

Request for Approval to Serve Alcohol at a Campus Event

This is a special request to the Vice President for Student Affairs from:
_____ **for permission to serve alcohol as part of a special event.**

This request must be submitted to the Office of the Vice President for Student Affairs *no later than four (5) weeks prior to the event being held.* The Office of the Vice President for Student Affairs will respond when the completed form is received.

Please describe the event:

Name of event: _____

Sponsoring Department, Organization, etc. _____

Location: _____ **Date:** _____

Time/From: _____ **To:** _____ **Estimated attendance:** _____

How is event being advertised? _____

Is there a charge for food and non-alcoholic beverages? _____

Describe entertainment being provided: _____

Name(s) of event coordinator(s)/manager(s) on duty during the event:

Please describe the alcohol service proposed for this event:

Types of alcoholic beverages being served: _____

Quantity of beverages available at the event: _____

Is alcohol available at reduced pricing? ___ **Or, at no cost?** ___

Who is catering food at the event? _____

Is there a charge for food and non-alcoholic beverages? _____

Describe the type and quantities of food and non-alcoholic beverages being provided: _____

Who is catering/providing alcohol for the even? _____
(If Campus Dining is catering the food and the alcohol, they will apply for the appropriate permits. If not, event coordinator(s) must apply for a temporary permit to have alcohol at the event)

Who is applying for the NY State Liquor Authority (SLA) Permit?
See: http://abc.state.ny.us/JSP/content/license_forms.jsp
Special Event Permit Instructions (Form: 1011-i)
Special Event Permit Application (Form: 1011)

Who will be serving the alcohol? _____

Number of persons serving alcohol: _____
Are persons serving alcohol over 21 years of age? _____
Will all attendees at the event be 21 and over? _____
Will alcohol be served and consumed only on the premises? _____

Describe the procedures/safeguards that will assure that persons served are of legal drinking age (21) and do not consume excessive amounts of alcoholic beverages at the event:

The SLA Permit must be received by this office prior to event approval. After approval copies of this form are faxed to the Building Manager where the event is being held, and University Police. The event coordinator(s) must prominently display the SLA Permit during the event.

Individual(s) coordinating event:

Name Fax: Phone

Signature Date

Name Fax: Phone

Signature Date

**Please fax this completed form along with the temporary SLA permit to Gary Mis, Student Affairs, 347 Administration.
Fax: 631-632-2227; Phone: 631-632-6705; Email: gmis@sunysb.edu**

For Office of the Vice President of Student Affairs use:

Date received: _____

_____ **Approved**

_____ **Not Approved**

Vice President for Student Affairs (designee)

Date

Comments:

Office of the Vice President for Student Affairs
348 Administration Building
Stony Brook University
11794-0501

Revised 07/26/06