

AUTHORIZATION FOR CATERING ALCOHOLIC BEVERAGES

Please complete all applicable information and bring to Event Services. They will schedule a meeting with you and the Catering Director to consult with you about the alcohol service you indicated below.

PLEASE NOTE: all alcohol authorization and facilities reservations must be completed no fewer than **TEN BUSINESS DAYS** before the event.

REQUESTER NAME	E-MAIL	PHONE
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EVENT SPONSOR

EVENT NAME

EVENT DATE AND TIME

EVENT LOCATION	ACCOUNT NUMBER
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SERVICE ARRANGEMENTS | TYPE OF SERVICE

CASH BAR (GUESTS PAY) TIME: FROM _____ TO _____
CHECK ALL THAT ARE INCLUDED IN THE CASH BAR: BEER WINE SODA LIQUOR

OPEN BAR (HOST PAYS) TIME: FROM _____ TO _____
CHECK ALL THAT ARE INCLUDED IN THE OPEN BAR: BEER WINE SODA LIQUOR
DO YOU REQUIRE A BARTENDER(S) AT YOUR HOSTED OPEN BAR: YES NO

MINORS WILL BE PRESENT YES NO

ESTIMATED ATTENDANCE _____ PEOPLE

SPECIAL NOTES/REQUESTS: _____

SIGNATURES REQUIRED

I have read and understand the University of Wisconsin-Eau Claire policy titled ALCOHOLIC BEVERAGES, GUIDELINES FOR SERVICE OF [www.uwec.edu/centers/about/policies.htm], and agree to fully comply therewith.

REQUESTER PRINTED NAME	SIGNATURE	DATE
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ADVISER (IF APPLICABLE) PRINTED NAME	SIGNATURE	DATE
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SIGNATURE · CATERING DIRECTOR · BLUGOLD DINING	DATE
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SIGNATURE · UNIVERSITY CENTERS	DATE
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EVENT SERVICES Davies Center 240, Eau Claire, WI OFFICE HOURS Monday-Friday 7:45 AM - 4:30 PM PHONE 715.836.3882 FAX 715.836.2301 www.uwec.edu/eventservices	BLUGOLD DINING Davies Center 250, Eau Claire, WI OFFICE HOURS Monday-Friday 7:45 AM - 4:30 PM PHONE 715.836.2632 FAX 715.836.3814 www.uwec.edu/dining/catering
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The Power of



University of Wisconsin-Eau Claire
REVISED 9-18-15

GUIDELINES FOR THE SERVICE OF ALCOHOLIC BEVERAGES AT YOUR EVENT

Please use the guidelines below to assist you in planning your special event. While it is important that your guests have an enjoyable time, our number one concern is the safety of you and your guests. Please contact us with any questions or concerns regarding your event.

- Alcohol may be served at catered events in authorized areas subject to the policy guidelines. Authorized areas include Davies Center, Hilltop Center, and other areas as authorized by the Chancellor.
- The administration of the policy is the responsibility of the Director of The University Centers (or her/his designee) with serving arrangements determined by Blugold Dining, the sponsoring group, and University Centers.
- Alcoholic beverages may be sold and consumed only within authorized areas and may not be carried out of those areas. A non-alcoholic beverage alternative(s) must always be provided.
- Alcoholic beverages may not be carried onto the premises. If carry-ons are observed, they will be confiscated immediately and on-duty security officials will be notified and given the authority to discipline offenders as they deem necessary.
- Alcoholic beverage service may be provided at scheduled receptions and dinners and for other food service events as may be deemed appropriate. Beverage service will end 30 minutes prior to the scheduled end of an event.
- Alcoholic beverages will be served exclusively by Blugold Dining and it shall be their responsibility to make proper identification of persons eligible to purchase or consume alcoholic beverages, including proof of the legal drinking age. Blugold Dining reserves the right to refuse service as deemed appropriate.
- Sponsoring groups must be familiar with the catering guidelines and accept the responsibility for assisting in proper identification, restricting consumption to authorized areas, and accepting financial responsibility for any theft or vandalism associated with the event.
- Individual and/or the sponsoring groups will be expected to maintain responsible standards concerning their use of alcoholic beverages. Immoderate use leading to offensive behavior or disorderly conduct will result in the dismissal of service to that individual or the sponsoring group. Further disciplinary action may be taken, if necessary.
- Alcoholic beverages will be served only at such times and under such conditions which may be consistent with local, state and federal regulations governing such service.

EVENT SERVICES

Davies Center 240, Eau Claire, WI

OFFICE HOURS **Monday–Friday 7:45 AM–4:30 PM**

PHONE **715.836.3882** | FAX **715.836.2301**

www.uwec.edu/eventservices

BLUGOLD DINING

Davies Center 250, Eau Claire, WI

OFFICE HOURS **Monday–Friday 7:45 AM–4:30 PM**

PHONE **715.836.2632** | FAX **715.836.3814**

www.uwec.edu/dining/catering