

## University of California, Merced

### INSTRUCTIONS FOR COMPLETING PERMIT TO SERVE ALCOHOLIC BEVERAGES

The UC Merced Permit to Serve Alcoholic Beverages form must be submitted for all events where alcoholic beverages will be served or sold and that are held:

- on University properties (owned or leased); or
- off premises when directed, managed or supervised by the University.

This permit is also required for all private events sponsored by non-campus groups (third parties) held on University properties (owned or leased).

This Permit is not required for off-campus events held in private facilities or residences which are primarily social in nature and hosted by University faculty, administration, or staff. If such an event is not paid for with University funds, it is not considered a University sponsored event.

**Complete all fields** unless otherwise instructed. If a section does not apply, indicate N/A. Failure to provide all required information or complete the form properly may result in Permit delay or rejection.

**Submit Permit at least 15 working days prior to the event** to the appropriate Approval Authority.

**A copy of the finalized Permit MUST be made available at the event for inspection by any appropriate University Official.**

#### **SECTION I. CONTACT INFORMATION**

**Permit No.** Leave the permit number blank. The Police Department will complete this field upon their review.

**Event Sponsor:** The top tier individual with signature authority in the UC Merced department/unit hosting the event. Provide the Event Sponsor's address and contact information. If the event is co-sponsored by another UCM department, student group, or third party, attach co-sponsor contact information on a separate sheet.

**Event Organizer:** An individual 21 years of age designated by the Event Sponsor to act as their primary contact and to be present at the event to ensure policy compliance and compliance with the terms of use for this permit. Provide the name of the Event Organizer and cell phone number where the Event Organizer can be contacted during the event.

**Third-Party Sponsor Organization Hosting Event:** If a third party hosts an event, complete Section I with the outside organization/entity as the Event Sponsor.

#### **SECTION II. EVENT INFORMATION**

**Event Title/Description and Date:** The event's name (i.e., XYZ Reception, Dinner, Awards Ceremony) and the date the event will be held.

**Event Purpose:** Describe how the event is related to the business of the University. Some examples might be fundraising, donor relations, advisory board meeting, visiting scholar lecture/reception, and community outreach event.

**Event Location:** The name of the building, room, or area where the event will be held. If in any area outside on University grounds, provide a general location using existing landmarks. If a third party plans to use University facilities, an authorized representative of the third party must enter into a [Facility Use Agreement](#) and provide appropriate liability insurance. Indicate whether the Facility Use Agreement has been approved or is not applicable.

**Event Time:** The official beginning and ending time of the event. Do not include set up or breakdown time.

**Alcohol Service Time:** The times when alcohol will be served within the event time, as indicated above. (Refer to Alcohol Sales & Service Policy Section IV.E.5).

**Consumption Location:** Identify the location or room where alcohol consumption/service is permitted. A person consuming alcohol outside of the pre-approved location may result in impacts to the event, administrative actions, and/or law enforcement actions in accordance with California law. If service and consumption is to take place outside, a clearly visible and marked off/signed perimeter must be established and approved by the Vice Chancellor and Police Department.

**Types of Attendees:** Check all that apply to indicate the types of attendees expected to attend the event and estimate the number of attendees. Be sure to note if any persons under 21 years of age were invited. Additional security measures may be required, such as wristbands to identify underage attendees. (Refer to Alcohol Sales & Service Policy § IV.E.7-9).

### **SECTION III. BEVERAGES AND FOOD**

**Business Justification for Alcohol at the Event:** Explain the business need for alcohol at the event. Alcohol cannot be the main focus of the event.

**Type of Alcoholic Beverages:** Check all that apply.

**Type of Non-alcoholic Beverages:** Check all that apply. Non-alcoholic beverages must be of comparable quality (and, if applicable, price) and be featured as prominently as alcoholic beverages. Non-alcoholic drinks MUST be provided at all events where an alcohol permit is requested.

**Who is serving alcohol?** Alcoholic beverages must be served under the direct supervision of Lakeside Catering or an approved, insured caterer. Alcohol may be served without an alcoholic beverage license at events on campus where there is no sale.

**Is alcohol donated?** If yes, provide the donor name and contact the Development Office for appropriate paperwork.

**Is there a Cash Bar?** If yes, an alcohol license is required. In some circumstances, an ABC permit may be

required; please consult with the UC Merced Police Department.

***Will tickets be sold to exchange for alcohol?*** Exchanging any consideration for alcohol constitutes a sale; an alcoholic beverage license is required.

***Name of Liquor License holder if selling alcohol:*** Provide the alcoholic beverage license holder name and license number if selling alcohol. (Refer to Alcohol Sales & Service Procedure Section IV.D.1-2 for more information). The holder of the license must be on-site and be directly involved in the service of the alcohol, unless the license allows others to pour/sell alcohol on behalf of the licensee.

***Food Service/UCM Approved Caterer details and menu:*** The presence of alcohol requires the accompaniment of food. Provide a general description of food and the name of the UCM approved caterer. Attach food menu if available.

***Source of Funds Used to Buy Alcohol:*** Indicate whether the funds used to buy the alcohol were from Restricted or Non-restricted sources, or if the alcohol was not purchased with university funds.

***Outside Alcohol:*** Alcohol not specifically approved through this permit process cannot be consumed/served during the event.

#### **SECTION IV. SUBMISSION AND REVIEW**

The ***Event Organizer*** must sign, date, and submit the Permit form to the appropriate Approval Authority at least 15 business days prior to the event.

##### ***Approval Authority Review***

- a. The Permit to Serve Alcoholic Beverages must be approved by the Chancellor or the Vice Chancellor of the unit or person organizing the event.
  - i. The Vice Chancellor for Finance and Administration may approve a Permit if other Vice Chancellors are not available, as well as for events sponsored by non-UC persons or groups.
  - ii. Approval Authorities cannot approve events that their immediate office is directly sponsoring. In these cases, the Vice Chancellor for Finance and Administration is responsible for review and approval.
- b. If the Permit is denied, a reason will be provided, and the Permit will be returned to the Event Organizer. The Event Organizer may be advised of additional actions that can be taken to obtain approval.
- c. If the Permit is approved, the Approval Authority will send the approved form back to the Event Organizer, who then forwards it to the UCM Police Department.

### ***UC Merced Police Department Review***

The UC Merced Police Chief or Designee:

- a. Reviews Permit, evaluates event risks, may make security/safety recommendations on behalf of the university. Where safety/security staffing is required, PD will work with the Vice Chancellor signing the permit and the event organizers.
- b. Completes section for “UC Merced Police Chief or Designee,” PD must approve each permit before alcohol can be permitted at the event.
- c. Assigns Permit Number.
- d. Routes finalized Permit to Event Sponsor, with a copy to Event Organizer, Risk Services, and the Approval Authority.
- e. The PD has the authority to stop alcohol service at an event and/or stop an event based upon issues of safety and/or security and to take the necessary steps to ensure safety of event attendees and university property. PD may take actions in accordance with California law to protect the safety of the university, attendees, UCM property, etc.

### ***Permit Inspection***

Event Organizer ensures a copy of the finalized Permit is available at the event for inspection by any appropriate University Official.