

**APPLICATION FOR PERMIT TO SERVE ALCOHOLIC BEVERAGES ON CAMPUS**

**Applicant is responsible for routing this form**

Return completed form at least **21 days** prior to the proposed event for final signature to:

Campus Life, c/o Dean of Students Office, Old Main 207

P.O. Box 210021, Tucson, Arizona, 85721-0021

Phone: 520-621-7060 FAX: 520-621-9866

Application Date (must be submitted 21 days prior to event): \_\_\_\_\_

**All information on form must be original. Allow sufficient time for signature process. Any missing or incomplete information will cause the form to be returned to the applicant for completion of the necessary information.**

1. **APPLICANT INFORMATION**

A. Name of University, College or department hosting event (required): \_\_\_\_\_

College/Department Applicant: \_\_\_\_\_  
Print Name Signature (required) Title

Responsible UA employee in attendance at event (required): \_\_\_\_\_

Applicant Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

B. Name of Third-Party Sponsor organization co-hosting event (if any) do not fax: \_\_\_\_\_

Sponsor Applicant: \_\_\_\_\_  
Print Name Signature (required) Title

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Indicate affiliation with University: \_\_\_\_\_

An Applicant on behalf of a third-party Sponsor Organization must be a member of that Organization and authorized to make this application and to bind the Organization. By Applicant's signature, Sponsoring Organization agrees to be bound by each of the provisions of this Permit, including the indemnification provisions below, and by the University of Arizona Alcohol Policy and Regulations (see <http://info-center.ccit.arizona.edu/~policy/alcohol.shtml>).

**Indemnification by Third-Party Sponsor Organization:** The Sponsor Organization agrees to indemnify and hold harmless the State of Arizona, the University of Arizona, the Arizona Board of Regents and their respective employees (collectively the "Indemnitees"), from and against any and all claims, demands, suits, actions, proceedings, loss, costs, and damages of every kind and description, including attorneys' fees and/or litigation expenses, which may be brought or made against or incurred by the Indemnitees, on account of loss of or damage to any property or for injuries to or death of any person, caused by, arising out of, or contributed to, in whole or in part, by reasons of any act, omission, professional error, fault, mistake, or negligence of Sponsor Organization, its employees, agents, representatives, volunteers or subcontractors in connection with or incident to the Event.

2. **EVENT INFORMATION**

a) Event Name: \_\_\_\_\_ Event Date: \_\_\_\_\_

b) Event Description: \_\_\_\_\_

c) Exact Location: \_\_\_\_\_ Time: From: \_\_\_\_ To: \_\_\_\_\_

d) Alcohol Service Time: From: \_\_\_\_\_ To: \_\_\_\_\_

e) Estimated Attendance: \_\_\_\_\_

f) Boundaries, Fencing, Barriers or Staff present to Control Liquor Consumption: \_\_\_\_\_

g) Purpose related to University Mission: \_\_\_\_\_

h) Will majority of attendees be University employees? Yes [ ] No [ ]

i) Will any attendees be under the age of 21? Yes [ ] No [ ] If Yes, what steps will be taken to insure under aged persons do not loiter around alcohol service area? \_\_\_\_\_

j) List all persons and entities that will receive the gross proceeds from the Event: . \_\_\_\_\_

k) Name of person or entity donating alcohol for the Event, if any: . \_\_\_\_\_

l) University approved Food/Beverage Caterer will be: \_\_\_\_\_

m) Will there be security? Yes [ ] No [ ] If yes who? \_\_\_\_\_

3. ALCOHOL SERVICE INFORMATION

**Check all of the following items that apply to the Event:**

- (No) Cash Bar (requires special permission)  Alcohol will be Complimentary
- Fee or Cover Charge Required for Admission  Admission is Free
- Contracted Entertainment will be the event focus  Food and Beverages will be Complimentary
- Food or Beverages will be Sold  Alcohol is an Incidental Convenience to attendees
- Paid Membership Required for Admission

