

**REQUEST FOR ALCOHOL SERVICE**

*(One form for each event planned)*

Please complete and return this form to the Chancellor's office at least two weeks prior to your event to allow for adequate review.

Event Sponsor: \_\_\_\_\_

Event Name: \_\_\_\_\_

Event Date: \_\_\_\_\_

Event Location: \_\_\_\_\_

Event Time: \_\_\_\_\_

Alcohol service Time: \_\_\_\_\_ (must end ½ hour before event end time)

Any requests to serve alcohol before 3:00pm will require justification. \_\_\_\_\_

Description of types of alcohol to be served and the manner in which it will be served:

\_\_\_\_ Beer

\_\_\_\_ Wine

\_\_\_\_ Distilled Products

\_\_\_\_ Full Bar (beer, wine, cocktails)

\_\_\_\_ Guests will help themselves

\_\_\_\_ Guests will be served

Description of non-alcoholic beverages and food to be served (Campus policy states that alternative non-alcohol beverages must be provided; along with snacks and/or food.):

Will minors be present?

es

Campus **reserves** the right to refuse service to anyone under the age of 21.

Please read the alcohol policy statements below before signing.

1. The focus of the event must be the event itself rather than the alcohol. Alcohol service should never be the purpose of the event, but rather decorous in nature to enhance the program.
2. This request must be approved prior to the event of any advertising of alcohol service associated with the event.
3. The alcohol service is pending until the Chancellor or his/her designee approves this request.
4. The university dining service vendor, Chartwells, is the only authorized vendor to sell and serve alcohol on the campus in the Yellowjacket Union. Arrangements should be confirmed with the Catering Supervisor once the request is approved.
5. Yellowjacket Union and Wessman Arena are approved for alcohol service. For all other areas on campus except the Yellowjacket Union and Wessman Arena, alcohol may be allowed with prior approval and accepted restrictions.

6. Alcohol is only allowed in the room or area in which it is served, and alcohol service must end at least 1/2 hour prior to the predetermined event end time.
7. All advertising must be decorous in tone and must not emphasize alcohol in larger letters or in a bold manner. The event should be the main focus of the advertising.
8. Age eligibility checking shall be enforced where alcoholic beverages are being served, and measures shall be taken to reduce the possibility of alcohol abuse and misuse. For student programs, under-age identification will be required so that underage students can be permitted in areas and at activities where alcohol is being served. Campus reserves the right to refuse service to anyone under the age of 21.
9. The Campus Event Safety and Security Policy may require approved security personnel to be present during the event. Sponsor/requester will be informed prior to the event if this is applicable, and sponsor/requester may be charged for this service.
10. A non-alcoholic beverage must be offered. The serving of appropriate food and snacks should be offered.
11. Unlimited consumption of alcohol for a fixed fee is not permissible and no event shall ever include any form of a "drinking contest" or forced consumption of alcohol. The campus does not support, and therefore does not allow the service of "shots" at any function.
12. Fees charged for the event cannot include the cost of alcoholic beverages if they are the main beverage to be served.
13. Sponsoring/requesting organizations and individuals are responsible for the actions of their members and guests, and must (to the best of their abilities) monitor that they are not abusing or misusing alcohol or the facilities.

I have read the alcohol policy statements and agree to comply. Therefore, I request approval to serve alcoholic beverages for the above named event. I agree to assume all responsibility to monitor the drinking age of those in attendance to prevent anyone under the Wisconsin legal drinking age from obtaining or consuming alcohol from this event. I understand that a violation of this policy may result in the revocation of University privileges and may result in disciplinary action.

Sponsor Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Printed Name: \_\_\_\_\_  
 Department Chair Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Printed Name: \_\_\_\_\_

\*\*\*\*\*

Your Alcohol Request is: Approved \_\_\_\_\_ Denied \_\_\_\_\_

Comments:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Chancellor or Designee Signature: \_\_\_\_\_  
 Date: \_\_\_\_\_

Return original to requester  
 Cc: Facility or Building Coordinator  
 Campus Safety  
 Campus Risk Management