



## REQUEST TO SERVE ALCOHOL

Event Date: \_\_\_\_\_ Start/End Time: \_\_\_\_\_

Event Location: \_\_\_\_\_

Description of Event: \_\_\_\_\_

Number of guests expected (1 bar per every 100 guests): \_\_\_\_\_

Identify University personnel expected to work the event (such as Security, Housekeeping, Dining Services, etc.): \_\_\_\_\_

Name of Person Responsible for Conduct of Event (Chaperone Must be in Attendance):  
\_\_\_\_\_

Department: \_\_\_\_\_

Contact Person for Event Planning: \_\_\_\_\_ Phone: \_\_\_\_\_

Will any attendees be under the age of 21? \_\_\_\_\_ If yes, how many? \_\_\_\_\_

Type of bar requested:                      Cash Bar \_\_\_\_\_                      Open Bar \_\_\_\_\_

Type of Alcohol Requested: Beer \_\_\_\_\_ Wine \_\_\_\_\_ Hard Liquor \_\_\_\_\_ None \_\_\_\_\_

Guidelines for Serving Alcohol:

- Sufficient quantities of non-alcoholic beverages (other than water) and food must be available and prominently displayed at all times during an event at which alcohol is served. An alcoholic punch or beverage must be clearly labeled as such. The food contract must be attached with this sheet.
- All persons who appear to be under the age of 25 may be required to present proof of identification.
- Alcohol is served up to, and no longer than, four hours per event.
- Security and/or catering personnel must be present at all events serving alcohol.
- St. Bonaventure University Dining Services will refuse service to persons who appear to be intoxicated.
- St. Bonaventure University Dining Services reserves the right to refuse service of alcohol to anyone.
- The "responsible person" named above shall be jointly responsible with Dining Services to assure compliance with University guidelines for serving alcohol.

Approval by University Authority (Executive Officer):

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

(Effective Date: 1/05)