



# Auraria Campus Event Services

## Permit to Serve Alcoholic Beverages

### GROUP INFORMATION

Name of Student Organization/Campus Department/Off-Campus Group: \_\_\_\_\_

Student Organization/Campus Departments: Are you partnering with another entity?  Yes  No

If yes, whom? \_\_\_\_\_

Is the partnering group an on-campus or off-campus group? \_\_\_\_\_

If partnering with an off-campus group, are they:  For-Profit  Non-Profit  Educational  Government Agency

### EVENT COORDINATOR/PRIMARY CONTACT

Individual responsible and accountable for event who will provide details prior to and oversight during the event

Name: \_\_\_\_\_ Group: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### EVENT INFORMATION

Event Name: \_\_\_\_\_ Date(s) of Event: \_\_\_\_\_

Event Venue: \_\_\_\_\_ Expected Number of Attendees: \_\_\_\_\_

Alcohol Service Starts at (time): \_\_\_\_\_ Alcohol Service Ends at (time): \_\_\_\_\_

Bar Type:  Full Bar  Beer & Wine  Other (please specify) \_\_\_\_\_

Will there be attendees under the age of 21?  Yes  No

If yes, what percentage? \_\_\_\_\_

Is the event open to the public?  Yes  No

I understand that service of alcohol will result in required security coverage as determined by Auraria Campus Police and that I am responsible for any and all charges associated with that coverage.

Initial \_\_\_\_\_

I understand that alcohol consumption for this event must be confined to the room that has been reserved and may not begin until the Security Officer has arrived.

Initial \_\_\_\_\_

I understand that persons under the age of 21 years may not be served alcohol at this event.

Initial \_\_\_\_\_

I understand that alcohol cannot be sold; it must be dispensed at no charge to invited guests only.

Initial \_\_\_\_\_

I understand that only a certified bartender may serve alcohol. This bartender may not be an invited guest to the event, he/she must be a third party individual provided by the caterer.

Initial \_\_\_\_\_

I understand that if I cancel this event less than 3 days prior to the event I will be assessed any fees associated with services required to be scheduled in advance for this event (i.e. Public Safety)

Initial \_\_\_\_\_

Requestor: \_\_\_\_\_  
*Signature* *Date*

On-site Contact: \_\_\_\_\_

On-site Contact Cell Phone: \_\_\_\_\_

Auraria Management Approval: \_\_\_\_\_  
*Signature* *Date*

**Please note:** the Auraria Campus Police have the right to schedule one or more police officers to cover your event. The cost of each officer will be passed on to the Client. In order to insure the presence of alcohol at your event, this permit must be initialed, signed, and on file in the ACES office no less than 30 days before the planned event.

**THIS PERMIT MUST BE AVAILABLE FOR PUBLIC SAFETY INSPECTION DURING THE DURATION OF THE EVENT.**