

## Request to Serve Beer or Wine on University Property Revised: 3/12/09

Department or Group Sponsoring the Event: \_\_\_\_\_

Kind of Event: \_\_\_\_\_

Date & Time of Event: \_\_\_\_\_ Place of Event: \_\_\_\_\_

UNM person with whom you scheduled the location for this event:

Name: \_\_\_\_\_ Phone # \_\_\_\_\_

1. Sponsoring group's relationship to UNM? \_\_\_\_\_

2. Purpose of Event: \_\_\_\_\_

3. Number of Guests Expected: \_\_\_\_\_

4. Is the event by "invitation only"? \_\_\_\_\_ If so, how will this be strictly enforced? \_\_\_\_\_  
\_\_\_\_\_

5. If the event is being held in what is ordinarily a public place, how will access be controlled during the event?  
\_\_\_\_\_

6. Will minors be present? \_\_\_\_\_ If so, what procedures will be used to prevent them being served?  
\_\_\_\_\_

7. What kind of alcohol will be served? \_\_\_\_\_ (Only beer and/or wine may be served; the service of hard alcohol will not be approved.)

8. Will the alcohol service be catered? If so, by whom? \_\_\_\_\_

9. Will the food service be catered? If so, by whom? \_\_\_\_\_

**I understand that alcoholic beverages may not be sold on University Property (except where licensed).**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Daytime Phone # \_\_\_\_\_

Please Print Name: \_\_\_\_\_ Dept. or Organization: \_\_\_\_\_

Endorsement by Dean or Director \_\_\_\_\_ Date: \_\_\_\_\_

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RECOMMENDATIONS:

Director, Student Union: Approval: \_\_\_\_\_ Disapproval: \_\_\_\_\_

**ACTION OF PRESIDENT: Approval: \_\_\_\_\_ Disapproval: \_\_\_\_\_**