

Request to Serve Alcoholic Beverages
Northwestern State University

Date of Application _____ University Organization Non-University Organization

Name of Organization _____ **Name of Event** _____

Event Date _____ Event Times (inclusive) _____

Contact Name & Title _____

Contact Telephone _____ Contact Email _____

Check all who may attend: Faculty/Staff Students Other Minors (under 21)

Estimated Attendance _____

Type of alcoholic beverages requested: _____

Alcohol to be supplied by Sodexo? Yes No If NO, a Food & Drink Waiver Request MUST accompany this request.

- Method of Dispensing:
- Sold by the drink over a bar
 - Served by the drink over a bar and billed by bottle, key or per person
 - Served by waiter and billed by bottle, key or per person
 - Open Bar

Location of Dispensing: _____

I certify that I have read, understood and will comply with the attached policies of Northwestern State University regarding the sale and consumption of alcoholic beverages on the NSU Campus.

Applicant _____
Date

Advisor (if Recognized Student Organizations) _____
Date

Director, Student Activities (if RSO) _____
Date

Building Manager _____
Date

Director, Sodexo _____
Date

Director, Facility Use _____
Date

Request to serve alcoholic beverages must be approved by the Director, Facility Use no later than seven (7) prior to the event. All events where alcohol is to be served, REQUIRES one (1) on-duty University Police Officer for each 100 guests, at the expense of the applicant.