

Request to Serve Alcohol at Campus Event Form

The "Request to Serve Alcohol at Campus Event Form" must be submitted to the Alcohol Permit Committee (APC) at least 5 weeks prior to the event. Once approved the campus-issued alcohol permit must be prominently displayed throughout the event. An incomplete "Request to Serve Alcohol at Campus Event Form" will be denied approval

Approval of an event by the APC does not guarantee the required subsequent NYS approval and/or issuance of the required liquor license. The APC approval does not replace the required approval from the Use of Facilities Office to ensure resource and space availability prior to the proposed event. Since the State Liquor Authority Permit (SLA Permit) will be held by the FSC approved food service management corporation/ASC, the organization making this request can only contract with FSC approved food service management corporation/ASC after they have received approval to serve alcohol. Only the FSC approved food service management corporation/ASC can collect money from the sale of alcoholic beverages.

Event Information

1. Organization name: _____
2. Name of the event : _____
3. Date and start time : _____
4. End time: _____
(Distribution of alcohol shall end 60 minutes prior to the events' end time.)
5. Location of the event: _____
6. Estimated Attendance: _____
7. What is the purpose of this event? _____

8. Describe the entertainment being provided: _____

9. How and where is the event being advertised? _____

10. Will you be advertising that alcohol is at the event? _____

Alcohol Service Information

11. How will serving alcoholic beverages enhance the event? _____

12. Types of alcoholic beverages that are being served: _____
13. Will all attendees at the event be 21 years or older? _____

14. Will all attendees at your event be FSC students? Will outside populations be invited?

15. Describe the type and quantity of food and non-alcoholic beverages being provided:

(Food and non-alcoholic beverages must be available at any event where alcohol is served.)

16. Will there be a charge for non-alcoholic food and beverages? _____

17. Does the event sponsor agree to purchase two tab wristbands for the event? _____

(The event sponsor shall buy two tab wristbands for the maximum anticipated attendance and ship them directly to the FSC approved food service management corporation/ASC for distribution on the day of the event. The wristband vendor shall be chosen by the APC.)

Security Information

18. Has FSC University Police Department (UPD) been contacted about staffing this event?

19. Has UPD requested a vetted security company for the event? Please include the name of the company with a contact person. _____

Requester Information

20. Name of person submitting the request: _____

21. Position within organization: _____

22. Email address: _____

23. Phone number: _____

Official Use Only
SLA Permit received on:
Signature of submitted party: