

Request for Permission to Serve Alcohol at NC State University

Person Requesting Permission:	
Responsible Party (Print Name and Signature):	
Date and Time of Event (beginning and ending):	
Location of Event:	
Has serving of alcohol been approved by the dean or vice chancellor over the unit sponsoring the event?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has serving of alcohol been approved by the dean or vice chancellor with responsibility for the location?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Purpose of Event: (ex: alumni dinner or reception, fundraiser, wedding, etc.)	
For events hosted by someone other than a university unit: Is there a signed Facilities Use agreement? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Will there be a charge to attend the event?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Approximate number of attendees:	
Will students or anyone under 21 be attending the event?	<input type="checkbox"/> Yes * <input type="checkbox"/> No
*If yes, please indicate who will be checking ID's and other steps taken to prevent underage consumption	
Alcoholic Beverages that will be served:	<input type="checkbox"/> beer <input type="checkbox"/> light wine <input type="checkbox"/> fortified wine <input type="checkbox"/> liquor
<p>Please indicate how each of the following requirements will be satisfied:</p> <ul style="list-style-type: none"> • Access to the event must be limited to invitees and controlled throughout the event. The event may not be open to the public. For outdoor events, special steps must be taken (for example, tents with sides or other significant barriers) to control access and delineate the area for the event. • A sufficient amount of alternative, nonalcoholic beverages must be available. • A sufficient amount of substantial, wholesome food (heavy hors d'oeuvres or dinner) must be served. 	

<ul style="list-style-type: none">• There must be a professional bartender.• No self-service of alcohol is permitted.• A reception with alcoholic beverages that is followed by a full meal may last no longer than one hour. A reception with alcoholic beverages that is not followed by a full meal may last no longer than two hours.	

The undersigned acknowledges that if this request is granted, that the service of alcohol will comply with all NC ABC laws and the University's Alcohol Policy.

Dean or Vice Chancellor Signature

Date