

Request to Serve Alcohol for Faculty and Staff Events

Event: _____

Sponsor(s): _____

Day & Date of Event: _____ Start Time: _____ End Time: _____

Location: _____

Number of attendees anticipated for each of the following groups:

CSUEB Students _____ Staff _____ Faculty _____ Guests _____

Approval requested for: _____ Beer _____ Wine

Will alcohol be sold? _____ No _____ Yes (*Alcohol can only be sold by a licensed vendor*)

Who will obtain the Alcohol and Beverage Control Permit? _____

Provide chartfield string that will be used to purchase alcohol: _____

Will students consume alcohol at this event? _____

Who is providing, serving, and/or selling the alcohol during the event? _____

Non-alcoholic beverages to be served: _____

Food to be served: _____

I understand that the following conditions must be met:

1. No individual who appears intoxicated will be served alcohol.
2. All persons serving or selling alcohol must be contracted through Chartwells or a licensed vendor.
3. All events where alcohol is being served **must be restricted to invited guests only**.
4. Non-alcoholic beverages and food must be available to all guests.

I shall be present for the entire program and, on behalf of the sponsoring organization, shall assume full liability and ensure compliance with all applicable State and University regulations and have read and agree to abide by the policies and procedures set forth by the California State University, East Bay "Policy on Alcohol & Other Drugs."

Name: _____ Signature: _____ Date: _____

Cell # to contact you during the event: _____ Home/Office Phone #: _____

Notes: _____

Department Chair/Director: _____ Signature: _____

Approved:

Assoc. Vice President/Director, Risk Management

Date

Chief of University Police or Designee

Date