

WESTERN WASHINGTON UNIVERSITY

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

PROCEDURE

1. 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 Assistant Vice President for Student Affairs, Old Main 563, MS-9036 or call 650-2926. Banquet permits may be issued up to one month in advance of the event.
2. Complete and submit the signed, original form and one copy to the Office of the Assistant Vice President for Student Affairs, Old Main 563, MS-9036, for review and approval/disapproval **at least one week prior** to the event OR fax completed form to 650-7938.
3. One copy of the approved form, plus a \$10 license fee, may then be taken to any Washington State Liquor Store to obtain the actual banquet permit. The Office of the Assistant Vice President for Student Affairs retains the original form. The applicant should retain a copy of the completed form for their files.
4. The Office of the Assistant Vice President for Student Affairs will notify Campus Safety/University Police that alcohol will be served at this event.

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.**

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.

WESTERN WASHINGTON UNIVERSITY

**Application for Banquet Permit Approval
to Serve Alcohol on Western's Campus
and at University-Sponsored Events Held Off-Campus**

INSTRUCTIONS: Complete and submit this original form and one copy to the Office of the Assistant Vice President for Student Affairs, Old Main 563 (MS-9036) for review/approval OR fax the completed form to 650-7938. Please call 650-2926 if you need assistance.

1. Name of Organization/Sponsor: _____
 2. Purpose of Event: _____
 3. Location of Event: _____
 4. Day/Date of Event: _____
Time of Event: a.m./p.m. _____ to a.m./p.m. _____ (Event cannot exceed 5 hrs.)
 5. To serve alcohol, food must also be part of your program. What food will be served at your event?
(appetizers, lunch, dinner, other) _____

 6. Estimated number of members of organization expected to attend: _____
Estimated number of guests expected to attend: _____
Estimated number of minors (under 21) expected to attend: _____
 7. Please outline plans for maintaining control of the area where event will occur, with special reference to your plans to ensure that minors will not be allowed to consume liquor:

- For Lakewood events, 2410 Lake Whatcom Blvd, Bellingham, WA 98226: All liquor must be contained in a central location inside the lodge. Guests may serve themselves or be served. In either case, an individual must be identified on this form that will monitor consumption of liquor so that it is consumed only by guests 21 years of age or older.***
8. Person(s) responsible for checking identification and ensuring that minors do not consume alcohol:

 9. Person responsible for arrangement: _____
Campus or Local Address: _____
Campus or Local Phone: _____ Fax: _____
 10. If student club or organization, please print/type advisor's name: _____
Advisor's signature: _____

I request University approval of a banquet permit with the understanding that the following regulations of the State Liquor Control Board will be followed:

- that liquor will not be sold either for cash, script, tickets, or in any manner whatsoever;
- that the Liquor Board permit **will be posted in a conspicuous place** at the premises;
- that the general public will be excluded, that no advance sale of tickets to the public will be made, and no advertising will be directed to the general public;
- that the service and consumption of liquor will be confined to the specific room(s) or area identified in Question #3 of this application.

By making this application and accepting the banquet permit, you are assuming full responsibility to see that no minor is supplied any liquor or permitted to consume any liquor at the event for which this application is made. A violation of this law subjects the violator to prosecution and punishment.

By signing this, I agree to abide by the conditions of this permit and bear personal responsibility for complying with conditions of the permit issued to me or the organization I represent.

Signature of Applicant

Date

*Banquet permits may be issued up to one month in advance of the event. Please submit this form for consideration at least one week prior to event. Upon approval, one copy of the approved form, plus a \$10 license fee will be required to obtain the actual permit from a Washington State Liquor Store. For instructions and details of **your responsibilities**, see “**Regulations and Procedures for Requesting Banquet Permit.**”

Office of Asst. VPSA:

This request is hereby: <input type="checkbox"/> Approved <input type="checkbox"/> Denied	
_____ Vice President for Student Affairs and Academic Support Services (or designee)	_____ Date

Application processed and returned to applicant: Date _____ Time _____

Campus Safety notified of event: Date _____ Time _____