

# THE UNIVERSITY OF ARIZONA<sup>®</sup>

## ALCOHOL PERMIT APPLICATION

Application Date (mm/dd/yy): \_\_\_\_\_

Event Date (mm/dd/yy): \_\_\_\_\_

**All information on the UA alcohol permit application must be received by email to, [su-alcoholpermit@email.arizona.edu](mailto:su-alcoholpermit@email.arizona.edu) 10 business days prior to event. Missing or incomplete information will cause the permit application to be returned to the applicant.**

### APPLICATION FEE

An application fee of \$15 must be submitted with this form to begin processing. If the application is received less than 10 business days before the event date, an additional \$10 late fee will be assessed. The application fee is non-refundable and payment of fee does not guarantee approval of alcohol permit. **If paying with cash or check please see section 6 for more information.** Please indicate payment method (IDBs/P-cards/departmental checks not accepted):

Check  Cash  Other: \_\_\_\_\_

### 1. APPLICANT INFORMATION

#### A. Name of University, College or Department hosting event (required):

Applicant: \_\_\_\_\_

College/Dept. Dean/Director: \_\_\_\_\_  
Print Name Title Signature (required)

UA employee in attendance at event (required): \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

UA employee responsible for coordinating the event (required): \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

#### Purpose related to University Mission:

- |  |  |
|--|--|
| <input type="checkbox"/> Community Outreach  | <input type="checkbox"/> Fundraising     |
| <input type="checkbox"/> Scholarship Program | <input type="checkbox"/> Donor Relations |
| <input type="checkbox"/> Academic Lecture    | <input type="checkbox"/> Other: _____    |

#### B. Name of Third-Party Sponsor organization co-hosting event (if any):

\_\_\_\_\_

Sponsor Applicant: \_\_\_\_\_  
Print Name Title Signature (required)

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Indicate University affiliation: \_\_\_\_\_

An Applicant on behalf of a third-party Sponsor Organization must be a member of that Organization and authorized to make this application and to bind the Organization. By Applicant's signature, Sponsoring Organization agrees to be bound by each of the provisions of this Permit, including the indemnification provisions below, and by The University of Arizona Alcohol Policy and Regulations (see: <http://policy.arizona.edu/alcohol>).

**Indemnification by Third-Party Sponsor Organization:** The Sponsor Organization agrees to indemnify and hold harmless the State of Arizona, the University of Arizona, the Arizona Board of Regents and their respective employees (collectively the "Indemnitites"), from and against any and all claims, demands, suits, actions, proceedings, loss, costs, and damages of every kind and description, including attorneys' fees and/or litigation expenses, which may be brought or made against or incurred by the Indemnitites, on account of loss of or damage to any property or for injuries to or death of any person, caused by, arising out of, or contributed to, in whole or in part, by reasons of any act, omission, professional error, fault, mistake, or negligence of Sponsor Organization, its employees, agents, representatives, volunteers or subcontractors in connection with or incident to the Event.

**Applicant's initials:** \_\_\_\_\_

### 2. ALCOHOL INFORMATION

#### A. Please answer each of the following questions applicable to the event:

1. Is there a Cash Bar?  YES  NO (A cash bar requires special permission and special event liquor license.)
2. Is there cover charge or an admission fee required to attend the event?  YES  NO
3. Is the event's focus paid contracted entertainment?  YES  NO

If YES, what type of contracted entertainment will there be?

music  lecture  other, please specify: \_\_\_\_\_

4. Is any kind of food and/or non-alcoholic beverages sold at the event?  YES  NO

5. Is paid membership required to attend the event?  YES  NO

If you answered YES to any of the previous five questions above, service MUST be limited to two (2) drinks maximum per attendee. If service is not limited to two drinks maximum, then a special event liquor license is required. Indicating YES in questions 1–5 may constitute a “sale of alcohol” requiring Special Event Liquor License unless the “Public Facilities Exemption” applies. Public Facilities Exemption requires consumption of alcohol within a campus facility or boundary as an incidental convenience to patrons; limited to no more than two drinks per person; served between noon and 10 p.m.; and subject to applicable liquor laws and regulations. If a two (2) drink maximum is applicable the applicant must indicate in Item # 2b as to how the maximum will be enforced. A person attending such public facility events shall consume no more than 24 ounces of beer, 6 ounces of distilled spirits (special approval) or 6 ounces of wine per person per event.

Applicant's initials: \_\_\_\_\_

B. Have any of the questions (1–5) in Item 2A above been checked “YES”?  YES  NO

If YES, will drink tickets be used to enforce the two drink maximum?  YES  NO

If drink tickets are not used, what other method will be used to enforce the two drink maximum? Please explain:

\_\_\_\_\_

C. State of Arizona Special Event Liquor License (requires permission by University president designee) – will the college or organization apply?  YES  NO

