

# REQUEST TO SERVE OR SELL ALCOHOLIC BEVERAGES

All Requests must be submitted to UCI Dining at food@uci.edu **at least 20 business days prior to the event** to allow for a timely review and processing. A separate Request Form must be submitted for each event.

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:** \_\_\_\_\_

**Total Hours of Alcohol Service:** \_\_\_\_\_

For outdoor events - include a diagram showing where alcoholic beverages will be served. Include barricading information, all entrance/exits, and entrance/exit signage.

If total hours of alcohol service exceeds 1 hour, service must end 1 hour before Event End Time.

**Alcohol Types** - List the specific types of alcohol to be served.

Bartender required if hard liquor is served. Only beer, wine, champagne, and hard seltzer are permitted at student sponsored or student oriented events.

\_\_\_\_\_

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

\_\_\_\_\_

If hard liquor will be served, the Approving Authority must initial.

\_\_\_\_\_

Approving Authority

**Sale of Alcoholic Beverages**

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

**NO**      **YES**      If YES, a one day alcohol license from the California Department of Alcoholic Beverage Control (ABC) will be required.

**Description of Attendees**

Estimated number of attendees: \_\_\_\_\_ **% Under 21 Years**

\_\_\_\_\_ % Faculty

\_\_\_\_\_ % Staff      \_\_\_\_\_ % Undergraduate

\_\_\_\_\_ % Other      \_\_\_\_\_ % Graduate

**Purchase and Transport of the Alcohol**

Donation - Name of Donor: \_\_\_\_\_

Purchase from - Retail Store: \_\_\_\_\_

Purchase from caterer\* - Name: \_\_\_\_\_

\*Alcohol license required

**Service of Alcoholic Beverages**

Certified Bartender will be provided by: (e.g. RBS certified) \_\_\_\_\_

Name of Bartending Company

Self-Service (Must meet all policy guidelines)

## REQUIRED CONTACT INFORMATION & 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)

\_\_\_\_\_

**Contact Number**

\_\_\_\_\_

**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 \_\_\_\_\_