UCIRVINE

PERMIT TO SERVE ALCOHOLIC BEVERAGES ON CAMPUS (PAGE 1 OF 2)

Alcoholic beverages may be consumed on University premises at approved group sponsored events if the sponsor has obtained approval by the appropriate authority. All of the following conditions shall prevail:

1. Any request to serve alcoholic beverages must be submitted at least ten (10) working days and approved within six (6) working days prior to the actual event.

2. In the case of registered campus organizations, this permit must be approved prior to the issuance of Use of Facilities request.

3. Alcoholic beverages shall only be consumed in the approved enclosed or inside area designated on this permit. Exterior services areas must be clearly defined.

4. Unless otherwise approved, the monitoring and serving of alcohol shall be under the direct supervision of UCI Dining Services or an approved licensed and insured purveyor.

5. Servers are prohibited from consuming any alcoholic beverages at the event.

6. Attendance shall be limited to members of the sponsoring group and their invited guests.

7. The event shall not be open to the public or University community generally and shall not be advertised or held out to the public or University community as an event where alcoholic beverages are to be served.

8. Sponsors are encouraged to reduce the consumption of alcohol at least 1 hour prior to the scheduled ending time of the event. Unless otherwise approved, actual serving period shall not exceed 3 hours.

9. Suitable non-alcoholic beverages and food shall be made available at all functions when alcoholic beverages are served.

10. The chair of the event (e.g. sponsor's representative) and other officers/representatives of the sponsoring organization or group and the party holding the license and/or serving alcoholic beverages are responsible for compliance with applicable laws, regulations, and University policies. The sponsors' representative must be 21 years of age or older. No person under 21 years of age and no obviously intoxicated person shall be furnished, served or given an alcoholic beverage.

11. The sale of alcoholic beverages is prohibited except pursuant to a valid license or permit issued by the Department of Alcoholic Beverage Control. Exchanging any consideration for alcoholic beverage service constitutes a sale. "Consideration" includes money, or tickets, tokens or chits which have been issued in exchange for money or anything else of value. The imposition of a uniform per person admission charge for the event, however, does not constitute a sale\, provided the admission ticket or other evidence of payment is not exchangeable for alcoholic beverages.

12. Sponsoring organization shall take adequate measures to insure compliance with all of the conditions for issuance of this permit.

The sponsoring organization should be cognizant of vicarious liability and the consequences to the organization should be a vicarious liability civil suit be filed against the organization when a person attending their event and consuming alcoholic beverages is involved in an accident resulting in personal injury and/or death.

I have read and understood the conditions listed above.

Sponsor's Representative_____ _____

Print Name Signature

BOTH PAGES MUST BE COMPLETED AND ATTACHED

UCIRVINE

PERMIT TO SERVE ALCOHOLIC BEVERAGES ON CAMPUS (PAGE 2 OF 2)

Name of Sponsoring Organization _____

Name of Event _____

Location _____ Day and Date of Event _____

Description of Event _____

_____

Description of Audience: ❑ Faculty ❑ Staff ❑ Undergraduates ❑ Graduates ❑ Other _____

Event Hours _____ Serving Hours _____ Estimated Attendance _____

Estimated % of attendees under 21 years of age____%

Have Campus Police been consulted regarding this event? ❑ Yes ❑ No

Beverages Served (alcoholic and non-alcoholic) _____

Food Served _____

_____

Sponsor's Representative _____ _____

Print Name Signature

Address _____

City _____ State _____ Zip Code _____

Phone (_____) _____ Date of Request _____

For certain events, additional measures may be deemed appropriate. These include Campus Police and security, event site map (including serving location, entrance exit, restrooms, perimeter fencing, etc.) and identification of event assistants as noted below.

EVENT ASSISTANTS: Names of others in organization (21 years of age or older) who will be present throughout the event, who will refrain from consuming alcoholic beverages, and who will assist sponsor's representative with policy compliance (list two names per every 50 estimated in attendance).

_____ Phone _____ _____ Phone _____

_____ Phone _____ _____ Phone _____

_____ Phone _____ _____ Phone _____

BOTH PAGES MUST BE COMPLETED AND ATTACHED

Scheduling Office/Unit _____ Title _____ Date _____

Permit Approving Authority _____ Title _____ Date _____