

Authorization to Apply for a Banquet Permit or Special Occasion License to Serve Alcoholic Beverages

1. Details regarding the application for a banquet permit to serve alcoholic beverages on campus may be found in the University of Washington Operations Manual, Section D13.9 and UW Tacoma alcohol policy and procedures.
2. Complete all sections of the authorization form to secure required approval from the Office of the Chancellor. Allow sufficient time for making the necessary arrangements and reservations, and for notifying organization members.

Section (1) Applicants must be at least 21 years of age and associated with the University of Washington in one of the following ways:

- As a duly elected officer of the Associated Students of the University of Washington, Tacoma (ASUWT),
- As an officer or authorized representative of a registered student organization (on file with the Student Involvement Office),
- As a faculty or staff member representing an organization,
- As a participant in University-sponsored campus events (e.g. conferences, seminars) if representing such events, or
- As an individual authorized to use University facilities.

The applicant is responsible for compliance with state law, Washington State Liquor Control Board regulations, and University policies and procedures. The applicant is responsible for the dispensing of alcoholic beverages and for ensuring that no one under 21 years of age is served, and that the inventory is controlled in such a way as to preclude its distribution in any way to anyone under 21 years of age.

Section (2) The serving of alcoholic beverages on campus must be complimentary to and part of the planned program. Beverages must be purchased and served by the applicant/host organization. Program participants will not be allowed to bring their own alcoholic beverages. Persons under 21 years of age may attend the function if there are effective safeguards to prevent the consumption of alcoholic beverages by minors. Safeguards should be in the forms of entry control to admit only invited members and guests and/or parental control, identification of minors by the applicant/host organization, and supervision at the service bar by the applicant/host organization.

Section (3) Estimated attendance should be as accurate as possible. Attendance must be limited to members of the host organization or invited guests. Guests are defined as those attendees who are not active members of the host organization.

3. The applicant, in signing this form, is agreeing to satisfy the following Washington State Liquor Control Board regulations:
 - a. Alcoholic beverages will not be sold separately for cash, scrip, tickets, or in any matter whatsoever, but must be included in the general admission charge, if there is one;
 - b. The banquet permit will be posted in a conspicuous place on the premises for the duration of the event;
 - c. The general public will be excluded and ticket sales, advertising or notices directed to the general public are prohibited, and if the event is opened to the public, the authorization will be rescinded; and
 - d. The service and consumption of alcoholic beverages will be confined to a specific room(s) or area(s) identified on the banquet permit.
4. Take approved "Authorization" (two copies) to any local liquor store. There is a non-refundable ten dollar (\$10) fee for each banquet permit for which the applicant or applicant's organization is responsible.

I HAVE READ THE CONDITIONS AND AGREE THERETO:

Signature

Date

Guidelines and Procedures for the Sale or Serving of Alcoholic Beverages on Campus - Faculty, Staff and Non-University Groups

General guidance for the sale or serving of alcoholic beverages on campus can be found in UW Administrative Policy Statement 13.9 and WAC 478-136-030. Specific guidelines and procedures applicable to the UW Tacoma campus are described below. **Non-compliance by individuals or groups with these guidelines and procedures, or with any of the laws or regulations regarding the sale or serving of alcohol at UW Tacoma, may jeopardize future use of campus facilities and may result in other disciplinary or legal actions as deemed appropriate.**

UW Tacoma Guidelines for Faculty, Staff and Non-University Groups:

Serving alcohol at an event in UW Tacoma facilities by faculty, staff and members of the external community will require the following:

- Compliance with all the requirements of UW Administrative Policy on the Sale and Serving of Alcoholic Beverages (Administrative Policy Statement 13.9) and Washington Administrative Code (WAC 478-136-030). Among these requirements and UW Tacoma procedures suggested by these requirements are:
 - Alcohol may not be possessed or consumed by anyone under the age of 21;
 - Persons under 21 may attend an event if there are effective safeguards to prevent the consumption of alcohol by minors. Safeguards should be in the form of entry control, identification of minors and supervision of the service bar;
 - Alcohol will not be served to anyone who appears intoxicated;
 - Non-alcoholic beverages and food will also be available at the event;
 - Serving of alcoholic beverages must be complimentary to and part of the planned event program;
 - “No-host” bars (which charge for alcohol by the drink) are not permitted except with licensed servers or bartenders;
 - Individual event participants cannot bring their own alcoholic beverages;
 - The serving of alcohol at the event cannot be advertised in UW Tacoma press releases, printed ads, posters or similar media.
 - Alcohol must be consumed only within the approved designated area for the event;
 - Special security and other requirements for the event may result as part of the Use of University Facilities (UUF) process and/or the approval process by the Office of the Chancellor.
 - All university-sponsored or university-funded events held off-campus where alcohol will be served must receive prior approval for the serving of alcohol through the Office of the Chancellor.

