REQUEST FOR PERMISSION TO SERVE ALCOHOLIC BEVERAGES AT A UNIVERSITY SPONSORED EVENT

If you wish to serve alcoholic beverages at a University-sponsored event, please read the *Guidelines for Serving Alcohol at University-Sponsored Events* section (Appendix B) of the *Alcohol Policy of The University of North Carolina at Chapel Hill* and complete this form. The completed form must be signed and submitted by the Department Chair or Director of the department or unit hosting the event, and approved by the appropriate Dean (or Vice Chancellor), and the Provost.

NAME OF DEPARTMENT/UNIT HOSTING EVENT:

CAMPUS ADDRESS:

NAME OF CONTACT PERSON:

TELEPHONE #:

LOCATION OF EVENT:

What steps will be taken to limit access to invited guests:

DATE, TIME, AND DURATION OF EVENT:

Receptions not followed by a full meal may last no longer than two hours.

BRIEFLY DESCRIBE THE EVENT AND SPECIFICALLY IDENTIFY THE GROUP TO BE INVITED:

By submitting and signing this request, the Department Chair or Director of the University department/unit hosting the event certifies that:

1. No one under the age of 21 will be served alcoholic beverages
2. The alcoholic beverages will be served by a professional caterer or bartender with liability insurance.
3. There will be no self-service of alcoholic beverages.
4. A sufficient quantity of non-alcoholic beverages will be available.
5. A sufficient quantity of substantial, wholesome food will be available.

_____

Department Chair or Director of unit hosting the event Date

Required Approvals:

_____

Dean (if academic unit) or Vice Chancellor (if non-academic unit) Date

_____

Provost Date