

# FLORIDA A&M UNIVERSITY

## REQUEST FOR PERMISSION TO SERVE ALCOHOLIC BEVERAGES

### REQUESTOR INFORMATION

EVENT SPONSOR: \_\_\_\_\_

INDIVIDUAL MAKING REQUEST: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

EVENT SPONSOR CONTACT: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

### EVENT INFORMATION

DATE OF EVENT: \_\_\_\_\_ EVENT TIMES: \_\_\_\_\_

NAME OF EVENT: \_\_\_\_\_

DESCRIPTION OF EVENT:  Party  Sporting  Banquet  Other (Please Describe)

ESTIMATED ATTENDANCE: \_\_\_\_\_ Students Expected to Attend:  Yes  No

### VENUE INFORMATION

ON CAMPUS  OFF CAMPUS  
ON CAMPUS LOCATION OF EVENT:  Bragg Stadium (President's Box)  President's House  Faculty Clubhouse  
 Lawson Center  Viticulture  Grand Ballroom  College of Law  
 Black Archives  President's Club (North End Zone)  Other: Approved by BOT

OFF CAMPUS VENUE: \_\_\_\_\_

Address Name of Venue

DESCRIBE VENUE (if not indoors): \_\_\_\_\_

TYPE OF ALCOHOLIC BEVERAGES:  Beer  Wine  Distilled Spirits \_\_\_\_\_

CASH BAR:  Yes  No OPEN BAR:  Yes  No

NAME OF CORKAGE FIRM: \_\_\_\_\_

License  Insurance  Permit (for sales only)

I hereby certify that I will abide by the alcoholic beverage laws of the State of Florida and Florida A&M University Policy 3.021.

\_\_\_\_\_  
Event Sponsor/Requester Date

### REQUIRED SIGNATURES:

\_\_\_\_\_  
Vice President for Student Affairs (Only if students will be attending event.)  Approved  Denied \_\_\_\_\_  
Date

\_\_\_\_\_  
Dean of Students (Only if students will be attending event.)  Approved  Denied \_\_\_\_\_  
Date

\_\_\_\_\_  
Department of Public Safety (Has received notice.)  Approved  Denied \_\_\_\_\_  
Date

\_\_\_\_\_  
Risk Management (Has received license, insurance and permit.)  Approved  Denied \_\_\_\_\_  
Date

\_\_\_\_\_  
Office of General Counsel  Approved  Denied \_\_\_\_\_  
Date

\_\_\_\_\_  
Dr. Larry Robinson, President  Approved  Denied \_\_\_\_\_  
Date

**\*If students are served alcoholic beverages, they should present ID.**

Revised 06/2015