Acquisition of a **Banquet Permit** (per RCW 66.24.481) authorizing the service and consumption of liquor at a banquet or organized gathering at a specified date and place or a **Special Occasion License** (per RCW 66.24.380), authorizing the sale of alcoholic beverages at a special occasion on a specified date and place. Acquiring this permit or license can be a lengthy process and should be applied for well in advance of the planned event.

- The **Banquet Permit**, issued by the Washington State Liquor Control Board at any state liquor store, is submitting to the provisions and conditions outlined on the permit and may be revoked if the provisions and conditions are not met. Failure to comply with the provisions and conditions could be subject the applicant to fines and prosecution. The licensee is responsible for obtaining current banquet permit requirements from the Washington State Liquor Board or the liquor store.
 - Forms must be completed and sent to the Chancellor’s Office three weeks in advance;
 - Completion and approval of forms A, B, and D and the Application to Apply Form. Among other conditions, these forms require:
 - Compliance with all UW Tacoma Use of University Facilities (UUF) forms and procedures;
 - For large events (as determined by the Office of the Chancellor), alcohol must be served by a licensed vendor who also provides options for food and non-alcoholic beverages as part of the menu for the event. The vendor will be responsible for identifying underage individuals and ensuring compliance with state law and Liquor Control board regulations regarding alcohol sale and service, but at least one signatory must be present for the event;

- For small events (as determined by the Office of the Chancellor), signatories for the event will be responsible for identifying underage individuals and ensuring compliance with state law and Liquor Control Board regulations regarding alcohol sale and service. Signatories may employ licensed bartenders, but at least one signatory must be present at all times to oversee the event.

- The **Special Occasion License** (per RCW 66.24.380), is issued by the Washington State Liquor Board.
- Submit a completed Application to Apply Form, Responsibility Form for Events Where Alcohol is Served (Form A), an Authorization to Apply for a Special Occasion License (Form C), the Supplementary Materials Form (Form D), and the approved Washington State Liquor Board's Special Occasion License Application approximately **six weeks** before the event to allow sufficient time to reserve a room and obtain the appropriate approval signatures.

Note: For the **Special Occasion License**, the applicant must submit the application to the Washington State Liquor Control Board at least **45 days** before the event. The Board will send a notice of the application to the city or county authority where the event will be held. The city or county authority has 20 days to respond with approval or objection to the application. At the time of publication, current requirements of the special occasion license are as follows: The special occasion license must be in the hands of the applicant before liquor can be purchased for resale or sold. At the time of publication, current requirements of the special occasion license are as follows:

- The alcoholic beverages must be purchased from a state liquor store or agency, retailer, or a distributor.
- Advertisement or sale of alcoholic beverages below cost is prohibited. Awards or gifts of liquor are prohibited.
- All proceeds from the sale of liquor must go directly back into the not-for-profit organization.
- The special occasion license must be posted in a conspicuous place on the premises for the duration of the event.
- Liquor must be purchased at retail, and must be consumed between the hours of 6:00 A.M. and 2:00 A.M.
- Sale, service, and consumption of spirits, beer, and wine are to be confined to room(s) or area(s) specified on the special occasion license.
- Liquor may not be served to or possessed or consumed by anyone who appears intoxicated or who is under 21 years of age.
- No unopened containers may be sold or served.

Responsibility Form for Events Where Alcohol is Served (Form A)

In order to host an event that includes alcoholic beverages, you must agree to all **the terms** and responsibilities outlined in the Guidelines and Procedures for the Sale and Serving of Alcoholic Beverages on Campus - Faculty, Staff and Non-University Groups, and agree that all requirements outlined in these guidelines and procedures will be fulfilled.

By signing this form you also agree that:

- a. One of the signatories below will refrain from consuming any alcohol at the event and will be in attendance at the event at all times;
- b. Campus Safety officers will check in to ensure compliance;
- c. If in non-compliance, Campus Safety may terminate this event.

