

# University of Washington

## Authorization to Apply for a Banquet Permit to Serve Alcoholic Beverages

Applicants are advised that the Liquor Control Board requests that Banquet Permit forms containing the signatures of both the manager of the venue and the chair of the Use of University Facilities Committee be submitted to a local state liquor store at least 3 days prior to the scheduled event.

*(Instructions for completing this form on page two below)*

<b>1. APPLICANT INFORMATION</b>			
Applicant's Name	<input type="checkbox"/> Faculty	<input type="checkbox"/> Student	Date Submitted
	<input type="checkbox"/> Staff	<input type="checkbox"/> Other	
Applicant's Address/Box Number			
Telephone Number	Host Organization		
<b>2. DESCRIPTION OF EVENT AND PURPOSE FOR SERVING ALCOHOLIC BEVERAGES</b>			
<b>3. Is this event being sponsored by a wine or beer manufacturer or distributor?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please state the name of the manufacturer, or distributor:			
<b>4. ESTIMATED ATTENDANCE</b>		<b>5. LOCATION AND TIME OF EVENT</b>	
People under 21		Location of Event:	
Members			
Guests		Date of Event	
TOTAL ATTENDANCE		Starting Time	Ending Time
<b>6. RESERVATION APPROVAL</b>			
Signature: _____ <span style="color: red;">Venue Manager</span>			
<b>7. COMPLIANCE RESPONSIBILITY</b>			
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.		Signature: _____ <span style="color: red;">Applicant</span>	
<b>8. AUTHORIZATION</b>			
Signature _____ <span style="color: red;">Use of University Facilities Committee Officer</span>		Date _____	

**Note: APPLICANT'S SIGNATURE IS ALSO REQUIRED BELOW**

*Return the completed form to the Use of University Facilities Committee.*

**AUTHORIZATION TO APPLY FOR A BANQUET PERMIT TO SERVE ALCOHOLIC BEVERAGES**

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.
2. Complete all sections of the authorization form prior to securing required approval from the Use of University Facilities Committee (Gerberding Hall, Room 239 M). Allow sufficient time (the Washington State Liquor Control Board requests at least three days) for making the necessary arrangements and reservations, and for notifying organization members. All copies of this form must be signed by the applicant (pages one and two), the venue operator and the UUF Committee chair prior to its submission to a state-run liquor store.

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

- As a duly elected officer of the Associated Students of the University of Washington,
- As an officer or authorized representative of a registered student organization (on file with the Student Activities 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 complementary 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 guest 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)* Gifts or contributions of alcohol from representatives of the alcohol industry must be reviewed by the Use of University Facilities Chair. Phone: (206) 543-9233.

*Section (4)* 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.

*Section (5)* The location must be reserved in advance through the appropriate venue coordinator. The venue coordinator will review the alcohol use policy with the applicant. Spaces which qualify for issuance of a banquet permit must have controlled access. The date and times must be specific; both starting and ending times will be enforced.

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 manner 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

\_\_\_\_\_

\_\_\_\_\_

NOTE: Six signed copies of this form will be needed to complete the process.

Distribution:

- Liquor Store --2 copies
- Venue Operator--1 copy
- Use of University Facilities Committee (UUF) Chair-- 1 copy
- UW Police--1 copy (This copy will be collected by the UUF Chair)
- Applicant (1 copy)

*Return the completed form to the Use of University Facilities Committee.*