

UNIVERSITY OF HOUSTON-VICTORIA
Campus Alcoholic Beverage Use Policy Acknowledgment

Event Information

Distribution of alcoholic beverages on campus is subject to alcoholic beverage distribution restrictions and final approval by the University administration fifteen business days prior to the event.

1. Name and description of function at which you are serving alcoholic beverages: _____
2. Event Date: _____ Day of the week: _____
 Starting Time: _____ Ending Time: _____
 Sponsored by: _____ If student sponsored event, provide name(s)
 i.e. campus or external group of permanent
 faculty/staff who will be present throughout the
 event: _____
 Mailing address: _____

 Hours alcohol will be served _____
 From To _____
 Number of people expected to attend: _____

 Event location (room, building, parking lot, etc.) _____
3. Will persons under lawful drinking age be permitted to attend this event? Yes No
4. Affiliation: Student organization University department Not affiliated with the University
5. To whom is the event open? Check all that apply:
 members and their invited guests the public in general the student population
 other target population; please describe: _____
6. What alcoholic beverages will be served? Check all that apply:
 Beer Wine Mixed drinks Other _____
7. Will alcoholic beverages be sold (either separately or included as part of an admissions charge)?
 Yes No

Sponsor and Provider Acknowledgments

1. The Provider will stop serving alcoholic beverages at least thirty (30) minutes **prior to the end of the event, but no later than 12 a.m. or earlier than 5 p.m.**
2. The Provider will not serve alcoholic beverages to anyone who appears to be under the influence of alcohol or other intoxicants.
3. The Provider will require proper identification for proof of age.
4. The Provider is responsible for knowledge of and compliance with applicable federal, state, and local laws including permitting and license requirements of the Texas Alcoholic Beverage Commission (TABC).
5. The Provider must deliver the following documents to the Department of Business Services, Rm 107, at least fifteen business days prior to the event if this application is approved:
 - a. Alcohol License or specific use permit (caterer's permit, on-premise license, or mixed beverage license as required for event and location).
 - b. Certificate of Insurance indicating:
 - Commercial General Liability coverage of \$500,000 or more per occurrence A-41 Attachment A
 - \$500,000 or more Liquor liability insurance coverage
 - c. Vendor Service Agreement (if required by policy)

d. Alternate Dispute Resolution Clause (if required by policy)

6. The Sponsor and Provider will agree to leave the distribution site as it was found, cleaning up trash, etc.
 7. The Sponsor and Provider understand all Alcoholic Beverage servers must be TABC certified.
 8. The Sponsor or Provider agrees to post signage with minimum 3 inch letters at the distribution site if the event is open to the general public or student population stating: "No alcoholic beverages shall be consumed by anyone under the age of 21." (or other wording to that effect).
 9. Sponsor and Provider agree to provide licensed security personnel throughout the duration of the event if the event is open to the general student population or the community.
 10. Other restrictions or waivers: _____
 11. List exceptions and reason for exceptions: _____
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I have been provided with a copy of the Campus Alcohol Beverage Use Policy, A-41. I agree to comply with federal, state local laws and university policy regarding the distribution, possession, and consumption of alcoholic beverages. I certify that the information in this agreement is complete and correct and I agree to the above terms and conditions. I understand that the submission of false information and/or failure to follow federal, state, and local laws and university policies and procedures may be grounds for criminal, civil or university disciplinary action. I understand that this distribution agreement does not confirm room reservation or security. These must be done separately. I also understand that the University accepts no liability.

Accepted by Provider

Accepted by Sponsor

Signature

Signature

Printed name

Printed name

Title

Date

Title

Date

Organization:

Organization:

Phone: _____

Exception Approval

Policy Acceptance:

Exception granted by:

Approved by the University of Houston-Victoria:

Signature

Signature

Printed name

Printed name

President or Vice President

Date

President or Vice President

Date