Once you have read the policies and understand them, please read and sign the agreement below:

We, the undersigned, agree to abide by the Guidelines and Procedures for the Sale and Serving of Alcohol on Campus - Faculty, Staff and Non-University Groups. We agree that one of us will also refrain from consuming any alcohol and will assume responsibility for compliance with university guidelines and policies and the State of Washington laws. We also agree to co-operate fully with Campus Safety should they be needed to control or shut down the event.

Location of the event: _____

Event name: _____

Event date: _____

Signatory:	
Connection to Event:	
Cell Number:	
Address:	
City, State, ZIP:	
E-mail Address:	
Signature:	Date:

Name of Back-up Responsible Party:	
Connection to Event:	
Cell Number:	
Address:	
City, State, ZIP:	
E-mail Address:	
Signature:	Date:

Form Approver: _____ Date: _____

Office of the Chancellor

Authorization to Apply for a **Banquet Permit to Serve Alcoholic Beverages (Form B)**

1. APPLICANT INFORMATION		
Applicant's Name: <input type="checkbox"/> Faculty <input type="checkbox"/> Staff <input type="checkbox"/> Student <input type="checkbox"/> Other:	Date Submitted:	
Applicant's Address/Box Number:		
Telephone Number:	Host Organization:	

2. DESCRIPTION OF EVENT AND PURPOSE FOR SERVING ALCOHOLIC BEVERAGES

3. DESCRIPTION OF PLAN TO HANDLE SERVING OF ALCOHOLIC BEVERAGES
Name of Licensed Vendor (if applicable):
If no licensed vendor will be present, description of how serving of alcoholic beverages will be handled to ensure compliance with State of Washington law, Washington State Liquor Control Board regulations, and UWT policies:

4. ESTIMATED ATTENDANCE	5. LOCATION AND TIME OF EVENT
People under 21	Location of Event
Members	
Guests	Date of Event
TOTAL	Starting Time Ending Time

6. COMPLIANCE RESPONSIBILITY
I accept responsibility for compliance with State of Washington law, regulations established by the Washington State Liquor Control Board, and policies and procedures of the University of Washington Tacoma.
Signature of Applicant: _____

7. AUTHORIZATION
<input type="checkbox"/> I approve serving alcohol at this event. <input type="checkbox"/> I do not approve serving alcohol at this event.
Signature: _____ Date: _____
<i>Office of the Chancellor</i>

Authorization to Apply for a **Special Occasion License to Serve Alcoholic Beverages (Form C)**

1. APPLICANT INFORMATION

Applicant's Name: <input type="checkbox"/> Faculty <input type="checkbox"/> Staff <input type="checkbox"/> Student <input type="checkbox"/> Other:	Date Submitted:
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Applicant's Address/Box Number:

Telephone Number:	Host Organization:
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2. DESCRIPTION OF EVENT AND PURPOSE FOR SERVING ALCOHOLIC BEVERAGES

3. DESCRIPTION OF PLAN TO HANDLE SERVING OF ALCOHOLIC BEVERAGES

Name of Licensed Vendor (if applicable):

If no licensed vendor will be present, description of how serving of alcoholic beverages will be handled to ensure compliance with State of Washington law, Washington State Liquor Control Board regulations, and UWT policies:

4. ESTIMATED ATTENDANCE		5. LOCATION AND TIME OF EVENT	
People under 21		Location of Event	
Members			
Guests		Date of Event	
TOTAL		Starting Time	Ending Time

6. COMPLIANCE RESPONSIBILITY

I accept responsibility for compliance with State of Washington law, regulations established by the Washington State Liquor Control Board, and policies and procedures of the University of Washington Tacoma.

Signature of Applicant: _____

7. AUTHORIZATION

- I approve serving alcohol at this event.
- I do not approve serving alcohol at this event.

Signature: _____ Date: _____

Office of the Chancellor

Supplementary Materials (Form D)

To request approval for an event at which alcohol will be served, the following must accompany this application:

- a. Menu for the event;
- b. Estimated event costs and budget and, if applicable, the budget name and number from which discretionary purchases such as alcohol will be funded;
- c. Copies of Use of University Facilities (UUF) forms and food form (*if needed*), Purchase Order (*if needed*) or ProCard number (*if used*).
- d. For events requiring a Special Occasion License submit the approval form from the Washington State Liquor Control Board, a certificate of insurance, Forms A, C and D to the Chancellor's Office.

I fully understand the requirements of this form and have attached all required documentation.

Name: _____ Date: _____

Department/Program/Non-University Group: _____

Please contact Alina Urbanec with questions: extension 2-5646 or alinau@u.washington.edu.