

Request to Serve Alcoholic Beverages at a University Event
excluding the High Country Conference Center, 1899 Bar and Grill and Walkup Skydome

*(This form must be completed, with all appropriate signatures, and attachments received by the Dining & Card Administration Office a minimum of *ten days prior to the function)*

return to Union Rm 209 or fax to 523-8994

updated 2/13

Name and Purpose of function: _____

Date: _____ Time: _____ to _____ Location: _____
(2 hr maximum)

Sponsor(s): _____ Contact Person: _____

Phone: _____ Fax: _____ Email Address: _____

Will your guests be asked or required to **pay or donate money** to attend, or exchange money during the course of the event ?
(includes fees for admission, auction, raffle, food, etc.)

YES NO

(if "yes", submit a Special Event Liquor license - see <http://www.azliquor.gov/series15.html>)

**NOTE: allow an extra 60 days prior to submission of this request for license process.*

NAU Catering is the **required caterer** for on-campus events serving alcohol. Catering Agreement attached:

YES NO

NAU Campus Services and Activities is the **required alcohol server** for on-campus events serving alcohol.
Beverage / Bar Service Agreement attached:

YES NO

Expected # of guests: _____ # of student guests: _____ # of guests under 21 yrs of age: _____

Description of guest list (i.e., faculty, administration, alumni, etc.): _____

Justification of why alcoholic beverages are appropriate at this function: _____

Description and quantity of alcoholic beverages to be served per person 21yrs and older: **(beer and wine only)** _____

Description of service method of beer and wine: () open bar; () waiter; () other: _____

Description of non-alcoholic beverages to be served: **(Pepsi products only)** _____

Description of food to be served: () hors d'oeuvres; () meal, full menu; () other: _____

Source(s) of funds from which alcohol will be purchased: **(NAU Foundation funds only for NAU depts.)** _____

I accept full responsibility for this function and I certify that the purchase and service of alcoholic beverages will be in full compliance with Northern Arizona University's Alcohol Policy & Procedure. If non-university group, I/we agree to provide a certificate of insurance to NAU State Risk Management. I/we agree to comply with all state liquor laws and regulations and ABOR policy as referenced in the Policies and Procedures attached.

Event Sponsor Signature

Date

for office use only

RECEIVED: _____
NAU Dining and Card Administration Signature Date

RECOMMENDATION: Approve _____ Not Approve _____

ATTACHMENTS: Insurance Certificate
Food Service Agreement
Bev. / Bar Svc Agreement
Special Event License

APPROVED: _____
NAU President Date