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 _______________________

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.