

## **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 Date:	Event Title:	Person Responsible for event:		
Event Location: Cell Phone:				
Type of Event: Phone: Cell Phone: Email:		City/State/Zip:		
Email:    Exert Start Time:				
Description of Alcoholic Beverage Service: 1.) 2.)  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: (at least 45 minutes prior to scheduled end of event)  Bar Closing Time: 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: 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: Only approved and licensed vendors may bring alcoholic beverages into the event facility.  The name of any alcohol product, manufacture, 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. Beverages may not be removed from the room.  Leftover 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 570 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 my bartending/licensing fees assessed by the caterer.  Purdue FW Departmental Event Funding Source:  EMBODICE University General Index, Student Organization and Activity/Abbicte Tunds may not be used for Alcoholic Beverage Servic	- 1, po 01 2, onu			
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