

## Request for Permission to Serve Alcohol at NC State University

This completed form should be submitted to the appropriate Dean or Vice Chancellor when an NC State unit wishes to serve alcoholic beverages at an event on-campus. NC State Alcohol Regulation 04.20.01 is located here: <https://policies.ncsu.edu/regulation/reg-04-20-01>.

Unit requesting permission:	
Purpose of event:	
Date of event:	
Beginning and ending times of event (please note that service of alcoholic beverages at an event may last no longer than 2 hours):	
Location of event (building and room number or outside location):	
NC State official with responsibility for oversight of the event location (if different than Dean/Vice Chancellor approving this request):	
Date this official approved use of location for event and service of alcoholic beverages:	
Discretionary funding source for purchasing alcoholic beverages:	
Will there be a charge to attend the event?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Approximate number of invitees:	
Will alcoholic beverages other than beer and wine be served? If yes, attach appropriate permit from North Carolina ABC Commission.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do invitees include persons under age 21?	<input type="checkbox"/> Yes <input type="checkbox"/> No

If invitees include persons under age 21, describe measures to be taken to ensure underage guests will not be served or given alcoholic beverages at the event:	
Describe how access to the event will be limited to invitees and controlled throughout the event:	
Describe alternative, non-alcoholic beverages to be made available at event:	
Describe menu of substantial, wholesome food (heavy hors d'oeuvres or dinner) to be served at event:	
Identify professional bartender(s) to serve alcoholic beverages at the event:	

Request submitted by:

By: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Request approved by:

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_