

Campus Services

Request to Serve Alcoholic Beverages at a University Event

excluding the High Country Conference Center, 1899 Bar and Grill, and Walkup Skydome

Event Date **Time:** **to:** **Location:**

Event Name:

Name of NAU College or Department hosting event:

Authorizing College Dean or Department Director:

Expected # of guests: Expected # of student guests: Expected # of guests under the age of 21:

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.)

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

Justification of why alcoholic beverages are appropriate at this function:

Description of alcoholic beverages to be served:

Description of service method (bar service, passed service, Other):

Description of food to be served at your event (hors d'oeuvres, full meal, other):

Non-alcohol beverages included in the food service menu? Or, served as a part of the bar service (catering fees may apply)?

Description of non-alcoholic beverages to be served:

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 & Procedures.

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 available online.

Event Sponsor Signature Date

For Campus Services and Activities Office Use Only

Recommendation to Approve

For Campus Services and Activities Date

For NAU Office of the President Date

ATTACHMENTS: NAU Foundation Special Event Application and Insurance Certificate
Other Approved Insurance Certificate
NAU Catering Order
Campus Services Bar/Bev Service Agreement

This form and all required attachments must be received by the Campus Services & Activities Office a minimum of 10 days prior to the event.

Campus Services

Event sponsor is responsible for purchasing all alcoholic beverages, delivering to the venue, and removal of any unused product following the event.

Maximum alcohol service time is two hours per event. NAU Campus Services and Activities is the required alcohol server for on-campus events serving alcohol and a signed "Beverage/ Bar Service Agreement" must be attached. Campus Services and Activities reserves the right to determine the number of bartenders assigned to an event based on service type and anticipated attendance.

NAU Catering is the required caterer for on-campus events serving alcohol.
Catering Agreement with food service order matching expected attendance must be attached.

Insurance may be obtained by NAU Departments through the NAU Foundation Special Event Application and attached.
Non-NAU applicants must obtain approved insurance through an outside agency and have an approved policy attached.