



## Request to Serve Alcoholic Beverages on Campus Form

This request form must be completed for all campus events where alcoholic beverages are being served. All University sponsored events serving alcoholic beverages on campus must have the approval of the University President and/or Provost.

Officially recognized campus organizations, (students, staff, faculty, auxiliaries, and administrative), who wish to sponsor an event on campus, may request approval to serve “alcoholic beverages” consisting of ***beer and/or wine only***.

\* Authorized Advancement Offices and Individual College Leadership, who sponsor official university events, are the only organizations who may request approval for a **full-service bar** hosted by a licensed caterer.

In sponsoring such an event, the campus organization and its members accept responsibility for adherence to all applicable federal, state and local laws, and the University Alcoholic Beverage Policy including the responsibilities and conditions as follows:

1. The sale of alcoholic beverages on the University campus by any organization without a valid alcohol sales license is prohibited. The exchange of any consideration for alcoholic beverage service constitutes a sale. “Consideration” includes money, or tickets, tokens, or vouchers, which have been issued in exchange for money or anything else of value.
2. The Event Sponsor or a designated Responsible Person must be assigned to manage the event to ensure the event and guests adhere to policy conditions and, are accountable for event infractions.
3. Alcoholic beverages shall only be consumed in the approved enclosed or inside area designated on this request permit. Exterior service areas must be clearly defined. The consumption of “alcoholic beverages” must not be the main focus of any event.
4. Professional Servers and approved Occasional Servers must have the applicable permit to serve alcoholic beverages and are prohibited from consuming any alcoholic beverages preceding or during the event.
5. The monitoring and serving of alcohol at a campus event shall be under the direct supervision of event sponsors and a designated responsible person in accordance to University policy “level of authority” responsible person criteria.
6. Sponsors are encouraged to reduce the consumption of alcohol at least thirty (30) minutes prior to the scheduled ending time of the event. Unless otherwise approved, actual serving period shall not exceed **three (3) hours**.
7. Non-alcoholic beverages must be available at all functions where alcoholic beverages are served. An equivalent of non-alcoholic beverages equal to alcoholic beverages is recommended as a guideline.
8. Suitable “**free**” food (e.g., pretzels, popcorn, nuts and/or vegetables) must be made available at all functions where alcoholic beverages are served.
9. The event sponsor, designated responsible person and other officers/representative of the sponsoring organization or group and the party holding the license and/or serving alcoholic beverages are responsible for compliance with applicable state laws, regulations, and University policies. The sponsors’ representative must be 21 years of age or older.
10. No person under 21 years of age and no obviously intoxicated person shall be furnished, served or given an alcoholic beverage. If an attendee appears to be under 25 years of age, the event sponsor must request to see a current valid I.D.
11. Sponsoring organizations must take adequate measures to insure compliance with all of the conditions for issuance of this request permit and, it should be cognizant of the vicarious liability and the consequences to the organization and WesternU should a vicarious liability civil suit be filed against the organization or University when a person attending their event and consuming alcoholic beverages is involved in an accident resulting in personal injury and/or death.
12. A copy of all approved permits for public and closed events must be sent to the Office of Risk Management. All caterers’ insurance and license to serve alcohol are housed in this office. Contact this office to ensure current license/insurance.

PLEASE COMPLETE ALL SECTIONS and submit form no later than **ten (10) business days** prior to the event and forward to the applicable College Dean or Department Head for approval. Students must also forward to University Student Affairs for approval.

