

Alcohol Beverage Use Application

This application must be completed and returned at least fifteen business days prior to the event for any activity held on any property owned, controlled or managed by the University.

1. Name of Student Organization, Group or Department: _____

Affiliation (check one)

2. Student Organization – Is this a registered student organization: Yes No

Note: Approval by Associate Vice President of Student Affairs is required

Names of Advisors or Sponsors who will be at the event through its duration: _____

3. University Department - Unit Head: _____

4. Other - Non-University Affiliated Organization or Group

Name of Organization or Group: _____

Note: Approval by Provost or Vice President for Administration and Finance is required

Event Information:

5. Name and description of function at which you are serving alcoholic beverages: _____

• Event Date _____ Week Day _____ Starting Time _____ Ending Time _____

• Event Location: _____

• Expected Attendance (#): _____

• To who is the event open? (check all that apply)

the student organization or group only

members and invited guests

the public in general

the University community in general

other population (describe) _____

• Will persons under lawful drinking age (21) be permitted to attend? Yes No

• Will all alcoholic beverages be available at no charge? Yes No

If **NO**, identify the holder of the alcoholic beverage license/permit:

Name of Holder: _____ License/Permit #: _____

• Will non-alcoholic drinks (other than water) be available? Yes No

Note: If alcohol is being provided free, then non-alcoholic drinks must also be free.

• What food items will be available, in reasonable amounts, while alcohol is being served? _____

Will there be a charge for food items? Yes No

• Admission Charge: Yes No

If YES, will any portion of the admission charge be used to pay for the guest's access to alcoholic beverages?

Yes No

• Types of alcohol Served? Check all that apply: Beer Wine Mixed Drinks Other _____

• How many hours will alcohol be served? Hours _____ From: _____ To: _____

Acknowledgements:

1. Advertising shall not promote the irresponsible use of alcohol. Publicity shall not advertise alcohol as a main attraction.

2. The sale of alcoholic beverages is prohibited except pursuant to a valid license or permit for cash sales issued by the Texas Alcoholic Beverage Commission (TABC). Server Requirements:

o All Servers must be TABC certified

o Servers are prohibited from consuming alcoholic beverages during the event.

o Servers are required to verify legal age in accordance with TABC guidelines. *Legal age drinkers may be further identified by the use of a hand stamp, wristband, or other ID.*

o Servers shall refuse service to any person who appears to be intoxicated, incites a verbal or physical altercation or who lacks proper identification for proof of age. The sponsoring host reserves the right to take appropriate action to resolve the situation, including contacting security or suspending the serving of alcoholic beverages.

3. Non-alcoholic beverages shall be made available while alcoholic beverages are being provided. If alcoholic beverages are being distributed free, then nonalcoholic beverages *other than water* must be available at no charge;

4. When alcohol is being served, food items in reasonable quantities for the number of persons expected to attend shall be made available either free or at reasonable cost.

A COPY OF THIS SIGNED APPLICATION MUST BE VISIBLY POSTED IN THE SERVING AREA

- 5. Alcoholic beverages cannot be brought into or out of events by patrons.
- 6. If the event is open to the public or student population, signage with a minimum of 3" letters shall be posted in the serving area stating "NOTICE – No drinking under 21" or words to that effect.
- 7. The Provider will be required to provide a certificate of insurance including General Liability and Liquor Liability coverage in the amounts specified, if indicated on the Application. The Provider shall deliver the following to Business Services, upon Application approval, at least 5 business days prior to the event:
 - o Alcohol License or Specific Use Permit (caterer’s permit, on-premise license, or mixed beverage license as required)
 - o Certificate of Insurance with:
 - Commercial General Liability coverage of \$1,000,000 per occurrence and \$2,000,000 in the aggregate.
 - Minimum \$1,000,000 Liquor Liability Insurance coverage and \$2,000,000 in the aggregate.
 - Naming of University as Additional Insured on each policy.
- 8. The Sponsor shall arrange for campus security for the duration of the event if the event is opens to the public or if it includes students. Security should arrive 30 minutes prior to the event and stay until 30 minutes after the event.
- 9. The student group’s sponsor/advisor shall be present at student events for the entire duration of the event.
- 10. The serving of alcoholic beverages shall not begin before 5PM and must stop at least thirty (30) minutes prior to the end of the event.
- 11. All alcoholic beverages must be removed from the premises upon event conclusion.
- 12. The Sponsor and Provider will agree to leave the distribution site as it was found, cleaning up trash, etc.
- 13. List Requested Exceptions (if any) _____

I have read University Policy A-41 governing alcoholic consumption at approved events on University property. I acknowledge that the information in this agreement is complete and correct and I agree to comply with federal, state and local laws regarding the distribution, possession and consumption of alcoholic beverages, including the conditions in this application. I understand that this application does not confirm room reservation or security arrangements.

Accepted by Provider: _____ Accepted by Sponsoring Host _____

Signature _____	Signature _____
Date _____	Date _____
Printed Name _____	Printed Name: _____
Company: _____	Dept or Group: _____
Phone: _____	Phone: _____
Email: _____	Email: _____

Alcohol Beverage Use Application Action

Approved _____ **Approved with Additional Restrictions** _____ **Not Approved** _____

Additional Restrictions: (if checked)

_____ Security is required for this event (Item 8 above)

_____ A Certificate of Insurance is required for this event (Item 7 above)

_____ Other Restriction: _____

Signature: _____ Date: _____ Title: _____

Associate VP, Student Affairs (Student Events)
Provost or Vice President (Non-Student Events)
President (All Events)

Alcohol Beverage Use Application Exception Request: (Required if any exceptions are requested in Item 13, above.)

Exception Approved _____ **Not Approved** _____

Signature: _____ Date: _____ Title: _____

President, Provost or Vice President

A COPY OF THIS SIGNED APPLICATION MUST BE VISIBLY POSTED IN THE SERVING AREA