



# Request for Serving Beer/Wine

Submit your completed request and additional information to the Dean of Students Office.

email: [uaa\\_deanofstudents@alaska.edu](mailto:uaa_deanofstudents@alaska.edu) · phone: 786-1214 · Rasmuson Hall, Suite 122

Event: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ Location of Event: \_\_\_\_\_

Description of Event: \_\_\_\_\_

Number of Attendees: \_\_\_\_\_ Age Range of Attendees: \_\_\_\_\_

- Group Organizing Event
- UAA Club: \_\_\_\_\_
  - UAA Alumni: \_\_\_\_\_
  - UAA Department: \_\_\_\_\_
  - Community Organization: \_\_\_\_\_
  - Other: \_\_\_\_\_

Name of Organizer: \_\_\_\_\_ Organizer Phone: \_\_\_\_\_

Organizer Address: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Name of University Representative *(If different from Organizer; Representative is required to be present at the event and monitor the service of alcohol)*

Non-alcoholic beverages and food to be served:

Alcoholic beverages to be served :

Beer:  # of 12 oz bottles/can  Other\* \_\_\_\_\_

Wine:  # of 750 ml bottle(s)  Other\* \_\_\_\_\_

Serving Container Type (check all that apply):

# oz cup  12 oz bottle

Other \_\_\_\_\_

*\*Please note that growlers, kegs and serving quantities larger than 12 oz (for beer) and 750 ml (for wine) require a detailed justification and special permission from the Chancellor.  Justification Attached.*

Number of servings requested:

[Beer (12 oz = 1 serving): \_\_\_\_\_ ] + [Wine (750 ml = 5 servings): \_\_\_\_\_ ] = TOTAL\* \_\_\_\_\_

*\*There is a three-drink maximum per attendee. Therefore, your request cannot be approved if the total number of servings is greater than three times the number of attendees.*

Number of servings per attendee will be monitored by:

Drink Tickets  Wristband  Other: \_\_\_\_\_

Name of server *(who will monitor the age and quantity of alcohol served to each attendee):* \_\_\_\_\_

Certification of server:  TAMS Card (provide license #) \_\_\_\_\_  N/A

Funding of alcoholic beverages to be served      Estimated cost of alcoholic beverages: \$ \_\_\_\_\_

Funding source:  Private/Personal Funds

Appropriate Funds Available Within Requesting Unit *(requires Dean/Director/Advisor approval)*

Request Funding/Beverages from Chancellor's Office

Approved Chancellor's Discretionary Funds Request Attached.

Statement of applicant: I accept responsibility for monitoring the behavior of those in attendance at this event. I have read and understand the [Alcohol Policy](#) and UAA procedures for serving beer and/or wine. I affirm that I will comply with the UAA policies and procedures. I understand that I will be responsible for monitoring the event to ensure compliance with the UAA policies and procedures and any specific conditions contained in this request form. I understand that the sale of beer or wine on campus is only permissible in the Alaska Airlines Center and Seawolf Sports Complex. I will be present during the entire scheduled time of this event and will have a copy of approved request with me at this event.

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Signature of Applicant/University Representative

Date

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Dean/Director/Advisor Approval

Date

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Funding Department/Unit Approval (if different from approval above)

Date

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FOR DEAN OF STUDENTS OFFICE USE ONLY:

Request:  Approved  Pending  Denied  Approved with the following stipulations:

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Dean of Students

Date

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FOR CHANCELLOR'S OFFICE USE ONLY

Request:  Approved  Pending  Denied  Approved with the following stipulations:

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Chancellor

Date

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APPROVAL NOTIFICATIONS

Dates Approval Notifications Sent

Event Organizer  Fax \_\_\_\_\_ or  Email \_\_\_\_\_ Date \_\_\_\_\_

University Police (f 6-6111) Date \_\_\_\_\_

If Event is On Campus:

Building Manager \_\_\_\_\_ Email \_\_\_\_\_ Date \_\_\_\_\_