

PERMIT TO SERVE ALCOHOLIC BEVERAGES AT MSU EVENTS

(No events may be held without approval of the President)

Alcohol shall be provided in accordance with the "Alcohol Beverages at Special Event Policy" which is attached. Prior to determining the status of any application to serve alcoholic beverages at on or off campus events, the following information must be completed. For *on campus events*, please return to the **Conference Coordinator (CSU 219)** at least 30 days prior to the scheduled event. For *off campus events*, please return to **Finance & Administration (WA 334)** or at least 15 days prior to the scheduled event.

1. Sponsor: _____
Organization/Individual (Print Name) (Address)

2. Name Of Event _____ Date: _____
Location _____ Time: From _____ To _____
Nature of Event: _____ Estimated Attendance: _____
Funding Source: _____
Type of Alcohol to be Served: _____

3. How is alcohol to be used at this event? Reception _____ With Meal _____ Event Toast _____

4. Who will be dispensing the alcoholic beverages? _____

5. Are all persons attending the event over the legal drinking age of 21 years old? Yes _____ No _____
If no, please indicate arrangements for insuring that persons under 21 are not served:

6. Beverages to be served (Non-Alcoholic): _____

7. Please indicate what food will be served/available: _____

8. License (off campus events only) is held by: _____

9. Insurance – Insurance Company Name: _____
Name of Agent/Agency: _____ Coverage Limits: _____

I have read and understand the **University's Alcohol and Other Drug Policy** and the **Alcohol Beverages at Special Event Policy** and agree to comply with them.

Signature of Requester/Sponsor/Director/Dean*

Date

AUTHORIZATION FOR CATERING OF ALCOHOLIC BEVERAGES:

University Conference Coordinator

Date

Catering Director (on campus events only)

Date

Vice President
President's Approval Date: _____

Date

*Director's/Dean's signature is required if the request is from an MSU department.