REQUEST FOR PERMISSION TO SERVE ALCOHOLIC BEVERAGES
AT A UNIVERSITY SPONSORED EVENT
FedEx Global Education Center

To serve alcoholic beverages at a University-sponsored event, please read the Alcohol Policy of the University of North Carolina at Chapel Hill, Standards, Section II, Service of Alcoholic Beverages and complete this form. The completed form must be signed by the Department Chair of the unit hosting and approved by the Dean or Vice Chancellor and the Provost. https://policies.unc.edu/TDClient/2833/Portal/KB/ArticleDet?ID=132458

Name of Department/Unit Hosting Events:

Name of contact person:

Telephone number:

Location of event:

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

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 document, 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

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

Provost