Type of Alcohol to be served: Beer [ ] Wine [ ] Both [ ]

**Service MUST be limited to two drinks maximum per attendee if any items in left column above are checked. If service is not limited to two drinks maximum, then a special event liquor license is required.** Any item checked in the left column above may constitute a "sale of alcohol" requiring Special Event Liquor License unless the "Public Facilities Exemption" applies. Public Facilities Exemption requires consumption of alcohol within a campus facility or boundary as an incidental convenience to patrons; limited to no more than two drinks per person; served between noon and 10:00 p.m.; and subject to applicable liquor laws and regulations. **If at two (2) drink maximum is applicable applicant must indicate in item #2 how maximum will be enforced.**

Will the college or organization apply for a Special Event Liquor License? Yes [ ] No [ ]

(required) Bartender's initials & date: \_\_\_\_\_

**Name of Approved Bartender or Alcohol Service Contractor:** \_\_\_\_\_

The alcohol service contractor or bartender ("Contractor") agrees to be responsible for attending the Event, managing alcohol service, controlling alcohol consumption, and ensuring compliance with Arizona Liquor laws and regulations in A.R.S. Title 4, Chapters 1, 2 and 3, and 19 A.A.C. 1. Employees of Contractor serving alcohol must be at least 19 years old. The Contractor must have a certificate of insurance on file with the University, naming the State of Arizona, the University of Arizona and the Arizona Board of Regents as additional insureds. The insurance certificate must indicate coverage for comprehensive general liability, with liquor liability endorsement, with minimum limits of One Million (\$1,000,000) Dollars. Commercial auto liability insurance with limits of One Million (\$1,000,000) Dollars is also required if the event involves vehicle use on the University campus. Deviation from these requirements requires prior approval from the University Director of Risk Management and Safety. Attach a copy of Certificate of Insurance and any Alcohol Service Contract to this Permit application. (Applicant: telephone 621-3067 to verify bartender is on file with UA.)

**Signature of Contractor:** \_\_\_\_\_

Print Name	Signature (required)	Title	Date
<i>(Original signature required. DO NOT FAX TO OR FROM BARTENDER.)</i>			

**4. INITIAL REVIEW BY CAMPUS LIFE FOR ADMINISTRATIVE REQUIREMENTS:**

- Approved. Forwarded to UAPD for review and return. Date: \_\_\_\_\_ Initial: \_\_\_\_\_
- Returned to applicant for additional information. Date: \_\_\_\_\_ Initial: \_\_\_\_\_

**5. REVIEW BY UAPD Office of the Chief of Police:**

*Review by UAPD does not guarantee any final administrative approval or sanctioning of the event. UAPD review is to determine any potential liquor law violations due to event logistics. UAPD may require and/or recommend additional steps to Campus Life to be instituted by the organization in order to maximize safety and conformation with current Arizona Liquor Laws. This may include additional security measures such as additional barriers, staffing or presence of police at the event.*

- Reviewed and forwarded to Campus Life for final approval. Date: \_\_\_\_\_ Initial: \_\_\_\_\_
  - Returned to Campus Life with recommendations for additional requirements to be met by Applicant. Date: \_\_\_\_\_ Initial: \_\_\_\_\_
- Recommendations: \_\_\_\_\_  
 \_\_\_\_\_  
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**FINAL APPROVAL BY UA CAMPUS LIFE DESIGNEE:**

- Approved. Date: \_\_\_\_\_ Initial: \_\_\_\_\_
  - Approved with additional recommendations to be instituted by Applicant. Date: \_\_\_\_\_ Initial: \_\_\_\_\_
  - Denied. Date: \_\_\_\_\_ Initial: \_\_\_\_\_
- Reason for Denial: \_\_\_\_\_

**A COPY OF THIS PERMIT MUST BE POSTED ON-SITE WHERE ALCOHOL IS BEING SERVED.**