

**Application to Serve Alcoholic Beverages**

**on Western’s Campus OR at University Sponsored Events Held Off-Campus**

**INSTRUCTIONS:** Complete and submit this application with the appropriate signatures (page 2) to the Vice President for Enrollment and Student Services: **1)** SCAN AND E-MAIL to vpsa.office@wwu.edu **2)** CAMPUS MAIL to MS 9001 OR **3)** IN PERSON to Old Main 445. Please call 360) 650-3839 if you need assistance. **This application to serve alcohol must be approved prior to applying on-line at the Washington State Liquor Control Board for the banquet permit.**

1. Name of Organization/ Sponsor/ Applicant:       Date of Request:

 Applicant Phone:       Applicant Email:

2. Name of Division:

3. Purpose of Event:

4. Location of Event:

5. Day of Week       / Month & Date       of Event

Time of Event:       a.m./p.m. to       a.m./p.m. (Event cannot exceed 5 hours)

6. To serve alcohol, **food must also be part of your program** (appetizers, lunch, dinner, other)
What food will be served at your event?

7. Will University Dining Services (Aramark) be catering your event (Yes or No)?

8. Estimated number of attendees **over** 21 years of age:       Estimated attendees **under** 21:

9. Person(s) responsible for checking identification and ensuring that minors do not consume alcohol:

10. Outline your plans for maintaining control of the area where event will occur, with special reference to your plans to ensure that minors will not be allowed to consume liquor:

For Lakewood events, 2410 Lake Whatcom Blvd, Bellingham, WA 98226: All liquor must be contained in a central location inside the lodge. Guests may serve themselves or be served. In either case, an individual must be identified on this form that will monitor consumption of liquor so that it is consumed only by guests 21 years of age or older.

11. Person responsible for arranging the event:

Campus or Local Address:

Campus or Local Phone:       Campus or Personal E-Mail Address:

12. If this request is for a student club or organization, provide advisor's name if applicable:

 Advisor's signature:

I request University approval to purchase a Washington State Banquet Permit with the understanding that the following regulations of the State Liquor Control Board will be followed:

  that liquor will not be sold either for cash, script, tickets, or in any manner whatsoever;

  that the Liquor Board permit **will be posted in a conspicuous place** at the premises;

  that the general public will be excluded, that no advance sale of tickets to the public will be made, and no advertising will be directed to the general public;

  that the service and consumption of liquor will be confined to the specific room(s) or area identified in Question #4 of this application.

By submitting this application and purchasing the banquet permit, you are assuming full responsibility to see that no minor is supplied any liquor or permitted to consume any liquor at the event for which this application is made. A violation of this law subjects the violator to prosecution and punishment.

**By signing this, I agree to abide by the conditions of this application and bear personal responsibility for complying with conditions of the Washington State banquet permit issued to me or the organization I represent.**

Signature of Applicant Date

**\*NOTE: If this event is sponsored by Western Washington University and held on campus BEFORE 5 p.m., Monday through Friday, this application ALSO needs to be approved and signed below by the Provost or the appropriate Vice President.**

Signature of Provost OR Appropriate Vice President Date

Please submit this application for consideration at least two weeks prior to the event. For complete instructions and details of your responsibilities, see “Application to Serve Alcoholic Beverages Regulations and Procedures**”** on the Division of Vice President for Enrollment and Student Services web page: <http://www.wwu.edu/vpess/banquet.shtml>

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Office of VPESS:

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| This request is hereby: Approved Denied \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Vice President for Enrollment and DateStudent Services (**or designee**)  |

Application processed and returned to applicant: Date Time

Campus Safety notified of event: Date Time

**After receiving WWU approval to serve alcohol:**

WWU departments that pay for the Washington State Liquor Control Board Banquet Permit on-lineusing a WWU P-card must receive **prior approval from Tom Jones**, Western Foundation’s Financial Manager, because the banquet permit is not an allowable expense unless a non-restricted foundation fund (chart 2) is used. Email: Thomas.Jones@wwu.edu for pre-approval. After approval, you can apply for a Banquet Permit issued by the WSLCB on-line at: <http://lcb.wa.gov/licensing/banquet-permits>. You must comply with all of the conditions of the State Banquet Permit and WWU purchasing regulations. This application and the WSLCB banquet permit must be posted at the event where the alcohol is served.