Regulations & Procedures for Requesting Banquet Permits to Serve Alcoholic Beverages on Western’s Campus and at University Sponsored Events Held Off-Campus

PROCEDURES for University Depts. & Requests from the Public

Obtain the application form, "Banquet Permit Approval to Serve Alcohol on Western’s Campus and at University-Sponsored Events Held Off-Campus" from the Office of the Vice President for Enrollment and Student Services, located at OM445, MS-9001 or call 360) 650-3839. For a printable version of this form visit http://www.wwu.edu/vpess/banquet.shtml. WWU approval to serve alcoholic beverages on Western’s campus and at university-sponsored off-campus events may be obtained up to one month in advance of the date of the event.

1. **At least two weeks prior to your event**, complete and submit a signed, original, WWU “Application for Banquet Permit to Serve Alcohol on Western’s Campus and at University-Sponsored Events Held Off-Campus” form for review and approval/disapproval to: The Office of the Vice President for Enrollment and Student Services, vpsa.office@wwu.edu, hand deliver to Old Main 445, or MS-9001,. When approved, you will receive a signed copy of your WWU application. If denied, a representative will contact you and inform you of that decision.

2. **Once approved by WWU to serve alcohol at your event, you are authorized to proceed with obtaining a Banquet Permit from the Washington State Liquor Control Board (WSLCB).** You are required to comply with all of the conditions of the state Banquet Permit. As of June 1, 2012, all Banquet Permit applications must be submitted to the Washington State Liquor Control Board on-line. Go to http://lcb.wa.gov/licensing/banquet-permits for more info about Banquet Permits and a link to start the on-line process or, go directly to https://lcb.wa.gov/licensing/online-banquet-permit to submit your request.

3. The Office of the Vice President for Enrollment and Student Services will notify Campus Safety and University Police that alcohol will be served at your event.

4. **WWU departments paying for WSLCB Banquet Permits on-line:** Using a p-card to purchase a liquor permit is NOT an allowable expense UNLESS a non-restricted foundation fund (chart 2) is used. Prior approval from Tom Jones, Western Foundation’s Financial Manager is required. Email: Thomas.Jones@wwu.edu for pre-approval.

UNIVERSITY AND LIQUOR CONTROL BOARD REGULATIONS

The serving of liquor on campus or at Western-sponsored events must be part of a planned food and beverage program rather than a program serving liquor only. **Food must be part of the program.**

Purposes and circumstances connected with the proposed event will be reviewed before approving the request. Requests may be denied to groups where a significant number of minors will be present and/or insufficient controls are in place.

Regulations and procedures shall apply to University and non-University groups.
The person applying for the banquet permit assumes full responsibility to see that no minor is supplied liquor or allowed to consume liquor at the event. Non-alcoholic beverages must be as readily available as alcoholic beverages.

Liquor must **not** be sold for cash, script, tickets, or in any other manner. This includes cups, mixers, ice, etc.

The permit must be posted in a conspicuous place at the premises.

The general public shall be excluded. No advance sale of tickets to the public shall be made and no advertising shall be directed to the general public.

Service and consumption of liquor must be confined to the specific room or area identified on the application.