

**REQUEST FOR PERMISSION TO SERVE BEER AND WINE
ON UNIVERSITY OF WYOMING PROPERTY
(Excluding the Union)**

By submitting this request, I agree that all activities involved with this planned event will be conducted in accordance with applicable state and city laws and University of Wyoming policies, procedures and regulations. I agree to comply with all applicable laws of the state and city and University regulations, including those governing service of alcoholic beverages. I understand approval of this event is based on such compliance and may be revoked upon failure to comply.

1. Name of Event:
 2. Date of Event:
 3. Event start time: Event end time:
 4. Sponsoring organization/individual:
 5. Person making the request:
Address:
Telephone: Email:
 6. Desired location:
 7. Description of event:
 8. Alcohol service will be approved for up to four hours. Alcohol service is requested between the hours of:
 9. Please indicate if the event is open to the public or a specific list of attendees.
 - Will this be a cash bar? Y/N
 - Who is providing the cash bar?
- An open container or other permit may be required by the City for this event, particularly if the event is open to the public or includes a cash bar. If a permit is required, UW will provide you with a letter that is based on what you have provided on this form. You can take that letter to the city to obtain the required permit. A copy of the permit is required to receive final approval from UW for your event.**
10. Please indicate who is providing the food for this event. Food and non-alcoholic beverages are required to be available at events serving alcohol.

(A list of caterers approved to serve at UW is available on the UW Procurement Services website.)

11. The service of alcohol, responsibility for age verification and responsible drinking at the event rests on the sponsoring organization/individuals in compliance with University of Wyoming regulations. How will appropriate staff and security determine the verification of age and compliance?

12. It is the responsibility of the sponsoring organization/individual to post one 8 1/2 x 11” sign at each bar. It should state that alcohol will not be served to persons under age 21.

13. Alcohol will be delivered to the event site by:

Date: Time:

Leftover alcohol will be picked up by:

Date: Time:

14. Alcohol can only be served by persons having TIPS training and in accordance with the UW Alcohol Policy for Campus Events. Do your servers have this training? (*UW Catering servers are trained with TIPS Training*)

15. It is University policy that no State of Wyoming funds be used to purchase alcohol. Please indicate your source of funding.

Signature of Sponsor’s Representative

Date

Sponsoring Organization

Additional Information

ADMINISTRATIVE USE ONLY

Approved Not Approved

Comments:

Vice President for Administration (or designee)

Date