**1. EVENT - REQUESTING/RESPONSIBLE PERSON**

<b>REQUESTING PERSON</b>				<input type="checkbox"/> Student	<input type="checkbox"/> Staff	<input type="checkbox"/> Administrator	<input type="checkbox"/> Faculty
First Name	Last Name		Email	Phone/Ext.			
<b>RESPONSIBLE PERSON – (all student sponsored events require a faculty advisor to be in attendance for the duration of the event.)</b>							
First Name	Last Name		Email				
<b>Student Club Name:</b>			<b>Club Advisor:</b>				
College Dean/Department Head Approval Signature:							
							Date:
First Name	Last Name		College/Department:				
<b>University Student Affairs (USA) Review/Approval – Student sponsored events only</b>							
<b>Name:</b>			<b>Email:</b>			<b>Date:</b>	

**2. EVENT INFORMATION**

- Private College/Departmental Event (limited to University Employees, Family Members, Special Invited Guests, Donors, WesternU Alumni)
- Club/Registered Student Organization (**RSO**) (limited to WesternU faculty, staff and students)
- Public Event (Event Open to the General Public) – **Requires Use of Licensed Caterer/Servers with Alcohol Permit**
- Other – please describe below

<b>Event Name:</b>				<b>Date of Event:</b>			
<b>Event Description/Purpose/Benefit:</b>				<b>Event Location/Venue:</b>			
				<b>Building Name:</b>			
				<b>*Room Name/Number:</b>			
				<b>*BE SURE THE ROOM YOU RESERVE HAS EQUIVALENT ATTENDEE CAPACITY.</b>			
<b>Event Time:</b>		<b>Total No. of Attendees:</b>	<b>Employees</b>	<b>Students</b>	<b>Guests (describe)</b>	<b>Attendees UNDER age 21?</b>	
START: _____ A.M. _____ P.M.						Yes: _____	
END: _____ A.M. _____ P.M.		No _____					

**3. ALCOHOLIC BEVERAGES BEING SERVED** - (Refer to #7 on page one)

<b>BEER</b> Yes _____ No _____	<b>WINE</b> Yes _____ No _____
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<b>*AUTHORIZED UNIVERSITY OFFICIAL EVENT - only</b> <b>FULL-SERVICE BAR</b> (provided by licensed caterer)		Yes _____ N/A _____
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**4. COMPLIANCE WITH ALCOHOLIC BEVERAGE STATE LAWS**

**California** – ABC – State of California: <http://www.abc.ca.gov/>  
 California Alcoholic Beverage Control Event Permit (also known as an ABC 218) is required whenever a licensed caterer serves alcohol at a catered event. The Caterer accepts responsibility for managing alcohol service, controlling alcohol consumption and ensuring compliance with all applicable federal and state laws.

**Oregon** - [OLCC - State of Oregon: Oregon Liquor Control Commission](#)

Contact Risk Management [cmagsino@westernu.edu](mailto:cmagsino@westernu.edu) to confirm Caterer’s Certificate of Insurance and Permit to Serve Alcohol are on file and current. If not on file, (IT will create a drop down list of University caterers – see Chiquein Risk Management)

**5. LICENSED CATERER** - (Complete this section, if applicable. If none, insert **N/A**)

Name: Select existing caterer from drop list or add new:	Address:  City:  State: _____ Zip Code: _____
Caterer’s Phone No:	Email address:
*Caterer’s <b>ABC/OLCC Alcohol Permit Number</b> :  No. _____	*Certificate of <b>Liquor Liability Insurance</b> \$1,000,000 limit of Liability with WesternU Board of Trustees named as an “Additional Insured”.
*A copy of Alcohol Permit & Certificate of Insurance must accompany this form <b>or</b> be on file in Office of Risk Management	
Name(s) of server(s) including WesternU students/employees, if applicable:  1. _____ 2. _____ 3. _____ 4. _____	

**6. APPROVAL SIGNATURES** (only 1 signature required)

Department	Name	Approval Signature	Date
University President	Philip Pumerantz, PhD		
University Provost/COO	Gary Gugelchuk, PhD		

(copies will be routed electronically upon approval - in IT online version)

- Environmental Health & Safety
- Facilities and Physical Plant
- Risk Management
- University Financial Services & Treasury
- University Student Affairs (students only)