

University of Colorado at Colorado Springs

Non-University Event Alcoholic Beverage Request and Authorization

CONTACT INFORMATION

Sponsoring Organization/Individual Name:

Date Submitted: _____

Name of Person Submitting Request:

Phone: _____

Email:

GENERAL Event INFORMATION

Event Name/Title:

Event Date: _____

Event Start Time: _____ am/pm

Event End Time: _____ am/pm

Bar Start Time: _____ am/pm

Bar End Time: _____ am/pm

Estimated Number of Attendees: _____

Kx Reference Number: _____

Event Coordinator: _____

EVENT LOCATION (ON-CAMPUS):

ON-CAMPUS

Event Held at UCCS – Licensed

UCCS Licensed presently has several spaces that are licensed for alcoholic beverage service, If your event is held in one of these spaces, please select the location: University Center (all floors); Gallogly Events Center; Dwire Hall 1st, 2nd floors; University Center Upper Plaza.

Event Held at UCCS – Unlicensed

If your event is held on-campus but is not listed in a licensed area please state the location in box provided below. Please note DHS may not purchase the alcohol for events held there. Additionally, it is not authorized for departments or staff members to retain an alcohol inventory after an event ends. Arrangements must be made with the liquor store to return all unopened bottles of alcohol for a refund. Historically, Cheers liquor has allowed returns on unopened items with the receipt.

EVENT Overview

- | | | |
|--|-----|----|
| 1. Is there a fee to enter and/or attend the event? | Yes | No |
| 1.a If yes, is the amount charged as a condition of entry or participation uniform without regard to whether or not the attendees consume alcoholic beverages? | Yes | No |
| 1.b If you are charging, and the event is in a licensed space, is the fee for alcohol included in the ticket price (hosted bar) or will there be a separate charge (cash bar)? _____ | | |
| 2. Have you signed a contract for the space? | Yes | No |
| 3. Service – UCCS DHS staff must serve all alcohol at sponsor’s expense | | |
| 3.a Will food be served at the event? | Yes | No |
| 3.b Are non-alcoholic beverages available, other than water, available? | Yes | No |
| 3.c Is there a charge for the non-alcoholic beverages? | Yes | No |
| 3.d Are individuals under 21 years of age at the event? | Yes | No |
| If yes, what controls are in place to ensure that individuals, who are under the age of 21, do not have access to alcoholic beverages? Please explain briefly: | | |

4. Police Presence - Participants hereby agree that due to alcoholic beverages being present at this event, UCCS requires the presence of at least one uniformed police officer for the duration of the event. The rate for each of the officer's time shall be \$45/hour. UCCS Police are POST Certified State Police Officers and are authorized to enforce all State, Local and University of Colorado statutes and/or regulations. UCCS Police will, upon initial review of the Event Form, determine the appropriate number of uniformed officers, based on the number of slated attendees.
5. Approval:
By signing this form, I acknowledge all requirements stated, in the Alcohol Beverage policy, are understood and I accept responsibility for the activities and conduct of all participants, including guests. In accordance with liquor license guidelines, UCCS Dining and Hospitality Services (DHS), University Center and Event Services staff may refuse service to any guest at any time. In addition, I further understand that failure to comply with any part of the policy may result in cancellation of the event with application of full rental charges and loss of deposit.

Sponsoring Organization/Individual Name:

Printed Name: Signature:

Senior Director University Center & Event Services:

Printed Name: Signature:

Executive Director of UCCS Police:

Printed Name: Signature:

Agreed Upon Amount of Alcohol for Service in Unlicensed Spaces – No Additional Alcohol may be brought into the event

Quantities Brought/Received by DHS:

Wine: _____

Beer Can: Bottle: Keg: If Keg, was a tap brought? Yes No

Champagne: _____