

Instructions and Definitions for Completing the ASU Alcohol Permit

1. **SPONSOR:** Individual, organization, department, college, Memorial Union, etc. sponsoring the event. Signature must be provided. Date of when the application was prepared.
2. **CONTACT:** Person who can answer any questions that may arise and how to best reach that individual. Fax number is necessary for return of approved form.
3. **NAME AND DATE OF EVENT:** Self explanatory.
The exact location is required, i.e., department office, conference room, courtyard, Memorial Union, Old Main, etc. Beginning and ending times are necessary. Nature of event is an explanation of the purpose of the event (reception, dinner, etc.)
4. **BEVERAGES TO BE SERVED:** Alcoholic: Give amount/number in each category; i.e., 10 cases of beer, 10 liters of wine, etc. Also include the non-alcoholic beverages that will be served.
5. **Event by Invitation:** By invitation as opposed to walk up, open to the public event.
6. **Who is purchasing the alcohol?** The company serving the alcohol cannot be the entity purchasing the alcohol.
7. **Alcohol Service Company:** A University-approved alcohol service company must be used. The names and telephone numbers can be obtained by contacting [ASU Insurance Services](#) at 480.965.1851.
8. **Checking Identification:** If the person checking identification is not employed by the alcohol server, someone sponsoring the event must check ID's: please list the name.
9. **Food Service:** Name the food service contractor and the date the arrangements were made, if applicable.
10. **REQUIRED APPROVAL:** Read the statement the Dean or Director will be signing. ([PUR-202](#) lists authorized signers) If the event is held in the Memorial Union, you must have an MU approved signature.
11. **Routing:** Fax the permit to ASU Insurance Services at 480.727.9055 or hand deliver. Please allow 14 calendar days for approval. Insurance Services will review to approve. If all requirements are met, it will be approved by the Chief of Police (or a designee) of the Police Department and faxed to the requesting department/individual.

The approved alcohol permit (2 pages) must be posted on-site where alcohol is served.