REQUEST FOR SERVING ALCOHOL ON PACIFIC UNIVERSITY PROPERTY

Approved copy of this form must be available at the event

Requestor’s Name: Click here to enter text.  Email: Click here to enter text.  Phone: Click here to enter text.

Select One: ☐ Faculty  ☐ Staff  ☐ Student  ☐ Other  Event Name: Click here to enter text.

Event Date: Click here, select arrow, then date  Start Time: Click here to enter text.  End Time: Click here to enter text.

Location (Confirmed Building & Room): Click here to enter text.

Group or Department Sponsoring Event: Click here to enter text.

Responsible Person in Attendance at Event: Click here to enter text.  Cell Phone: Click here to enter text.

E-mail Address: Click here to enter text.

Brief Description of Event: Click here to enter text.

Approx. number of people attending event: Click here to enter text.  Number of Attendees under age 21: Click here to enter text.

Amount of alcohol to be served: Wine or champagne enter # bottles; Beer enter # kegs or enter # bottles/cans

Select One: ☐ Hosted Bar  ☐ No-Host Bar

Non-alcoholic beverages to be served: Click here to enter text.

Food to be served: Click here to enter text.

Aramark Food Services Contract #: Click here to enter text.

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

Initials  All alcohol must be served by Aramark Food Services and consumed in the location where the event is being held.

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

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

Initials  Sufficient quantities of substantial food and non-alcoholic beverages (in compliance with OLCC requirements) must be available at all times in all locations where alcohol is sold or consumed.

Initials  Bar service ceases when substantial food has run out or ½ hour before scheduled ending of event, whichever occurs first.

This form must be completed and submitted to the attention of Lois Hornberger, Conference and Event Support Services (Roger’s Building); U.C. #A-144; 503-352-2240 (lhornberger@pacificu.edu), no later than 14 days prior to the event.

Requestor’s Signature: Enter text as signature

Director of Aramark Food Services: Enter text as signature

Jennifer Yruegas, Director of Human Resources and Office of Legal Affairs: Enter text as signature

Lois Hornberger, Sr. Director Conference & Event Support Services: Enter text as signature

These signatures required if student group event:

Advisor’s Signature: Enter text as signature

Steve Klein, Director of Student Activities: Enter text as signature

Will Perkins, Dean of Students: Enter text as signature

Approved date: Click here, select arrow, then date

Not Approved: Click here, select arrow, then date  Reason, if not approved: Click here to enter text.

☐ Distribution  ☐ Conf. & Events  ☐ Campus Public Safety  ☐ Legal Affairs  ☐ Campus Scheduling Coordinator  ☐ Aramark Foods
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 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: Click here to enter text.
Name and Title of Requestor: Click here to enter text.

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’s Signature: Enter type as signature Date: Click here, select arrow, then date

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

Conference and Event Support Services
Rogers Building  |  UC A-144
Phone: (503) 352-2111  |  Email: lhornberger@pacificu.edu