

# Principles and rules for Friday bars, parties and other events where alcohol is served

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*Applicable to students and student associations at Aarhus University*

## 1. Introduction

Parties, Friday bars and other events organised by students play an important role in creating a good study environment, and Aarhus University (hereinafter 'AU') supports these activities directly and indirectly, for instance by making rooms available.

These principles and rules set out the general framework and conditions for organising parties and Friday bars for students at the university's premises. The principles and rules apply to parties organised by students affiliated with AU, and where alcohol is served.

The organisers of parties and Friday bars serving alcohol are required to obtain an alcohol licence. The organisers of parties and Friday bars playing music are also required to make a payment to KODA, according to applicable legislation.

## 2. Purpose

The principles and rules are intended to ensure that reasonable consideration is shown for the participants, buildings and other students as well as researchers, teaching and administrative staff in connection with the organisation of such activities. They are also intended to help establish effective cooperation between students, departments and the administration, as well as clarifying roles and responsibilities.

## 3. Registration

All student associations (academic associations, social associations, Friday bar organisers etc.) and other organisers wanting to serve alcohol at regular events must be registered by the university. This is done by submitting a notification to the Rector's Office setting out the following information:

1. The purpose and registered address of the association as well as the name and contact details of the chairman and all members of the board. The association is responsible for ensuring that the information is always updated.

The form for registering associations/social associations can be downloaded here [link].

2. Documentation that an agreement exists between the main academic area/ department and the association concerning the regular use of rooms (which is also a regulatory requirement in connection with the issuing of alcohol licences).

An agreement template can be downloaded here [link].

3. Permission to hold an event where alcohol is served is conditional upon the organiser having an alcohol licence or being covered by a valid alcohol licence for the premises, or the organiser must hold a one-off licence. The alcohol licence must be forwarded by email upon request.

The conditions for obtaining a licence can be found here:

The police: <https://www.politi.dk/da/borgerservice/tilladelse/alkoholbevilling/>

The Danish Act on Restaurants (Restaurationsloven):

<https://www.retsinformation.dk/Forms/R0710.aspx?id=129763>

The purpose of registration is to ensure that the university knows about all party activities taking place at the university. The organiser is accountable to the authorities for any failure to obtain an alcohol licence and any violation of rules and regulations.

In connection with the end of a course, the main academic area/department may give permission – without AU registration – for classes or year groups to organise events on the university's premises. In connection with such events, alcohol may be served only if the event takes place under the auspices of one of the approved associations/organisers which already have an alcohol licence, or by applying for a one-off licence.

Private events, such as receptions in celebration of the award of Master's or PhD degrees, may be held on AU's premises subject to agreement with the department.

#### 4. Roles and responsibilities

To ensure the successful organisation of events, the following division of responsibilities is determined. Some of the tasks are regulatory, while others are intended to enable AU to facilitate the events.

a. Department head/dean and host department representative

The host department representative is appointed by the department head/dean to act as an intermediary between the department management team/dean and the Friday bars and associations within a specific area.

The department head/dean is responsible for considering requests for permission to use AU's premises from associations affiliated with the department/main academic area in connection with the organisation of parties, Friday bars and similar events.

The host department representative participates in the follow-up and handling of incidents in connection with parties, Friday bars or similar events where agreements have not been complied with. The host department representative and department head/dean jointly decide whether to impose sanctions, and if so which. The department head/dean may, for instance, decide to restrict or ban a Friday bar's events entirely or for a shorter or longer period of time, or require that security guards be present at the events.

b. Building Services

On behalf of AU Planning, Building Services assumes responsibility for the safety, maintenance and cleaning of the buildings.

Building Services ensures that drawings of standard furniture arrangements – approved with regard to fire safety – are found in all the relevant rooms as well as information about the maximum number of people allowed in the room. Building Services prepares written instructions for the use of the

university's premises in the relevant area, including maps of escape routes and evacuation procedures, which are explained to the event organiser before the event.

c. Event organiser/chairman

The event organiser/chairman of an association is the person accountable to AU, the department and Building Services on behalf of the organisers or an association.

The event organiser must agree the time and date of any party, Friday bar or similar event with the host department representative and Building Services well in advance of announcing such events.

The event organiser must provide the host department representative and Building Services with correct contact details (including name, telephone number, email address and student registration number).

