

PROPERTY REQUEST

SERVING BEER & WINE

Only beer and/or wine may be served; service of hard alcohol will not be approved.

Sponsor Department/ Group _____

Event Type _____ Date & Time _____

Location _____

Primary Contact _____ Phone _____

Email _____

UNM contact with whom you scheduled the event location _____

Phone _____

Email: _____

Sponsoring group's relationship to UNM? UNM Department UNM Affiliate External Entity

Event Purpose

Describe details, who will attend, and the purpose.

Expected Guests _____

Invitation Only?

Y

N

If invite-only, how will this be enforced?

If the event is being held in a public place, how will beverage access be controlled during the event? _____

Will minors be present? Y N *If so, what procedures will be used to prevent them from being served?* _____

What kind of alcohol will be served? BEER WINE

Will alcohol service be catered? Y N *If so, by whom?* _____

Will the food service be catered? Y N *If so, by whom?* _____

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

Event Organizer
Signature _____ Date _____ Phone _____

Please Print Name _____ Dept. / Org. _____

Dean/Director Endorsement Signature _____ Date _____

UNM Resident Agent _____ Approved Disapproved

President's Office _____ Approved Disapproved

ACTION OF PRESIDENT: APPROVED DISAPPROVED