

### PERMIT TO SERVE ALCOHOLIC BEVERAGES

INSTRUCTIONS TO CHAIRPERSON(S) OF SPONSORING ORGANIZATION OR EVENT: Read, complete and sign the agreement statement below. If approved, a copy of the approved permit will be returned to you. (NOTE: Purchase of alcoholic beverages with university-controlled funds must be in accordance with university policy; refer to Policy & Procedure Manual Section 330-80.)

**RETURN COMPLETED FORM TO: Campus Events and Visitor Services no later than TEN (10) working days prior to the event.**

**SPONSOR AND CONTACT INFORMATION**

Name of sponsoring group:					
Name and Title of Chairperson of organization/event:					
Chairperson's Address:		Phone:		Fax:	
Contact person if there are any questions:					
Contact's Address:		Phone:		Fax:	

**EVENT INFORMATION**

Title of event:				Reservation #:	
Date of Function:		Time of Service of Alcohol:		to	
Location:			Type of Function:		
Purpose of Function:			Who will attend?		
Number Attending:		# under 21		If any under 21, who are they?	

**SPECIFICS ON ALCOHOL SERVICE**

Total #Bottles Wine to be Served:		Total #Bottles Champagne to be Served:		Total #Bottles Beer to be Served:		Total #Kegs:	
						Total #Pony Kegs:	
Who is providing this alcohol?						Who is serving this alcohol?	
Type of food and non-alcoholic beverage to be served:						Who is providing? If catered please specify.	
Are you charging attendees to attend this event or to pay for any part of the event? If yes, please explain:							

Both the chairperson and the sponsoring organization of an event at which alcoholic beverages are served are responsible for ensuring adherence to the following guidelines. Please **initial** next to each guideline acknowledging you have read and understand them. If you do not initial each guideline, we will not be able to approve your permit.

	Alcohol may not be served before 5p.m. Monday - Friday (except for luncheons) or before noon on Saturday, Sunday and holidays. The approved amount of alcohol and serving time listed above must be adhered to. Any change to the above information requires approval from Campus Events & Information prior to the event.
	Attendance shall be limited to members of the sponsoring group and their invited guests.
	The event shall not be open to the public or University community and shall not be publicly advertised. Members and guests must receive individually addressed invitations and/or appear on and invitation list monitored at the door.
	Consumption of alcoholic beverages is not to be the focus of the event. Sponsoring groups will assure that non-alcoholic beverages and food are available during the entire time alcohol is served.
	There shall be no sale of alcoholic beverages. Exchanging any consideration for alcoholic beverages constitutes a sale. "Consideration" includes money, tickets, tokens, or chits which have been issued in exchange for money or anything else of value.
	The chairperson(s) of the event and the sponsoring organization shall be responsible for compliance with applicable laws, campus regulations and University policies. No person under 21 years of age or any obviously intoxicated person shall be furnished, served, or given an alcoholic beverage. Violation of campus rules may result in cancellation of the event or future events, and/or other appropriate University disciplinary action.

To ensure adherence to the conditions stated above, I agree to be chairperson of the event and be present throughout the entire period of alcohol service. (More than one person may serve as chairperson to assure these conditions are met.)

SIGNED:		
	Chairperson of sponsoring organization or event	Date
PLEASE PRINT NAME:		
<b>IF REQUIRED</b> , Department Chair, Vice Chancellor/Dean (See # 1 and #7 in Alcohol Permit Evaluation Guidelines)	Date	

SPECIAL CONDITIONS OF PERMIT:		
PERMIT ISSUED BY:	CEVS Authorized Representative	Date