

## Event Requester Contact Information *(This is the person responsible for planning and organizing the event.)*

Name:

Phone Number:

Email Address:

## Event Information

Event Name:

Event Date:

Event Location (Campus, Building, Room):

Event Start Time:

Event End Time:

Alcohol Service Start Time:

\*Alcohol Service End Time:

\*Service must end at least ½ hour prior to event end time

Event Description:

If alcohol will be served outside or in a public area, describe what physical barrier will be used to restrict access and consumption to the specific area:

Who can attend this event?

General Public

PennWest Employees/Students Only

Alumni

Other, please specify:

Anticipated number of attendees:

Will there be attendees under the age of 21 present?    Yes    No

\*\*\*If yes, identification methods for those 21 and older (i.e. wrist bands, hand stamps) are **required**. \*\*\*

Is there an admission fee, tickets, or other purchase required to obtain alcohol?    Yes    No

\*\*\*If yes, the event requires a license from the Pennsylvania Liquor Control Board. \*\*\*

Type of alcohol to be served:

Non-alcoholic beverages to be served:

List foods that will be available:

## Vendor Information

Name of vendor providing alcohol:

Name of vendor serving or selling alcohol:

Has the serving/selling vendor completed the Commonwealth's RAMP training?    Yes    No

## Acknowledgement

I, the Event Requester, have read and understand PennWest Policy #FA049: Alcohol and Drugs and agree to adhere to all rules and regulations outlined in this policy as well as all Commonwealth of Pennsylvania laws regarding the sale and service of alcohol.

I, the Event Requester, understand that there is a 2-step approval process for use of alcoholic beverages. Event Preapproval is provided by the appropriate divisional vice president and confirms the suitability of alcohol at the event. Alcohol Approval is provided by the Department of Safety & Risk Management and confirms that all insurance paperwork and permits have been received and are acceptable. **Alcohol is not permitted at the event until approval from Safety & Risk Management has been received.**

I, the Event Requester, will submit this form to the appropriate divisional vice president for initial review and event preapproval. Event Requesters external to the University should submit their request to the Event Services Team along with their facilities use agreement.

Upon Event Preapproval, I will submit this form at least **two weeks** prior to the event to the Department of Safety & Risk Management, [safety@pennwest.edu](mailto:safety@pennwest.edu) for final review and approval, along with the following:

- A copy of the third party's liquor liability insurance listing Pennsylvania Western University as additionally insured
- A copy of the Pennsylvania Liquor Control Board Liquor License (if applicable)

Event Requester Signature:

Date:

**Do Not Write Below This Line**

## Event Preapproval

I, the Divisional Vice President, confirm that I have reviewed this request for use alcohol and have determined its suitability at the requested event. I have also consulted with the applicable campus police representative regarding this event.

Divisional Vice President Name:

Approved

Denied

Signature:

Date:

Comments:

## Alcohol Approval

Director of Safety & Risk Management:

Approved

Denied

Signature:

Date:

Additional Notes/Requirements:

CC: Campus Administrator

Divisional Vice President

Finance Office

Campus Chief of Police

Event Coordinator

Safety & Risk Management

Conference Services

Event Location's Building Director

Strategic Initiatives & Administration