

Request for Alcohol Beverage Service

Service of alcoholic beverages at events held on the Purdue Fort Wayne campus shall be authorized on a case-by-case basis. This request form must be submitted for approval by the Purdue FW Special Events at least 4 weeks in advance of the event. Forms submitted with less than four (4) weeks' notice may not be approved. Alcoholic beverages may be served only by university-approved caterers in limited locations on campus and only in the context of a closed event, i.e. not open to the general public.

Event Title: _____
Event Date: _____
Event Location: _____
Type of Event: _____

Person Responsible for event: _____
Address: _____
City/State/Zip: _____
Phone: _____ Cell Phone: _____
Email: _____

Description of Alcoholic Beverage Service: 1.) _____ 2.) _____

Event Start Time: _____
Alcohol Service Start Time: _____
Last Call for Alcohol Service: _____
(at least 45 minutes prior to scheduled end of event)
Bar Closing Time: _____
(at least 30 minutes prior to scheduled end of event)
Event End Time: _____

Do you certify that the proposed event will be a "closed" or "private" event; it will not be open to the general public and all guests/attendees will be specifically invited or purchase a ticket in advance: _____

Will anyone under the age of 21 be attending this event?

If yes, please explain: _____

Do you certify that over 50% of those who attend the event will be 21 years of age or older? _____

Catering Organization dispensing Alcohol: _____ Catering Contact Person: _____

Policies:

- Food and non-alcoholic beverages will be available to participants at all times while alcohol is served.
- Only approved and licensed vendors may bring alcoholic beverages onto University properties. Neither event planners nor participants may bring alcoholic beverages into the event facility.
- The name of any alcohol product, manufacturer, or distributor will not be used in announcing or promoting this event, and no terms or phrases which might convey that alcohol consumption is a major focus of the event will be used.
- All alcoholic beverages must remain inside the physical space reserved for the event. Beverages may not be removed from the room.
- **Leftover alcoholic beverages remain the property of the licensed caterer and will remain in the caterer's possession. Event Planner and/or Guests may not leave premises with leftover alcohol.**
- No pitchers of alcoholic beverages or bottles of wine/champagne will be served.
- Private Rentals will include charges for a security officers and a Purdue FW alcohol liaison. These fees will be assessed at an estimated \$70 per hour for the length of alcohol service time and 30 minutes before/after service time. These charges will be in addition to facility rental fees, the catering contract, and any bartending/licensing fees assessed by the caterer.
- Purdue FW Departmental events will include charges for an Purdue FW alcohol liaison. These fees will be assessed at an estimated \$30 per hour for the length of alcohol service time and 30 minutes before/after service time. These charges will be in addition to facility rental fees, the catering contract, and any bartending/licensing fees assessed by the caterer.
 - Departmental Event Funding Source: _____
 - REMINDER: University General Funds, Student Organization and Activity/Athletic Funds may not be used for Alcoholic Beverage Service.
- Should the event not comply with any of the above, the University reserves the right to immediately terminate said event, while the person responsible will remain obligated for all costs associated with the event as planned.

By my signature below, I certify that I am the individual responsible for this event, and that I am authorized to sign this agreement. My signature also certifies that I agree to comply with all University Policies, rules and regulations, as well as any applicable state statutes.

I understand that Purdue FW reserves the right to limit quantities of alcoholic beverages to any organization, group or individual at any time and for any reason deemed appropriate by the University and its agents. That decisions is discretionary and lies wholly with the University, subject to its best interest as it determines them.

I agree to be in active attendance for the duration of the event.

Signature of Responsible Person: _____ "Date: _____

Purdue FW Gxgpn'Eqqtf lpcvt Signature: _____ Date: _____

Ur gekn'Gxgpn'O i t Approval Signature: "*****" Date: _____