



# UNIVERSITY of WASHINGTON | BOTHELL

## AUTHORIZATION TO APPLY FOR A BANQUET PERMIT TO SERVE ALCOHOLIC BEVERAGES

THIS FORM MUST BE SUBMITTED IN CONJUNCTION WITH THE UWB FACILITIES REQUEST FORM AT LEAST THREE (3) WEEKS PRIOR TO THE EVENT (FOR INSTRUCTIONS ON COMPLETING THE FORM SCROLL DOWN TO PAGE TWO)

### 1. APPLICANT INFORMATION

Applicant's Name		<input type="checkbox"/> Faculty <input type="checkbox"/> Student <input type="checkbox"/> Staff <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. IS THIS EVENT BEING SPONSORED BY A WINE OR BEER MANUFACTURER OR DISTRIBUTOR?**  Yes  No  
**IF YES, PLEASE STATE THE NAME OF THE MANUFACTURER OR DISTRIBUTOR**

4. ESTIMATED ATTENDANCE		5. LOCATION AND TIME OF EVENT	
People under 21		Location of Event	
Members		Date of Event	
Guests		Starting Time	Ending Time
Total Attendance		<input type="checkbox"/> AM <input type="checkbox"/> PM	<input type="checkbox"/> AM <input type="checkbox"/> PM

### 6. RESERVATION APPROVAL

Signature _____ UWB Facilities Use and Events Manager	Date _____
--	------------

### 7. COMPLIANCE RESPONSIBILITY

I accept responsibility for compliance with State of Washington Law, regulations established by Washington State Liquor Control Board, and policies and procedures of the University of Washington, Bothell.	Signature _____ Applicant
<b>APPLICANT'S SIGNATURE IS ALSO REQUIRED AT BOTTOM OF PAGE 2</b>	

### 8. AUTHORIZATION

Signature _____ Vice Chancellor for Administration and Planning	Date _____
--	------------



# UNIVERSITY of WASHINGTON | BOTHELL

## INSTRUCTIONS

### AUTHORIZATION TO APPLY FOR A BANQUET PERMIT 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 Administrative Policy Statements, Section D13.9.
2. Complete all sections of the authorization form prior to securing required approval from the UW Bothell Vice Chancellor for Administration and Planning. Allow sufficient time for making the necessary arrangements and reservations, and for notifying organization members. All pages of this form must be signed by the applicant and Facilities Use and Events Manager before approval will be given by the Vice Chancellor for Administration and Planning. Submit completed form to UW1 260D or Box 358520.

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

- \* As a duly elected officer of the Associated Students of the University of Washington, Bothell ASUWB,
- \* As an officer or authorized representative of a registered student organization (on file with the Student Affairs 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, 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 complementary 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)** Acceptance of gifts or contributions from representatives of the alcohol industry must be reviewed by the Vice Chancellor for Administration and Planning. Contact [adminsucs@uw.edu](mailto:adminsucs@uw.edu).

**Section (4)** 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.

**Section (5)** The location must be reserved in advance through the appropriate facilities reservationist.

3. The applicant, in signing this form, is agreeing to satisfy the following State Liquor Control Board regulations:
  - A. alcoholic beverages will not be sold separately for cash, scrip, tickets, or in any manner 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 the specific room(s) or area(s) identified on the banquet permit.
4. The liquor laws in WA State changed as of June 2012. In order to obtain a banquet permit for an event on campus, you must complete the on-campus form **AND** the state form found at <http://liq.wa.gov/licensing/banquet-permits>. BOTH of these forms must be posted during your actual event. You will pay for your permit when you apply for it on-line, using a credit or debit card. An email with your permit will be sent to you immediately. Please remember that you must use a budget that allows for this use when paying for the permit.

I HAVE READ THE CONDITIONS AND AGREE THERETO:

Signature \_\_\_\_\_

Date \_\_\_\_\_