

Application to Serve Alcoholic Beverages Information

What is an Application to Serve Alcoholic Beverages?

An Application to Serve Alcoholic Beverages is a required document for any organization/department hosting an event where alcohol is to be served on CSU premises. It is obtained by registering your event with the [Facilities Event Support Office](#). If your event is approved, the application will then be reviewed and approved by both the CSU Police Department and the Risk Management and Insurance Department. All events held on CSU premises are required to have approval before serving alcohol. This includes events that are catered by an outside company. The sale of alcohol on CSU premises for a special event is forbidden unless a special event alcohol permit from the City of Fort Collins is obtained.

Application Breakdown:

- **Name of Event Sponsor/Organization:** Include both the name of the event and the organization, sponsor, department, etc. that is hosting the event. Please spell out acronyms of your group.
- **Date of Event:** If the event is for multiple dates, include all dates.
- **Time of Event:** Include both the start and end time of the event and the specific times that alcohol will be served throughout the event.
- **Location of Event & Room Number:** Be specific. Please include exact locations. If there is no room number in the facility, specify the area of the facility that will be used.
- **Contact Person, Phone Number, & Address for Contact:** The responsible person to be contacted if we have questions about your event. Please make sure that the contact information provided here is accurate including the best way to reach you.
- **Will alcohol be served or sold/cash bar?** If the alcohol for this event will be sold or a cash bar, you must personally obtain a liquor permit from the City of Fort Collins. Please allow 3-4 weeks for them to process your request for a permit.
- **Who will be serving the alcohol?** Please include the name of the company, or the individual who will serve alcohol to attendees.
- **Type of Alcohol being served:** Specify what alcohol will be served. (e.g. beer, wine, spirits, etc.)
- **Expected # in Attendance:** Provide an estimate of how many people will attend and specify who will be attending. (e.g. faculty, students, public, etc.)
- **Will underage people be in attendance?** If yes, how many? Please include your plan for containing the serving area to prevent underage/general public access to alcohol.
- **Signature:** The person who signs this application must be the responsible person of the organization/department sponsoring the event. Please include the name and title of this person. Students are not authorized to sign for the university.

For events on campus, but not at the Lory Student Center (LSC) please review the alcohol policy found at <http://policylibrary.colostate.edu/policy.aspx?id=738>.

The Lory Student Center is licensed to sell alcohol within their premises. Events with alcohol held in the LSC should use and review the LSC policies and form found at: <http://lsc.colostate.edu/lsc-policies/>. Please read the Alcoholic Beverage Policy.

THIS APPLICATION MUST BE COMPLETED AND SUBMITTED NO LATER THAN FIFTEEN (15) CALENDAR DAYS PRIOR TO THE EVENT.

If you have any questions or concerns, please contact Joyce Pratt at joyce.pratt@colostate.edu (970) 491-1432.