Request For Serving Alcohol on Pacific University Property

Approved copy of this form must be available at the event

Requestor’s Name ___________________________ E-mail ___________________________ Phone ___________________________

(circle one) Faculty / Staff / Student / Other

Event Name ___________________________ Date __________ Start Time __________ End Time __________

Location (Confirmed Building & Room) ___________________________

Group or Department Sponsoring Event ___________________________

Responsible Person in Attendance at Event ___________________________ Contact Phone ___________________________

Cell Phone ___________________________ E-mail Address ___________________________

Brief Description of Event ___________________________

(please use back of form if more space needed)

Approx. number of people attending event: ____________ Number of Attendees under age 21: __________

Amount of alcohol to be served: Wine or champagne _______ bottles; Beer _______ kegs, bottles or cans;

Other (hard liquor), type and amount _______ Hosted or No-Host Bar: __________

Alternative beverages to be served: ___________________________

Food to be served: ___________________________

Person responsible for checking ID’s: ___________________________

Aramark Food Services Contract # ___________________________

Each item listed below must be read and initialed by the Requestor or the Responsible Person for this event:

_____ Any alcohol must be consumed in the room where the event is being held.

_____ Alcohol will not be served to anyone under the age of 21.

_____ At the conclusion of the event, any un-consumed alcoholic beverages must be removed from the premises by the responsible person in attendance. Bar service ceases when substantial food has run out or ½ hour before scheduled ending of event, whichever occurs first.

_____ Campus Public Safety must be provided access to the event and has the authority to shut down the event if deemed necessary.

_____ Sufficient quantities of substantial food (in compliance with OLCC requirements) must be available at all times in all locations where alcohol is sold or consumed.

_____ Non-Alcoholic Beverages must be provided at this event.

This form must be completed and submitted to the attention of Lois Hornberger, Conference and Event Support Services (Roger’s Bldg); U.C. #A-144; 503-352-2240 (hornberger@pacificu.edu), no later than 21 days prior to the event. Review of this form may cause the requestor to obtain an O.L.C.C. licensed server and premises license.

Requestor’s Signature ___________________________ Advisor’s Signature (if student group) ___________________________

Samuel Currie, Director of Aramark Food Services ___________________________ Steve Klein, Director of Student Activities (if student group) ___________________________

Lois Hornberger, Sr. Director Conference & Event Support Services ___________________________ Will Perkins, Dean of Students (if student group) ___________________________

Director, Office of Legal Affairs ___________________________ Date Submitted __________ Approved (date) __________ Not Approved (date) __________

Alcohol Permit and OLCC Server Needed Yes _______ No _______ O.L.C.C. Number ___________________________

Reason, if not approved: ___________________________

Distribution: Conf. & Events ___ Campus Public Safety ___ Legal Affairs ___ Campus Events Scheduling Coordinator ___ Aramark Foods ___

Updated January 2015
PROCEDURES, REGULATIONS AND GUIDELINES FOR OBTAINING CONSENT TO SERVE ALCOHOL ON PACIFIC UNIVERSITY PROPERTY

The Requesting Group or Department agrees to abide by the following procedures, regulations and guidelines in requesting approval to serve alcohol on Pacific University property:

I. Application Process: Form entitled “Request for Serving Alcohol on Pacific University Property” must be completed and signed by the following persons before being submitted to Office of Legal Affairs for final approval:

- Aramark Food Service Director, Bethany Bigelow. Aramark Food Service Director must pre-approve the request form regardless of the identity of the proposed Oregon Liquor Control Commission (“OLCC”) licensed facility/personnel to provide and/or serve alcohol during the event.
- Student groups and events organized for student participants must also obtain the advance consent/signature of the organization’s Advisor, Steve Klein (Director of Student Activities), and Will Perkins (Dean of Students.)
- All sections of the Request for Serving Alcohol on Pacific University Property form must be completed before delivering the request form to Office of Legal Affairs for Approval.

II. Regulations and Guidelines

- Sale or dispensing of alcoholic beverages will be conducted solely by personnel from a licensed liquor establishment that can demonstrate the possession of appropriate liquor liability coverage, premises licensure and server licensure.
- Precautionary measures will be taken to ensure that alcoholic beverages are not accessible or served to persons under age twenty-one or to persons who appear intoxicated.
- Consumption of alcoholic beverages is permitted only within a pre-established and approved area designated for the event.
- Non-alcoholic beverages must be available at the same place as alcoholic beverages and featured as prominently as the alcoholic beverages.
- University Campus Public Safety will have access at all times during the event and has the authority to shut down the event, if deemed necessary.
- The Requesting Group or Department agrees to observe all policies of the Oregon Liquor Control Commission.
- Sufficient quantities of substantial food (in compliance with OLCC requirements) must be available at all times in all locations where alcohol is sold or consumed. Qualifying food items must include at least three different types of substantial food items prepared on the licensed premises. Examples include sandwiches, appetizers, pizza, hot dogs, soup and sausages (items considered to be “main course” items). Snack items such as peanuts, popcorn, chips, crackers, and desserts are not substantial food items.
- Aramark Food Services policy requires that bar service ceases when the substantial food has run out, or 1/2 hour before the event is scheduled to end, whichever occurs first. If your substantial food runs out, Aramark Food Services may be able to provide alternative sustainable food items. Regardless of the availability of substantial foods, all alcohol service will cease ½ hour prior to the event end time.

Requesting Group or Department ____________________________________________

Name and Title of Requestor ____________________________________________________

Signature of Requestor below warrants that the Requestor has the authority to make this binding agreement on behalf of the Requesting Group or Department.

__________________________________________  ______________________________
Requestor Signature                          Date

THE UNIVERSITY RESERVES THE RIGHT TO TERMINATE THE SERVICE OF ALCOHOL AT ANY TIME.

Updated January 2015