

Request for Approval to Serve Alcohol at a CCS Sponsored Event

This form serves as a request to the division Vice President or Academic Dean and the President for permission to serve alcohol as part of a CCS sponsored event. Please submit this completed and signed form at least (4) weeks prior to the scheduled event date.

Description of Event:

Name of Event: _____

Purpose of Event: _____

Sponsoring Department, Organization, etc.: _____

Location: _____ Date: _____

Time From: _____ To: _____ Estimated Attendance: _____

Is there a charge for the event? _____

Name(s) of event coordinator(s)/manager(s) on duty during the event: _____

Alcohol service proposed for this event:

For all College related events involving alcohol, a licensed, third-party bartender must be present to serve the alcohol and the bartender must refrain from using a tip jar.

Name of licensed, third-party vendor serving the alcohol? _____

Types of alcoholic beverages being served: _____

Describe the type and quantities of non-alcoholic beverages being provided: _____

Name of vendor catering food at the event? _____

Will **all** attendees at the event be 21 years or older? _____

If not, how will attendees under age 21 be identified? _____

How do you plan to handle a person that has been over served? _____

Will Campus Safety be present at the event? _____

Signature of individual(s) coordinating the event:

Name

Phone Number

Signature

Date

Name

Phone Number

Signature

Date

Vice President/Dean Signature:

Approved

Denied

Name

Phone Number

Signature

Date

President's Signature:

Approved

Denied

Donald L. Tuski

Date