



Before determining the status of any application to serve alcoholic beverages on campus, the following information must be completed and returned to the ASU Police Department at least 14 calendar days before the scheduled event.

Section one: Sponsor information		
Organization:	Signature:	Date:
Contact:	Title:	
Phone number:	Fax number:	
Section two: Event details		
Name of event:	Date:	
Exact location:	Time range:	
Nature of event:	Estimated attendance:	
Section three: Beverages		
Beer: ____ cases ____ kegs ____ other	Champagne: ____ liters ____ cases	
Wine: ____ liters ____ gallons ____ other	Liquor: ____ quarts or gallon ____ cases	
Non-alcoholic: ____ water ____ soda ____ tea ____ other		

Is the event by invitation only? Yes No

Is admission being charged or have participants paid to attend this event? _____

Who is purchasing the event alcohol? _____

What university-approved alcohol service company will be serving? _____

What is the name of the individual checking photo IDs before alcohol service? _____

Food service contractor: _____ Date made: _____

Section four: Approvals

Alcohol service shall be provided per the regulations pertaining to the use of alcohol at special events. These regulations are printed on the third page of this permit. The alcohol service contractor shall be responsible for attending the event where alcohol is served and ensuring compliance with state law and these regulations. Employees of the alcohol service contractor serving alcohol must be at least 21 years old.

Dean or director: Yes No If not, explain: _____

Signature Title Date

Memorial Union: Yes No If not, explain: _____

Signature Title Date

Internal use only

Police Department

This permit is in compliance with state law and with the president's policy on serving alcohol on campus.

Approved Disapproved Investigator: _____ Date: _____

Insurance Services

Approved Disapproved Investigator: _____ Date: _____

Permit

Approved Disapproved Chief of Police: _____ Date: _____

This permit must be posted on-site where alcohol is being served.