HUMBOLDT STATE UNIVERSITY

ALCOHOL APPROVAL REQUEST

REQUESTOR Name: ____________________________ Phone: ____________________________ Date: ____________________________

Email: ____________________________ Organization: ____________________________

Requests permission to serve: [ ] Beer [ ] Wine [ ] Other alcohol (specify): ____________________________

Requests permission to sell: [ ] Beer [ ] Wine [ ] Other alcohol (specify): ____________________________

EVENT Location / HSU

Facility: ____________________________ Date: ____________________________ Time: ____________________________

Event name/description: ____________________________ Expected Attendance #: ____________________________

To be attended by: [ ] HSU Students [ ] HSU faculty/staff/administrators [ ] Community Members [ ] Other (specify): ____________________________

SERVER Name of licensed organization to serve the alcohol: ____________________________

IF the server is any organization other than the University Center/HSU Dining Services, then this form MUST be submitted with the server’s proof of:

1. **ABC Approval** - Special Daily License or Catering or Event Authorization to sell alcohol (when alcohol is sold at a public event)

2. **Liability Insurance** – $1 million minimum general liability and $1 million minimum liquor liability, $2 million aggregate, to sell or serve which includes the special provision language: "The State of California, the Trustees of the California State University, the California State University, Humboldt State University, Humboldt State University Center and the employees, volunteers, officers and agents of each of them, are included as Additional Insured."

I assume responsibility for assuring compliance with all state laws regarding serving/selling alcoholic beverages on the Humboldt State University facility, including “no alcohol to be served to those under 21.” Furthermore, I agree to:

1. As the requestor, I will be present for the duration of the event and ensure that if the event is private, only invited guests are in attendance.

2. Provide non-alcoholic beverages and snacks.

3. Accept responsibility for any damages to the University incurred during the activity.

4. Perform any clean-up necessary to restore the facility to its original condition.

5. Maintain security, noise level and decorum appropriate to the University setting and ensure that alcoholic drinking contests are not held.

6. Require proof of age by identification (driver’s license, etc.).

7. If selling alcohol, use a server employed by a caterer/organization that is licensed by the ABC to sell alcohol for this event. Servers may not consume alcohol.

8. Other: ____________________________

Requestor’s Signature: ____________________________ Phone: ____________________________

Building Coordinator’s Name: ____________________________ Phone: ____________________________

Signature: ____________________________ Date: ____________________________

Vice President’s Name: ____________________________ Phone: ____________________________

Signature: ____________________________ Date: ____________________________

This form must be completed, approved by the building coordinator and submitted to the appropriate Vice President at least one week prior to the event. To access the Building Coordinator List, click Building Coordinator’s List or visit http://www.humboldt.edu/adminaffairs/. For HSU office, phone and fax information, click HSU Faculty & Staff Directory or http://www.humboldt.edu/tns/directory.php. Click here for campus map or visit http://www.humboldt.edu/humboldt/maps.

For an event involving mainly HSU students, obtain approval from the Vice President for Enrollment Management and Student Affairs (phone 707-826-3361, fax 707-826-5697 or deliver to Nelson Hall East 216). For any other event, obtain approval from the Vice President affiliated with the Requestor. For non-university events at the Humboldt Bay Aquatic Center, obtain signature of HBAC Building Coordinator and then obtain approval from the Vice President for Administrative Affairs (phone 707-826-3351, fax 707-826-5703) or deliver to Student and Business Services Building, Room 345). Please use one form for each event, as each will be considered individually.

Distribution: VP’s office (original); copies to UPD Dispatch, Risk Management office SBS 413, the Building Coordinator, and the Requestor As Applicable: Dining Services Director (when serving), Clubs Office (if a student group is the requesting organization)

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