

3 Steps for a Successful UCI Event with Alcoholic Beverage Service

Step 1 Submit a completed [Request to Serve or Sell Alcoholic Beverages](#) at least 20 business days before **each** event to UCI Dining Services at G318 Student Center, Zot Code 3700, fax (949) 824-1657, email food@uci.edu

For events on University premises, include a detailed diagram of the UCI location (use form [ABC-253](#) if alcohol will be sold) that shows:

- Layout of the alcohol service area with approximate dimensions
- Barricade parameters (only for outdoor events). Barricade materials must be high enough to prevent the passing of alcohol to areas outside the approved event location.
- Clearly marked entrance and exit pathways. Signs stating “no alcohol beyond this point” must be posted at all exits.

Review [Section 900-13](#): Policy on the Sale, Service and Consumption of Alcoholic Beverages.

Step 2 If planning to **sell** alcoholic beverages on University premises, determine who will obtain any California Department of Alcoholic Beverage Control (ABC) license required to sell at a UCI event. Only a [UCI Approved Caterer](#) with an existing ABC licensing or a co-sponsoring non-profit organization can obtain the license or authorization. UCI departments, units and groups cannot be licensed.

Option 1: Hire an Approved Caterer with a [Type 58 Caterer’s Permit](#) to serve both food and alcohol in unlicensed locations. The caterer must obtain an [ABC-218](#) Catering or Event Authorization for the event and provide Certified Professional Servers. Only UCI Catering can sell in licensed UCI locations.

Option 2: Have a co-sponsoring non-profit organization obtain the [ABC-221 Daily License](#) Application/Authorization and hire Certified Professional Servers for the event.

Option 3: Consider not charging a fee for the event and hire an Approved Caterer with a [Type 58 Caterer’s Permit](#) to serve both food and alcohol with Certified Professional Servers.

UCI letters of approval required by the ABC are prepared by UCI Dining Service to accompany ABC licensing applications.

See [How to Obtain Required Licenses to Sell Alcoholic Beverages at UCI Events](#)

Step 3 Submit copies of these documents to UCI Dining Services for events on University premises:

- Caterer’s liquor liability insurance:
 - The policy limit must be at least \$1,000,000 per occurrence.
 - The Description of Operations should state:
"The Regents of the University of California as additional insured."
 - The Certificate Holder should be listed as: The Regents of the University of California and UCI Dining Services, G318 Student Center, Irvine, CA 92697-3700.
- Certifications for the Certified Professional Servers who must be over 21 years of age (1 per 150 attendees).
- **If alcohol will be sold**, either:
 - An Approved Caterer’s alcoholic beverage license [Type 58 Caterer’s Permit](#) and an ABC approved [ABC-218](#) Catering or Event Authorization **or**,
 - For a non-profit organization co-sponsoring the event, an ABC approved [ABC-221](#) Daily License Application/Authorization.

When all licensing, safety and security requirements have been satisfied, UCI Dining Services will approve the Request and send copies to the Primary Event Representative, Event Location Approver, and UCI Police.