

REQUEST TO SERVE OR SELL ALCOHOLIC BEVERAGES

All Requests must be submitted to Hospitality & 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 HDS 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.

CONTACT INFORMATION

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

Hospitality & Dining Services Approver

Name Title

Signature Date