

University of California, Merced
PERMIT TO SERVE ALCOHOLIC BEVERAGES

PERMIT NUMBER

Submit permit to Approval Authority at least (15) business days prior to event.
Requests for exceptions to the UC Merced Alcohol Policy must be explained on a separate sheet.
Sponsor **MUST** make this permit available at the event for inspection by any University Official.

Sponsor Representative or Event Coordinator **MUST** be physically present for the duration of the event where alcohol is being served.

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

Event Sponsor:		Sponsor Representative:	
Sponsor Address:		City:	Zip:
Phone:	Cell Phone During Event:	Email:	
Event Organizer (if different from Sponsor Representative):			
Cell Phone During Event:		Email:	

Section II. Event Information

Event Title/Description:		Event Date:				
Event Purpose:		Estimated Attendance:				
Consumption Location:		Facility Use Request/ Agreement Approved?	Yes	No	N/A	
Event Time: from to		Alcohol Service Time: from to				
Type of Attendees:	Faculty	Staff	Student	Public	Persons under 21	Other:

Section III. Beverages and Food

Business justification for alcohol at the event: _____

Type of alcoholic beverages:	Beer	Wine	Champagne	Liquor	Non-alcoholic drinks MUST be provided at events where an alcohol permit is requested	
Type of non-alcoholic beverages:	Coffee & Tea		Soft Drinks	Bottled Water		
Who is serving alcohol?	Lakeside Catering	Vendor	Other	_____		
Who is providing alcohol? _____						
Is alcohol donated?	Yes	No	If Yes, contact Development Office.		Donor Name:	_____
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		

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. Employees found to be in violation of these laws and policies may be subject to disciplinary action, up to and including dismissal, under applicable University policies and labor contracts, and may be required to participate in an appropriate treatment program, in addition to any potential criminal or civil penalties resulting from violating a local, state or federal law. I certify that I am at least 21 years of age, will be present at all times during the event, understand my responsibilities under this permit, and will not consume alcohol during the event.

Sponsor Representative Signature: _____

Date: _____

Additional measures may be deemed appropriate for certain events by the Approval Authority. Examples 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:

For Approval Authority Use Only			UC Merced Police Chief or Designee		
Additional Measures?	Yes	No	Additional Security Measures?	Yes	No
Describe:			Describe:		
Permit Approved?	Yes	No	Signature: _____		
Reason for Denial:			Date: _____		
Signature: _____ Date: _____			Name/Title of Designee: _____		
Name: _____ Title: _____					