

DUC Meeting Services
APPLICATION FOR PERMIT TO SERVE ALCOHOL

Sponsoring Organization _____

Phone# _____ Account # _____

Individual Sponsor _____ P O Box/Address _____

Home Phone# _____ Date(s) of Event _____

Description of Event _____

Location of Event _____ Attendance: _____

Time Event Begins _____ Time Event Ends _____

***Kegs are not permitted.

SPECIFY AMOUNT IN OUNCES AND KIND OF ALCOHOL BEVERAGE TO BE SERVED (B.Y.O.B. IS NOT PERMITTED) _____

(2 4oz. Portions wine or 2 12 oz. Beer per person over 21.)

SPECIFY AMOUNT IN OUNCES OF ALTERNATIVE BEVERAGE TO BE SERVED (I.E.: COKE PRODUCT, PUNCH, ETC.) _____

Specify amount and kind of food available _____

Will all participants be over 21? Yes _____ No _____

Server(s) must be 21 or older. **Serve(s) only to persons 21 or older, does not serve to individuals who appear to be intoxicated.**

NAME	Emory ID	NAME	Emory ID
_____	_____	_____	_____
_____	_____	_____	_____

Monitor(s) check(s) to see that only people with appropriate hand stamp/bracelet are drinking, enforces policy appropriate to event on bringing alcoholic beverages into and out of the reserved area, and remains on duty throughout the event.

NAME	Emory ID	NAME	Emory ID
_____	_____	_____	_____
_____	_____	_____	_____

*Sponsor's Signature

Title

***Signature indicates that you understand the alcohol policies and agree to take responsibility for compliance with all guidelines contained herein.**

Staff approval required: Approved _____ Rejected _____ Staff signature _____

This form must be submitted to Meeting Services 2-3 weeks prior to your event. Fax completed form to 404-727-0277 or return it to DUC 220E. Approval cannot be guaranteed.