

W UNIVERSITY of WASHINGTON | TACOMA

Authorization to Apply for a Banquet Permit to Serve Alcoholic Beverages

This application form must be submitted with the UUF Request Form at least three (3) weeks prior to the event.

1. APPLICANT INFORMATION			
Applicant's Name		<input type="checkbox"/> Faculty <input type="checkbox"/> Staff <input type="checkbox"/> Student <input type="checkbox"/> Other: _____	Date Submitted
Applicant's Address/Box Number			
Telephone Number		Host Organization	
2. DESCRIPTION OF EVENT AND PURPOSE FOR SERVING ALCOHOLIC BEVERAGES			
3. ESTIMATED ATTENDANCE		4. LOCATION AND TIME OF EVENT	
People under 21		Location of Event	
Members			
Guests		Date of Event	
TOTAL ATTENDANCE		Starting Time	Ending Time
5. COMPLIANCE RESPONSIBILITY			
I accept responsibility for compliance with State of Washington law, regulations established by the Washington State Liquor Control Board, and policies and procedures of the University of Washington Tacoma.			
Signature of Applicant _____			
6. AUTHORIZATION			
Signature _____		Date _____	
<small>Office of the Chancellor</small>			

APPLICANT'S SIGNATURE REQUIRED ON NEXT PAGE

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1. Details regarding the application for a banquet permit to serve alcoholic beverages on campus may be found in the University of Washington Operations Manual, Section D13.9 and UW Tacoma alcohol policy and procedures.
2. Complete all sections of the authorization form prior to securing required approval from the Chancellor's Office. Allow sufficient time (Washington State Liquor Control Board requests at least three days) for making the necessary arrangements and reservations, and for notifying organization members.

Section (1) Applicants must be at least 21 years of age and associated with the University of Washington in one of the following ways:

- As a duly elected officer of the Associated Students of the University of Washington, Tacoma (ASUWT),
- As an officer or authorized representative of a registered student organization (on file with the Student Involvement Office),
- As a faculty or staff member representing an organization,
- As a participant in University-sponsored campus events (e.g. conferences, seminars) if representing such events, or
- As an individual authorized to use University facilities

The applicant is responsible for compliance with state law, Liquor Control Board regulations, and University policies and procedures. The applicant is responsible for the dispensing of alcoholic beverages and for ensuring that no one under 21 years of age is served, and that the inventory is controlled in such a way as to preclude its distribution in any way to anyone under 21 years of age.

Section (2) The serving of alcoholic beverages on campus must be complimentary to and part of the planned program. Beverages must be purchased and served by the applicant/host organization. Program participants will not be allowed to bring their own alcoholic beverages. Persons under 21 years of age may attend the function if there are effective safeguards to prevent the consumption of alcoholic beverages by minors. Safeguards should be in the forms of entry control to admit only invited members and guests and/or parental control, identification of minors by the applicant/host organization, and supervision at the service bar by the applicant/host organization.

Section (3) Estimated attendance should be as accurate as possible. Attendance must be limited to members of the host organization or invited guests. Guests are defined as those attendees who are not active members of the host organization.

3. The applicant, in signing this form, is agreeing to satisfy the following State Liquor Control Board regulations:
 - a. Alcoholic beverages will not be sold separately for cash, scrip, tickets, or in any matter whatsoever, but must be included in the general admission charge, if there is one;
 - b. The banquet permit will be posted in a conspicuous place on the premises for the duration of the event;
 - c. The general public will be excluded and ticket sales, advertising or notices directed to the general public are prohibited, and if the event is opened to the public, the authorization will be rescinded; and
 - d. The service and consumption of alcoholic beverages will be confined to a specific room(s) or area(s) identified on the banquet permit.
4. Take approved "Authorization" (two copies) to any local liquor store. There is a non-refundable ten-dollar (\$10) fee for each banquet permit.

I HAVE READ THE CONDITIONS AND AGREE THERETO:

Signature

Date
