APPLICATION TO SERVE ALCOHOLIC BEVERAGES AT A CAMPUS EVENT

- Fill out form completely (Please Print clearly)
- Obtain approval of Sponsoring University Department/Unit and Facility Manager.
- Return **completed** form **at least seven days before event** to the UCPD Special Events Coordinator, Mail Code 1199, Fax # (510) 643-8224.
- Questions? Contact UCPD Special Events Officers (510) 643-0795
- **Signed copy of approved application MUST be present at event.**

CONTACT INFORMATION SECTION

Name: _____ Address: _____

Phone: _____ City: _____

Fax: _____ Zip/Campus Mail Code: _____

Organization: _____ UC Affiliation: ◯Faculty ◯Staff ◯Student ◯None

EVENT INFORMATION SECTION

Nature of Event: _____ Date of Event: _____

Location of Event: _____ Hours of Event: _____

Attendance: Faculty _____ Staff _____ Students _____ Guests _____ Total: _____

Security Provided? Yes _____ No _____ If Yes, Who? _____

Are there any fees/donations whatsoever being charged to the patrons for this event? Yes _____ No _____

If Yes:

- Is this event being catered? Yes _____ No _____ If Yes, Who? _____
- Does Caterer/person have an alcohol license? Yes _____ No _____ License #: _____

Source of funds for obtaining alcoholic beverages? _____

Will food be served? Yes _____ No _____ Non Alcoholic Beverages? Yes _____ No _____

Name of person (Faculty or Staff required for UC sponsored events) who will be PRESENT at event to ensure that no one under 21 years is served alcoholic beverages:

_____ _____ _____ _____

NAME **POSITION** **ADDRESS** **PHONE**

APPROVAL SECTION

SPONSOR APPROVAL

_____

Sponsoring Department or Unit

_____

Name of Department or Unit Chairperson

_____

Campus Address **Mail Code**

_____

Telephone **Fax**

_____

Signature **Date**

FACILITY APPROVAL

_____

Person Authorizing Facility use

_____

Campus Address **Mail Code**

_____

Telephone **Fax**

_____

Signature **Date**

UNIVERSITY OF CALIFORNIA POLICE APPROVAL SECTION

Approved: YES ____ NO ____, If No, reason: _____

Signature: _____ Badge: _____ Date : _____