Request for Approval to Serve Alcohol at a Campus Event

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

This request must be submitted to:

Matty Orlich, Director of University Community Standards
Office of the Vice President for Student Affairs
348 Administration Building
Stony Brook University
Stony Brook, NY 11794-0501
Phone: (631) 632-6705
Fax: (631) 632-5757
Email: Communitystandards@stonybrook.edu

This request form must be submitted no later than four (4) weeks prior to the event being held. The event will not be approved unless this form is properly filled out and has all the appropriate signatures. Additionally, this office must receive the New York Liquor Authority (SLA) Permit. It takes several weeks for the state to send the permit; therefore, it is imperative to apply for the New York State Liquor Permit (SLA) as soon as possible. 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: ______________________

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 years or older: ______

Revised 01/09/2013
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:

_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________

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 event? ________________________________

NYS Liquor Authority (SLA) Permit

(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.)

You may apply for the SLA permit by visiting: See: http://www.sla.ny.gov/online-permit-applications

Who is applying for the NYS Liquor Authority (SLA) Permit? ________________________________
The SLA Permit must be received by this office prior to event approval. After approval, copies of this form should be faxed by the requesting department to the Building Manager where the event will be held as well as to 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 __________________________

Supervisor Name __________________________ Signature __________________________ Date __________________________

Please fax this completed form along with the temporary SLA permit to Community Standards at (631) 632-5757

FOR OFFICE OF THE VICE PRESIDENT OF STUDENT AFFAIRS USE ONLY:

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