



California State University  
**MONTEREY BAY**  
Extraordinary Opportunity



## Alcohol Approval Form

<b>All fields are REQUIRED and must be filled out. Alcohol service must end 30 min. prior to event end time. Day &amp; Date of Event:</b>			
<b>Event Name:</b> _____		<b>Event Start Time:</b> _____	<b>Event End Time:</b> _____
<b>Sponsored By Dept.:</b> _____		<b>Alcohol Start Time:</b> _____	<b>Alcohol End Time:</b> _____
<b>*Is this a gift or a giveaway?</b> Yes    No <b>If YES, how many bottles?</b> _____ <i>*Must not be opened/consumed at the event where received.</i>			
<b>Location/Address:</b> _____		<b>City:</b> _____	
<b>Estimated number of attendees anticipated for each of the following groups:</b> CSUMB Students: _____ CSUMB Staff/MPPs: _____ CSUMB Faculty: _____ Community Members: _____			
<b>Approval requested for:</b> Beer    Wine    Both		<b>How much Beer:</b> _____	<b>bottles    cases</b>
		<b>How much Wine:</b> _____	<b>bottles    cases</b>
<b>Will Beer and/or Wine be sold?</b> Yes    No		<i>If YES, attach service agreement if no-host bar service not provided/served Chartwells</i>	
<b>Is Chartwells providing the Alcohol?</b> Yes    No		<b>Is it being donated?</b> Yes    No	
<i>If No, then who is providing the Alcohol?</i> _____		<i>Contact your UACE event professional to secure the donated wine.</i>	
<b>Is Chartwells serving the Alcohol?</b> Yes    No		<b>If donated, indicate donor:</b>	
<i>If No, then who is serving the Alcohol?</i> _____		<i>If Not, Chartwell's you are required to attach contract and ABC license.</i>	
		<i>For stateside funding contract review: <a href="#">BSS</a></i>	
		<i>For Corp funding contract review- contact Corp</i>	
<b>Non-alcoholic beverages to be served (must be more than one type):</b>			
<b>Type of food to be served (food required to be offered when alcohol served):</b>			
<b>I understand that the following conditions must be met:</b>			
1. No individual under 21 years of age or persons who appear intoxicated will be served alcohol;			
2. All persons serving alcohol shall be at least 21 years of age. Servers shall check valid picture identification to ensure that no guest under 21 years of age is offered or served alcohol.			
3. Direct access to events where alcohol is being served must be restricted to invited guests only. No "ins and outs."			
4. Non-alcoholic beverages and food must be available to all guests.			
5. Alcohol shall only be consumed in designated locations, and effectively roped off to limit access. Post signage: "No Alcohol Beyond this Point".			
6. Per Policy, alcohol <b>may not</b> be served before 4:30pm during academic terms and must cease 30 min. prior to event end time.			
7. I have read and will abide by the above conditions and the <a href="#">Alcohol Policy</a> . <b>Responsible person initials:</b> _____			
<i>I shall be present for the entire program and, on behalf of the sponsoring organization, shall be responsible for ensuring compliance with all applicable State and University regulations. I have read and agree to abide by the policies and procedures set forth by the California State University, Monterey Bay Alcohol Policy.</i>			
<b>Responsible Person Printed Name:</b> _____		<b>Signature:</b> _____	
<b>Ofc. Ext.:</b> _____	<b>Cell number on day of event:</b> _____	<b>Date:</b> _____	
<b>Approved:</b> _____			
Vice President or Designee Printed Name	Signature	Division Name	Date

\_\_\_\_\_  
Form filled out by

\_\_\_\_\_  
Contact number

\_\_\_\_\_  
Date

The completed form (with all approved and required signatures) must be submitted to Risk Management at least **ten (10) days prior** to the event.