



# SPECIAL EVENT PERMIT BEER AND/OR WINE ON CAMPUS

## EVENT SPONSOR INFORMATION:

Sponsor: \_\_\_\_\_ Main Phone: ( ) \_\_\_\_\_

Sponsor Mailing Address: \_\_\_\_\_ Other Phone: ( ) \_\_\_\_\_

## INDIVIDUAL RESPONSIBLE FOR THE EVENT (EVENT SUPERVISOR):

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_ Email Address: \_\_\_\_\_

## TYPE OF GROUP: (check all that apply)

- Madison College Students  Madison College Faculty/Staff/Administration  
 Madison College Alumni  Off Campus Group (Non-College Event)

Will Anyone Be Under 21?:  Yes  No If Yes, describe the system used to check identification: \_\_\_\_\_

## EVENT INFORMATION:

Name of Event: \_\_\_\_\_ Event Location: \_\_\_\_\_

Event Date(s): \_\_\_\_\_ Start Time: \_\_\_\_\_ am/pm End Time: \_\_\_\_\_ am/pm

Expected Attendance (Required): \_\_\_\_\_

Briefly describe how the event meets the criteria for authorizing alcohol at an event (refer to "Authorization Criteria for Alcohol at an Event" in Procedure for Policy #211 – Alcohol Policy): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## DESCRIPTION OF ALCOHOL SERVICE TYPE: (Please check the appropriate description of your event)

- Free Admission – Beer/Wine will be served (cash bar)  
 Admission Charged – Beer/Wine will be served but NOT sold (uniform admission fee whether consuming beer/wine or not)  
 Private Event – Beer/Wine will be served (attendance by invitation only; beer/wine included as part of event or available for sale)

## FOOD AND BEVERAGE INFORMATION:

Type of alcohol to be served (check all that apply):  Wine  Beer

Anticipated price per glass: Beer: \_\_\_\_\_ Wine: \_\_\_\_\_

Location of alcohol service (e.g., wine on tables, bar, passed drinks, partitioned service area): \_\_\_\_\_

Name of licensed bartender: \_\_\_\_\_

Type of non-alcoholic beverages available: \_\_\_\_\_

Type of food to be served: \_\_\_\_\_

**INSURANCE INFORMATION:**

Certificate of Insurance if required a minimum of 7 business days prior to the event.

- Security may be required for events where minors may be in attendance. Arrangements must be made at least 10 days prior to the event or the event may be subject to cancellation. Security will be determined on a case-by-case basis by Madison College's Public Safety Services department. Contact Campus Scheduling and Event Services if there are any questions regarding the need for security for your event.

**I HAVE RECEIVED AND READ THE MADISON COLLEGE POLICY AND PROCEDURES ON ALCOHOLIC BEVERAGES. I AGREE TO TAKE RESPONSIBILITY FOR ENFORCING THE MADISON COLLEGE POLICIES AND PROCEDURES ON ALCOHOL.**

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**MADISON COLLEGE OFFICE USE ONLY**

*Security Personnel*

Required:  Yes  No

*Class B Liquor License*

Required:  Yes  No

*College Provided Licensed Alcohol Server*

Required:  Yes  No

**FINAL APPROVAL**

**(Submitted by Event Supervisor)**

Authorizing Campus Alcohol Agent – Signature

Date

**Alcohol Not Recommended**

Reason for denial:

Denying Official's Signature: \_\_\_\_\_ Date: \_\_\_\_\_