AC-SP@kellogg.northwestern.edu).