**Third Party Vendor**

**Social Exception Form**

**Venue Capacity: ­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Requested Capacity: ­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**This form is for organizations who are wishing to register an event at a Third-Party Vendor location but wish to have more than the allotted 425 guests. This form must be completed at least 10 business days prior to the event. This form must be approved by the Director of Student Engagement or** **designee. Failure to do so may result in the social exception being denied and a referral to the Office of Student Conduct.**

Please describe, in detail, why you believe your organization should be allowed to have more than 425 guests present:

Please describe how your organization will ensure that possible risks are managed, and all safety precautions are met:

Please describe the measures your organization plans to utilize to ensure the safety of all attendees. What additional measures are being utilized due to the requested increase in attendees?:

**Chapter President Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Vendor Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\*\*\*Office Use Only\*\*\***

**OSE Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_