

FLORIDA A&M UNIVERSITY

REQUEST FOR PERMISSION TO SERVE ALCOHOLIC BEVERAGES

REQUESTOR INFORMATION

EVENT SPONSOR: _____

INDIVIDUAL MAKING REQUEST: _____

PHONE: _____ EMAIL: _____

EVENT SPONSOR CONTACT: _____

PHONE: _____ EMAIL: _____

EVENT INFORMATION

DATE OF EVENT: _____ EVENT TIMES: _____

NAME OF EVENT: _____

DESCRIPTION OF EVENT: Party Sporting Banquet Other (Please Describe)

ESTIMATED ATTENDANCE: Students Expected to Attend: Yes No

VENUE INFORMATION

ON CAMPUS OFF CAMPUS

ON CAMPUS LOCATION OF EVENT: Bragg Stadium (President's Box) President's House Faculty Clubhouse

Lawson Center Viticulture Grand Ballroom College of Law

Black Archives President's Club (North End Zone) Other: Approved by BOT

OFF CAMPUS VENUE: _____

Address

Name of Venue

DESCRIBE VENUE (if not indoors):

TYPE OF ALCOHOLIC BEVERAGES: Beer Wine Distilled Spirits _____

CASH BAR: Yes No OPEN BAR: Yes No

NAME OF CORKAGE FIRM:

License Insurance Permit (for sales only)

I hereby certify that I will abide by the alcoholic beverage laws of the State of Florida and Florida A&M University Policy 3.021.

Event Sponsor/Requester

Date

REQUIRED SIGNATURES:

Vice President for Student Affairs (Only if students will be attending event.) Approved Denied _____
Date

Dean of Students (Only if students will be attending event.) Approved Denied _____
Date

Department of Public Safety (Has received notice.) Approved Denied _____
Date

Risk Management (Has received license, insurance and permit.) Approved Denied _____
Date

Office of General Counsel Approved Denied _____
Date

Dr. Elmira Mangum, President Approved Denied _____
Date

***If students are served alcoholic beverages, they should present ID.**

Revised 06/2015