

per attendee. If service is not limited to two drinks maximum, then a special event liquor license is required. Indicating YES in questions 1–5 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 p.m.; and subject to applicable liquor laws and regulations. **If a two (2) drink maximum is applicable applicant must indicate in Item #5a how maximum will be enforced.**

Applicant's initials: _____

- B. Have any of the questions (1–5) in Item 2A above been checked “YES”?** YES NO
 If YES, will drink tickets be used to enforce the two drink maximum? YES NO
 If drink tickets are not used, what other method will be used to enforce the two drink maximum? Please explain:

- C. Special Event Liquor License**—will the college or organization apply? YES NO
- D. Type of Alcohol** served (No Hard Liquor, No Kegs), *check all that apply:* Beer Wine Sparkling wine
- E. Is complimentary alcohol** available to event attendees? YES NO
- F. Is complimentary food** and/or non-alcoholic beverages available to event attendees? YES NO
- G. Name of Approved Bartender/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 21 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 insured. 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: call 621-3067 to verify bartender is on file with UA.)

Contractor: _____
 Print Name Title Original Signature (*required, use blue ink*) Date

Contractor Phone: _____ **Cell:** _____ **Fax:** _____
 (complete contact information is required)

3. EVENT INFORMATION

- a) Event Name: _____ Event Date (mm/dd/yyyy): _____
- b) Event Description: _____ Estimated Attendance: _____
- c) Exact Event Location: _____
- d) Describe all public exits/entrances for event location: _____

- e) **Event Time:** from: _____ to: _____ **Alcohol Service Time:** From: _____ to: _____
- f) Does the event generate proceeds? YES NO If YES, who receives the proceeds? _____
- g) Are the majority of attendees University employees? YES NO
- h) Name of person or entity donating alcohol for the event, if any: _____

4. FOOD INFORMATION

PLEASE NOTE: Alcohol can not be the main focus of the event. As such, the presence of alcohol **requires the accompaniment of food.**

- a) **Please read the UA catering policy at:** <http://web.arizona.edu/~policy/catering.shtml>
 (*required*) This event is consistent with the UA catering policy—**Applicant's initials:** _____
 (*required*) Name of UA approved caterer: _____
- b) Approximate food expenditure per person: \$ _____

5. SECURITY INFORMATION

- a) Will any attendees be under the age of 21? YES NO
 If YES, what steps will be taken to ensure under-aged attendees do not consume alcohol? *(check all that apply)*
 - Staff/volunteers will monitor under-aged attendees
 - Bartender will I.D. attendees
 - Color-coded name cards will be used
 - Alcohol service area(s) is in a separate area from event
 - Under-aged attendees will not receive drink tickets
- b) Describe boundaries, fencing, barriers or staff present to control alcohol consumption (must be specific based on physical parameters of room/venue/event location):

- c) Will exits at event be monitored? YES NO If yes, by whom: _____
- d) Is the event being held in a confined area? YES NO
 If NO, will stanchions be used to delineate the alcohol service boundaries? YES NO
- e) Will there be security? YES NO If YES who? _____

6. SUBMIT APPLICATION

When completed, send Alcohol Permit Application to:

EVENT PLANNING OFFICE, Room 348 SUMC, P.O. Box 210017, Tucson, Arizona, 85721-0017
Phone: 520-621-9463

PLEASE NOTE: Application fee of \$15 must be submitted with this application to begin processing. The application fee is non-refundable and payment of fee does not guarantee approval of alcohol permit.

FOR OFFICE USE ONLY—DO NOT WRITE BELOW THIS LINE

A. INITIAL REVIEW

- Reviewed and forwarded to UAPD for review and return. Date: _____ Initial _____
 - Returned to applicant for additional information. Date: _____ Initial _____
- Recommendations: _____

B. UAPD REVIEW

The University of Arizona Police Department (UAPD) review determines potential liquor law violations due to event logistics. Additional steps may be required in order to maximize safety and conformation with current Arizona Liquor Laws. Security measures may include additional barriers, staffing or the presence of police at the event.

- Reviewed and forwarded to EVENT PLANNING OFFICE for final approval. Date: _____ Initial _____
 - Returned to EVENT PLANNING OFFICE with recommendations for additional requirements to be met by Applicant. Date: _____ Initial _____
- Recommendations: _____

FINAL APPROVAL BY PRESIDENT’S DESIGNEE:

- APPROVED** **DENIED** Date: _____ Initial _____
- Reason for Denial: _____

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