D. Type of Alcohol served (No Hard Liquor, No Kegs), check all that apply:  Beer  Wine  Sparkling wine

E. Is complimentary alcohol available to event attendees?  YES  NO

F. Is complimentary food and/or non-alcoholic beverages available to event attendees?  YES  NO

G. Name of Approved Bartender/Alcohol Service Contractor: \_\_\_\_\_

The alcohol service contractor or bartender (“Contractor”) agrees to be responsible for attending the Event, managing alcohol service, controlling alcohol consumption, and ensuring compliance with Arizona Liquor laws and regulations in A.R.S. Title 4, Chapters 1,2 and 3, and 19 A.A.C. 1. Employees of Contractor serving alcohol must be at least 21 years old. The Contractor must have a certificate of insurance on file with the University, naming the State of Arizona, the University of Arizona and the Arizona Board of Regents as additional insured. The insurance certificate must indicate coverage for comprehensive general liability, with liquor liability endorsement, with minimum limits of One Million (\$1,000,000) Dollars. Commercial auto liability insurance with limits of One Million (\$1,000,000) Dollars is also required if the event involves vehicle use on the University campus. Deviation from these requirements requires prior approval from the University Director of Risk Management and Safety. Attach a copy of Certificate of Insurance and any Alcohol Service Contract to this Permit application. (Applicant: call 621-3067 to verify bartender is on file with UA.)

Contractor: \_\_\_\_\_  
Print Name Title Original Signature (required) Date

Contractor Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_  
(complete contact information is required)

### 3. EVENT INFORMATION

a) Event Name: \_\_\_\_\_ Event Date (mm/dd/yyyy): \_\_\_\_\_

b) Event Description: \_\_\_\_\_ Estimated Attendance: \_\_\_\_\_

c) Building Name and Room Number: \_\_\_\_\_

Physical Address: \_\_\_\_\_

d) Describe all public exits/entrances for event location: \_\_\_\_\_

\_\_\_\_\_

e) Event Time: from: \_\_\_\_\_ to: \_\_\_\_\_ Alcohol Service Time: From: \_\_\_\_\_ to: \_\_\_\_\_

f) Does the event generate proceeds?  YES  NO If YES, who receives the proceeds? \_\_\_\_\_

g) Are the majority of attendees University employees?  YES  NO

h) Name of person or entity donating alcohol for the event, if any: \_\_\_\_\_

### 4. FOOD INFORMATION

PLEASE NOTE: Alcohol can not be the main focus of the event. As such, the presence of alcohol **requires the accompaniment of food.**

- a) **Please read the UA catering policy at:** <http://policy.arizona.edu/catering-policy> (required) This event is consistent with the UA catering policy—**Applicant’s initials:** \_\_\_\_\_  
 (required) Name of UA approved caterer: \_\_\_\_\_
- b) Approximate food expenditure per person: \$ \_\_\_\_\_

**5. SECURITY INFORMATION**

- a) Will any attendees be under the age of 21?  YES  NO  
 If YES, what steps will be taken to ensure under-aged attendees do not consume alcohol? (check all that apply)  
 Staff/volunteers will monitor under-aged attendees  
 Bartender will I.D. attendees  
 Color-coded name cards will be used  
 Alcohol service area(s) is in a separate area from event  
 Under-aged attendees will not receive drink tickets (if drink tickets are used)
- b) Describe boundaries, fencing, barriers or staff present to control alcohol consumption (must be specific based on physical parameters of room/venue/event location):  
 \_\_\_\_\_
- c) All exits from alcohol service area **must** be monitored. By whom: \_\_\_\_\_
- d) Is the event being held in a confined area?  YES  NO  
 If NO, how will alcohol service boundaries be delineated?  
 Stanchions  Other physical barriers: be specific \_\_\_\_\_
- e) Will there be police and/or security?  YES  NO If YES who? \_\_\_\_\_

**6. SUBMIT APPLICATION**

When completed, email Alcohol Permit Application to:  
**su-alcoholpermit@email.arizona.edu**

**If sending cash or check, please mail a photo copy of Alcohol Permit Application and payment to:  
Attn: Alcohol Permits, Room 403 SUMC, P.O. Box 210017 Tucson, Arizona, 85721-0017**

PLEASE NOTE: Application fee of \$15 must be submitted with this application to begin processing. The application fee is non-refundable and payment of fee does not guarantee approval of alcohol permit.

**FOR OFFICE USE ONLY—DO NOT WRITE BELOW THIS LINE**

**A. INITIAL REVIEW**

- Reviewed and forwarded to UAPD for review and return. Date: \_\_\_\_\_ Initial \_\_\_\_\_
  - Returned to applicant for additional information. Date: \_\_\_\_\_ Initial \_\_\_\_\_
- Recommendations: \_\_\_\_\_

**B. UAPD REVIEW**

The University of Arizona Police Department (UAPD) review determines potential liquor law violations due to event logistics. Additional steps may be required in order to maximize safety and conformation with current Arizona Liquor Laws. Security measures may include additional barriers, staffing or the presence of police at the event.

- Reviewed and forwarded to EVENT PLANNING OFFICE for final approval. Date: \_\_\_\_\_ Initial \_\_\_\_\_
  - Returned to EVENT PLANNING OFFICE with recommendations for additional requirements to be met by Applicant. Date: \_\_\_\_\_ Initial \_\_\_\_\_
- Recommendations: \_\_\_\_\_

**FINAL APPROVAL BY PRESIDENT’S DESIGNEE:**

**APPROVED**

**DENIED**

Date: \_\_\_\_\_ Initial \_\_\_\_\_

Reason for Denial: \_\_\_\_\_

**A COPY OF THIS PERMIT MUST BE POSTED ON-SITE WHERE ALCOHOL IS BEING SERVED.**

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