The event organiser is obliged to know who holds the alcohol licence and thereby acts as manager (see items d and e) in relation to the specific event. Moreover, the event organiser must study the rules and instruction that apply to the use of the premises, including evacuation procedures and maps of escape routes. It is also assumed that the event organiser stays sober during the entire event.

In case of a serious incident in connection with an event, the event organiser must call the rescue services (fire brigade or ambulance) or the police on 112. The event organiser must notify AU by calling the following emergency number: +45 8715 1617 immediately after calling the rescue services and/or the police.

The event organiser is obliged at all times to inform the host department representative and Building Services of any unusual incidents.

The event organiser is responsible for safety. This means that the event organiser must ensure that escape routes are kept clear, and that important details are registered in an operation log in connection with parties, Friday bars or similar events held in rooms with a capacity of more than 150 persons. The operation log can be downloaded here:

[http://www.aarhusbrandvaesen.dk/files/dokumenter/Driftjournal\\_Forsam\\_150.pdf](http://www.aarhusbrandvaesen.dk/files/dokumenter/Driftjournal_Forsam_150.pdf)

The event organiser must ensure at all times that the number of people in the room does not exceed the maximum number of participants allowed.

It is also important to keep a log of activities taking place during the event. This applies regardless of the scope of the event. The log is issued by Building Services.

d. Alcohol licence holder

The alcohol licence holder holds the alcohol licence for the specific party or Friday bar, and is thereby criminally liable for ensuring that an event where alcohol is served takes place in accordance with applicable legislation, including the Danish Act on Restaurants (Restaurationsloven). The alcohol licence holder may be fined in case of any violations.

The alcohol licence holder must also ensure that the event organiser has been given adequate instructions regarding applicable alcohol licensing legislation to be able to coordinate and take responsibility of the event. Furthermore, the alcohol licence holder must ensure the presence of a manager during events where alcohol is served.

e. **Manager**

The manager is criminally liable for ensuring that an event where alcohol is served takes place in accordance applicable alcohol licensing legislation. The manager can be made subject to personal fines for any violations.

The manager or the manager's deputy must be present during the event.

The event organiser/the chairman, the alcohol licence holder and the manager can all be the same person, but this is not necessarily the case.

## 5. Framework for events

a. **Time and date**

Unless otherwise expressly agreed, Friday bars<sup>1</sup> take place only on Fridays from 16.00 to 22.00, or in the case of the long Friday bars from 16.00 to no later than 02.00. Dates for Friday bars must be agreed with the host department representative and Building Services. In connection with other parties and events, for instance parties held by associations, the exact time of such events must also be agreed with the host department representative and Building Services, and they must finish at 02.00 at the latest. In buildings where several student associations organise parties or Friday bars, the long Friday bars and other events lasting until 02.00 should preferably take place on the same date. The dates are agreed with the host department representative and Building Services for one semester at a time.

b. **Clearing-up and cleaning**

After parties, Friday bars or other events, associations and other organisers must clear up and clean the venue itself, adjoining rooms, corridors and toilets and ensure that they are in the same condition as before the event. If the clearing-up or cleaning is found to be unsatisfactory, the association responsible will be charged for the additional work carried out by the cleaning staff. The necessary cleaning equipment can be obtained by contacting the cleaning manager.

Unless otherwise agreed, all rooms used in connection with an event must be fully functional by 07.00 the following morning at the latest.

The cleaning obligation also includes the campus area outside the venue, where beer mugs, cigarette ends etc. must be removed by 07.00 the following morning at the latest.

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<sup>1</sup> A Friday bar is considered an event for all students enrolled on the programme(s) linked to the association organising the Friday bar.

## **6. Insurance/compensation**

Associations must obtain the desired insurance coverage of own their own equipment. In case of damage to university furniture and equipment in connection with events, Friday bars or parties, AU will cover the associated costs unless the damage is attributable to vandalism or gross negligence on the part of one or several participants at the Friday bar or party. In that case, the person causing the damage may be reported to the police and made liable for damages. If it proves impossible to identify the person who has caused the damage, Building Services will, in cooperation with the Rector's Office, carry out a specific assessment of whether there is evidence for holding the Friday bar or association liable.

The association responsible must ensure that the staff/volunteers manning the Friday bar or party, including Building Services and cleaning staff, are properly insured.

## **7. Changes etc.**

These principles and rules have been approved by the AU senior management team and are valid from 1 September 2014.

Any changes to the principles and rules are subject to approval by the senior management team.

The principles and rules may be supplemented by local requirements and adjustments at the main academic area.