

## Request for Approval to Serve Alcoholic Beverages

Form must be submitted to Campus Event Scheduling Office a minimum of 14 days prior to your event.

Contact Name:

Address/Mail Code:

Phone:

Email:

Application Date:

Reservation #:

Event Coordinator:

Date of Event:

Start Time:

End Time:

Estimated Attendance:

Title of Event:

Type of Event: \_\_\_Student \_\_\_Faculty \_\_\_Staff \_\_\_Non-PSU

Event Location:

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The following beverages will be served at my event: (please circle)

Beer

Wine

The event will have a: Free Bar Cash Bar

Everyone at my event will be at least 21 years of age: Yes No

Alcoholic Beverages have been ordered from Campus Dining: Yes No If no, explain source:

To serve alcohol on the Portland State University Campus, you are required to use a bartender from Campus Dining.  
An OLCC licensed bartender has been requested from Campus Dining: Yes No

The Oregon Liquor Control Commission (OLCC) requires that three (3) substantial food items be available when alcohol is served. What type of food will be served at your event:

What type of food has been requested from Campus Dining:

Meal

Snacks

Waiver Granted

Other

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*Serving alcohol is not permitted in conjunction with any scheduled University instructional activity. All dispensing of alcoholic beverages must be done in full accordance with all federal and state laws and regulations. The serving of alcohol at events at Portland State University must be handled through Campus Dining, which has the permit to serve all types of alcoholic beverages on campus.*

*I have read this application and agree to adhere to the Guideline and Provisions for serving alcohol. I also agree to adhere to the laws of the State of Oregon and the regulations of the Oregon Liquor Control Commission governing the serving of alcohol. I understand that under Oregon State law, potential liability may stem from incidents involving excessive consumption of alcohol, or consumption of alcohol by minors.*

Signature:

Date:

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### APPROVAL SIGNATURES

For student organizations, please have your advisor and the office of student affairs signatures before returning to the Campus Event Scheduling Office. For all other events, please return to our office for approval.

Advisor: (if student group)

Date:

Office of Student Affairs:

Date:

Finance and Administration:

Date: