

## REQUEST TO SERVE OR SELL ALCOHOLIC BEVERAGES

All Requests must be submitted to UCI Dining Services **at least 20 business days prior to the event** to allow for timely review and processing. A separate Request must be submitted for each event. After UCI Dining approves this Request, they will send a copy to the Primary Event Representative, Event Location Approver, and UCI Police.

EVENT INFORMATION

Date of Event \_\_\_\_\_

Event Start Time \_\_\_\_\_

Location \_\_\_\_\_

Event End Time \_\_\_\_\_

Description and Purpose of the Event \_\_\_\_\_

Alcohol Service Start Time \_\_\_\_\_

Alcohol Service End Time \_\_\_\_\_

Attach a diagram showing where alcoholic beverages will be permitted and note all entrances and exits. For outdoor areas and events, indicate all barricaded areas. **If selling** alcoholic beverages, use form ABC-235.

Total Hours of Alcohol Service \_\_\_\_\_

List the specific types of alcohol to be served. **Only beer and wine are permitted at student sponsored or student oriented events.**

If hard liquor will be served at non-student events, the Approving Authority must initial.

List ALL foods and non-alcoholic beverages that will be served. Food and non-alcoholic beverages are required.

\_\_\_\_\_  
Approving Authority

## Sale of Alcoholic Beverages

Will a fee be charged for alcoholic beverages or a fee to attend the event?

☐ YES ☐ NO

**If YES, a one day alcohol license from the California Department of Alcoholic Beverage Control (ABC) will be required.**

## Purchase and Transport of the Alcohol

☐ Donation—Name of donor \_\_\_\_\_

☐ Purchase by department—Retail store \_\_\_\_\_

☐ Purchase by licensed caterer—Name \_\_\_\_\_

## Description of Attendees

Estimated number of attendees \_\_\_\_\_ % under 21 years

\_\_\_\_\_ % faculty \_\_\_\_\_ % undergraduate

\_\_\_\_\_ % staff \_\_\_\_\_ % graduate \_\_\_\_\_ % other

## Service of Alcoholic Beverages

Certified Professional Servers (e.g. TIPS or LEAD certified) will be provided by:

\_\_\_\_\_

## REQUIRED CONTACT INFORMATION AND APPROVAL SIGNATURES

By signing below, I acknowledge that I have read the UCI Policy on the Sale, Service and Consumption of Alcoholic Beverages, Section 900-13, and agree to abide by this policy and any other requirements set forth by the University of California, Irvine.

\_\_\_\_\_  
Sponsoring Organization

\_\_\_\_\_  
Primary Event Representative (must be present at the event)

( ) —

Office Number

( ) —

Cell Number (at event)

\_\_\_\_\_  
Email

\_\_\_\_\_  
Primary Event Representative Signature Date

## Event Representative(s)

For every 50 attendees, an Event Representative must be present at the event. List all Event Representatives with cell number (use back of form).

\_\_\_\_\_  
Name Cell Number (at event)

\_\_\_\_\_  
Name Cell Number (at event)

## Event Location Approver

\_\_\_\_\_  
Name Title

\_\_\_\_\_  
Signature Date

**Approving Authority**  
*See Section 900-13 for authorized approvers.*

\_\_\_\_\_  
Name Title

\_\_\_\_\_  
Signature Date

## UCI Dining Services Approver

\_\_\_\_\_  
Name Title

\_\_\_\_\_  
Signature Date

CONTACT INFORMATION