



ALCOHOL SERVICE POLICY

This document outlines the policies for serving alcohol in event and meeting spaces in the University Y Student Center. Throughout this document, the term “event” refers to any reservation of a space for any purpose (i.e. meetings, banquets, sports activities, etc.).

IMPORTANT NOTES

- Food and non-alcoholic beverages must be served at any event where alcohol is served.
- A campus security officer must be present at any event where alcohol is served. There may be additional charges for this coverage.

HOSTED BAR (OPEN BAR)

1. Apply online for a [banquet permit](#). Cost is \$10/day per event.
2. Submit a copy of your approved banquet permit with your completed UW Tacoma alcohol forms to the Chancellor’s Office for approval. Please note: Forms are due a **minimum of two weeks prior** to your event date.
3. Ensure you have a licensed caterer or approved pourer for your event.
4. Post your banquet permit and approved alcohol forms in a visible location on the day of your event.

Events with 50 or fewer internal (UW Tacoma) attendees can use an approved pourer. All events with over 50 people or involving non-UW Tacoma guests require a licensed caterer for alcohol service.

NO-HOST BARS (CASH BAR)

- **OPTION 1: Special Occasion License** (*this option can only be used by non-profit organizations*)
 - This option is to be used by non-profit organizations **only** when proceeds from the alcohol sales are going back to the non-profit organization.
 - Licensed caterer is required for alcohol service.
 - Apply online for a [Special Occasion License](#). Special Occasion License applications must be submitted a minimum of **45 days prior** to your event date.
 - Submit a copy of your application for Special Occasion License with your UW Tacoma Alcohol Forms to the Chancellor’s Office for approval. Please note: Forms are due a **minimum of two weeks prior** to your event date.
- **OPTION 2: Cash Bar**
 - Submit your UW Tacoma Alcohol Forms to the Chancellor’s Office for approval. Please note: Forms are due a **minimum of two weeks prior** to your event.
 - Licensed Alcohol Provider is required for alcohol service.

UW TACOMA ALCOHOL FORMS

- [UW Tacoma Alcohol Form](#)
- **For a Banquet Permit:** Please read and sign Authorization and complete Forms A, B and E.
- **For Special Occasion License:** Please read and sign Authorization and complete Forms A, C and E.
- **For No Host Bar:** Please read and sign Authorization and complete Forms A, D and E.

APPROVED CATERERS

Please confirm with your caterer that they are approved to serve alcohol. For list of UW Tacoma Preferred Caterers who are approved for no-host bar service please visit our [UW Tacoma Preferred Catering list](#).