

NOTE: The sale, service, and consumption of alcoholic beverages on University of Hawai'i at Mānoa premises or at activities sponsored by University organizations or units is governed by Executive Policy E11.202.

REQUEST FOR SERVICE OR SALE OF ALCOHOLIC
BEVERAGES BY OR TO FACULTY AND STAFF
University of Hawai'i at Mānoa

Note: Submit application two (2) weeks prior to scheduled event. INSTRUCTIONS on following page.

Date of Event: _____ Time: _____
From To

1. Location: _____
2. Type of Event/Purpose (describe): _____

3. Participants/Guests (no liquor service is permitted for events and activities open to the public): _____

4. Estimated attendance: _____
5. How will participants/guests be notified? _____

6. How will legal age be enforced? _____
7. Alcoholic beverage(s) to be served: _____
8. Alternative beverage(s) to be served: _____
9. Food to be provided: _____
10. Source of funds for event (including alcoholic beverages): _____
11. Provisions for service and cleanup: _____
12. Requestor assumes responsibility for insuring compliance with the Reminder on following page and has read and understands the UH policy on the sale, service, and consumption of alcoholic beverages at University functions.

NOTE: Responsible individual is required to have the approved request form on-site and available at the event.

Name of Requestor Signature Telephone Date

Name of Group / Signature of Advisor/Sponsor Date

13. Endorsed By: _____
Signature Title Date

14. APPROVED DENIED _____
Vice Chancellor for Administration, Date
Finance and Operations

cc: Facilities Management
Campus Security

REMINDER

- A. IT IS CONTRARY TO UNIVERSITY POLICY TO SERVE ANY ALCOHOLIC BEVERAGES AT EVENTS OR ACTIVITIES TO WHICH THE PUBLIC (OR "ANY OR ALL INTERESTED PERSONS") ARE INVITED.
- B. ADVERTISEMENTS OR GENERAL DESCRIPTION FLYERS ANNOUNCING AN EVENT AT WHICH ALCOHOLIC BEVERAGES ARE TO BE SERVED MUST STATE THAT ONLY MEMBERS AND INVITED GUESTS MAY ATTEND.
- C. IN ORDER TO SERVE ALCOHOLIC BEVERAGES AT FUNCTIONS WHICH INCLUDE NON-UNIVERSITY GUESTS, SUCH GUESTS MUST BE PERSONALLY AND INDIVIDUALLY INVITED.
- D. IT IS STRONGLY RECOMMENDED THAT FOOD BE PROVIDED AT ALL FUNCTIONS WHERE ALCOHOL IS AVAILABLE.
- E. THE SAFETY AND SECURITY OF ALL ATTENDEES MUST BE ASSURED.
- F. SALE OF ALCOHOLIC BEVERAGES MUST OCCUR ONLY UNDER AN APPROPRIATE LICENSE FROM THE HONOLULU LIQUOR COMMISSION.

INSTRUCTIONS FOR COMPLETING FORM

- #1. Specify the site, building and any rooms and/or areas to be used, including courtyards or similar spaces designed to function as a part of a building, whether on campus or off campus.
- #2. Seminar, reception, cocktail party, luau, etc. and purpose of event.
- #3. Specify individuals or organization (e.g., residents of Johnson Hall, graduate students in Physics, etc.).
- #5. Specify word of mouth, announcements in class, written invitation, etc. (See STATEMENT above prohibiting public announcements).
- #6. Describe methods that will be used to prevent service to anyone under 21.
- #7. Beer, wine coolers, mixed drinks, etc.
- #10. Indicate club treasury, gift, charge, etc.
- #11. Specify particularly as to disposal of empty containers, paper cups, etc. These items should not be left in the room or area but should be placed in the nearest outside trash container. Assure that provision has been made for adequate supply of trash bags.
- #12. Signature of responsible individual and organization advisor (if applicable). Note that the individual(s) and/or group(s) may be held liable if legal action is taken.
- #13. Signature of appropriate dean, director, department or unit chair, vice chancellor or designee.