

PERMIT NO. \_\_\_\_\_

University of California, Merced  
**PERMIT TO SERVE ALCOHOLIC BEVERAGES**

**Submit Permit to Approving Authority at least fifteen (15) working days prior to event. COMPLETE ALL SECTIONS.**

**Section I. Contact Information (if event is co-sponsored, attach co-sponsor contact information)**

Event Sponsor: \_\_\_\_\_ Sponsor Representative: \_\_\_\_\_

Sponsor Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Phone Number during the event: \_\_\_\_\_ Email: \_\_\_\_\_

Event Coordinator (if different from Sponsor Representative): \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Section II. Event Information**

Event Title/Description: \_\_\_\_\_ Event Date: \_\_\_\_\_

Event Purpose: \_\_\_\_\_

Exact Location: \_\_\_\_\_ Facility Use Request or Agreement Approved? Yes  No  N/A

Event Time: from: \_\_\_\_\_ to: \_\_\_\_\_ Alcohol Service Time: from: \_\_\_\_\_ to: \_\_\_\_\_

Type of Attendees: Faculty  Staff  Student  Public  Other \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_ Est. Percent under 21 yrs. old: \_\_\_\_\_%

\*Approval Authority may require additional measures below to identify persons under 21

**Section III. Beverages and Food**

Business justification for alcohol at the event: \_\_\_\_\_

Type of Alcoholic Beverages: Wine  Beer  Champagne  Liquor

Type of non-alcoholic beverages: Coffee & Tea  Soft Drinks  Bottled Water

Who is serving alcohol? Lakeside Catering  Vendor \_\_\_\_\_ Other \_\_\_\_\_

Who is providing the alcohol? \_\_\_\_\_

Is alcohol donated? Yes  Donor name \_\_\_\_\_ If yes, contact Development Office. No

Is there a Cash Bar? Yes  No  Will tickets be sold to exchange for alcohol? Yes  No

Name of Liquor License holder if selling alcohol: \_\_\_\_\_ License # \_\_\_\_\_

Food Service/UCM Approved Caterer details (attach food menu): \_\_\_\_\_

Source of Funds Used to Buy Alcohol: Restricted  Non-Restricted  No UC funds used

**The reason for any requested exception to the UC Merced Alcohol policy must be explained on a separate sheet.**

***I have read and understand the UC Merced Alcohol policy and understand that I and/or my organization may be held responsible and liable should a person attending the event and consuming alcoholic beverages be involved in an incident resulting in personal injury and/or death. I certify that I am at least 21 years of age, will be present at all times during the event, and will not consume alcohol during the event.***

Sponsor Representative Signature \_\_\_\_\_ Date \_\_\_\_\_

For certain events, additional measures may be deemed appropriate by the Approving Authority. These include security personnel, event site map (including serving location(s), entrance, exit(s), restrooms, perimeter fencing, etc.), and wristbands for underage attendees as noted below:

<b>PERMIT APPROVER USE ONLY</b>		
Additional Measures Required? Yes <input type="checkbox"/> No <input type="checkbox"/>	If Yes, Describe	
Permit Approved <input type="checkbox"/> Denied <input type="checkbox"/>	Reason for Denial:	
Authorized Authority Signature	Title	Date
Police Department Signature	Title	Date

**Sponsor MUST make this permit available at the event for inspection by University official**