

APPLICATION TO SERVE ALCOHOLIC BEVERAGES
Pursuant to CSU's Requirements and Guidelines for Serving Alcoholic Beverages
****Before completing this form, please read CSU's Requirements and Guidelines for Serving Alcoholic Beverages.****

This form must be completed no later than fifteen (15) WORKING days prior to the Event

Name of Event:

Name of Event Sponsor/Organization:

Event Date(s):

Event Time(s): (Beginning-End)

Event Location(s):

Room numbers(s):

Contact Person for Event:

Address for Contact:

Phone Number(s) for Contact: Cell / Home / Work

Alcohol will be (check one):

Served Sold/CashBar N/A to this event

If Alcohol will be Sold/CashBar have you secured the Appropriate Permits?

Yes No

(If Yes, please include copy)

If Alcohol will be served, please indicate who will be serving the Alcohol? E.g. Name of Company or Person(s)

Is the Person(s) Serving the Alcohol TIPS Trained?
(Select One)

Yes No

Type of Alcohol Being Served:

Alcohol Served Start Time: Alcohol Served End Time:

Expected # of Attendees:

Expected # of Underage Attendees:

Please Describe in Detail the Plan to Ensure Underage Participants do NOT Access Alcoholic Beverages:

What Type of NON-ALCOHOLIC beverages will be available?

What Type of food (protein) will be available throughout the event?

Have you contacted the CSU EHS Public Health Dept. to approve food and/or food vendors?

Yes No

Is the Event Registered on the CSU EMS System?

Yes No

I, the undersigned, verify, acknowledge, agree to, and/or understand the following:

I am authorized to represent the above-identified Event Sponsor/Organization ("the Event Sponsor") with respect to verifying the compliance by the Event Sponsor/Organization with CSU's Requirements and Guidelines for Serving Alcoholic Beverages (the "Guidelines").

I have read and understand the Guidelines found at <http://www.policylibrary.colostate.edu/policy.aspx?id=738> and https://www.fm.colostate.edu/files/forms/alcoholic_beverages_guidelines.pdf

The Event Sponsor will be responsible for complying with and enforcing all City and State regulations and laws regarding alcohol consumption and possession including, but not limited to, appropriate identification checks.

The Event Sponsor and/or its members could be held liable in a civil suit if state or local laws are violated (e.g., supplying alcohol to underage persons or supplying alcohol to an intoxicated person).

The Event Sponsor will ensure that alcohol will only be served and consumed in a contained area.

The Event Sponsor acknowledges that persons must be twenty-one years of age to consume alcoholic beverages. If minors are present, the Event Sponsor shall take adequate steps to ensure that minors and underage persons are not allowed to consume alcoholic beverages. For example, the Event Sponsor shall post responsible personnel at the entrance/exit to screen participants, and to stamp the hands of those who are of legal drinking age, and to make sure that Event participants do not enter or exit the Event with alcoholic beverages.

The Event Sponsor agrees that it will supply its own alcohol and provide its own bartender(s). The Event Sponsor agrees that the bartender(s) supplied will be skilled enough to identify the stages and signs of intoxication and be willing and capable of refusing the service of alcoholic beverages to any individual who is visibly intoxicated or is a known habitual drunkard.

The Event Sponsor ensures that alcoholic beverages shall not be dispensed in a "serve yourself" manner. Instead, the Event Sponsor will keep alcoholic beverages behind a table or similar barrier and the beverages will be served by the bartender upon request.

The Sponsor shall designate a "monitor" who is skilled enough to confront individuals who are visibly intoxicated; not of legal age to consume alcohol; and/or, are exhibiting unruly or drunken behavior. The Event Sponsor further agrees that the monitor and the bartender will, if necessary, confront and assist individuals who they have reason to believe will attempt to drive while intoxicated.

The Event Sponsor understands and agrees that alcoholic beverages will not be given away in any facility that has been issued a liquor license. Additionally, the Event Sponsor acknowledges that it will not sell alcoholic beverages nor will it exchange money in any form, including an admission fee, with respect to any part of the Event, unless a Special Permit has been obtained.

The Event Sponsor will emphasize the quality of the Event and not the service of alcoholic beverages.

The Event Sponsor shall provide alcoholic beverages only in quantities that allow responsible drinking (approximately one drink per hour per person).

The Event Sponsor shall provide an alternative appealing non-alcoholic beverage in quantities equal to or exceeding that of the alcoholic beverage.

The Event Sponsor shall provide snacks or food in quantities such that it is available for the duration of the Event.

The Event Sponsor will remove and secure all alcohol and alcohol containers at the conclusion of the Event.

The Event Sponsor may be required to obtain and maintain a policy of insurance issued by the Event Sponsor's insurance carrier or obtained through CSU, providing for liability coverage as follows: (1) the policy or policies is underwritten by a company licensed to do business in the State of Colorado; (2) the policy or policies is and shall be in full force and effect during the Event date(s); (3) host liquor liability coverage is provided with limits of not less than \$1,000,000.00 combined single limit, or such other amount as may be required in the discretion of CSU's Risk Manager; and (4) the liability policy includes Colorado State University, the Board of Governors of the Colorado State University System, and the State of Colorado as additional insureds. A copy of the certificate of insurance is presented herewith for review by CSU's Risk Manager or his/her designated representative. Only the Office of Risk Management and Insurance can approve the waiver of this requirement.

The Event Sponsor understands and agrees that violation of the Guidelines may result in cancellation of the Event and/or future Events. Additionally, violation of the Guidelines may result in the appropriate CSU disciplinary action, if any and/or any recourse available to CSU under the law.

CSU reserves the right to deny any application in its sole discretion.

By signing this application, the undersigned represents that the foregoing verifications and acknowledgements are true and correct to the best of the undersigned's knowledge.

Authorized Representative of the Event Sponsor (Sign)

Date

Print Name

Internal use only

Application approved _____ (initialed) and dated

Insurance requirement waived ? _____ (Yes) (No) (Responsible party to sign)

If Special Event Liquor Permit is required copy of liquor permit has been received? (Yes) (No) _____ (Responsible party to sign)

Revised 12/16