

How to Obtain Required Licenses to Sell Alcoholic Beverages at UCI Events

UCI departments, units and groups cannot be issued any of the California Department of Alcoholic Beverage Control (ABC) permits which are required to sell alcoholic beverages at UCI events.

For licensed UCI locations, UCI Catering holds the required ABC Type 58 Caterer's Permit and is the only caterer permitted to sell alcoholic beverages.

For unlicensed locations on University premises, the following can obtain ABC licensing to sell alcoholic beverages at a UCI event:

- UCI Catering
- A UCI Approved Caterer already holding an ABC issued liquor license at an establishment **and** an ABC Type 58 Caterer's Permit. To become a UCI Approved Caterer, find forms at <http://www.abc.ca.gov/FORMS/ABC218I.pdf>

For each event, the caterer must obtain an approved ABC-218 Catering or Event Authorization Application from the ABC and submit it to Hospitality & Dining Services (HDS). Find the ABC-218 application at <http://www.abc.ca.gov/FORMS/ABC218.pdf> and instructions at <http://www.abc.ca.gov/FORMS/ABC218I.pdf>

- A non-profit organization co-sponsoring a UCI event can obtain a ABC-221 Daily License Application/Authorization which is required to sell alcoholic beverages. They will need to hire Certified Professional Servers if an Approved Caterer will not be providing them. Find the ABC-221 form at <http://www.abc.ca.gov/FORMS/ABC221-2010.pdf> and instructions at <http://www.abc.ca.gov/FORMS/ABC221I.pdf>

FAQs

1. What else does the ABC require when a license application is submitted?

A detailed diagram of the event area on the form ABC-253. It must first be submitted to HDS with the Request to Serve or Sell Alcoholic Beverages. Find the form at <http://www.abc.ca.gov/forms/ABC253.pdf>

Letters of approval from the University signed by the Associate Vice Chancellor, Student Affairs and Chief of Police. When a completed Request to Serve or Sell Alcoholic Beverages is received by HDS, they prepare the letters, obtain signatures, and provide the signed letters to the Sponsoring Organization for submission with the ABC application.

2. Are there costs or fees related to licensing or liability?

A fee must be paid to the ABC when any application for licensing is submitted. Caterers may also choose to charge fees for processing and insurance coverage. The Sponsoring Organization is responsible for paying these fees.

3. What else is required to sell alcoholic beverages at UCI events?

An Approved Caterer (or professional organization) must provide Certified Professional Servers to sell alcohol at an event and must have liquor liability insurance that meets UCI requirements.