

# University of Colorado Colorado Springs

## Departmental Alcoholic Beverage Request and Authorization

### CONTACT INFORMATION

Department Name: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Name of Person Submitting Request: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_ -- \_\_\_\_ -- \_\_\_\_\_

### GENERAL EVENT INFORMATION

Event Name: \_\_\_\_\_ Event Date: \_\_\_\_\_

Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_

Bar Start Time: \_\_\_\_\_ Bar End Time: \_\_\_\_\_

Estimated Number of Attendees: \_\_\_\_\_ KX Reference Number: \_\_\_\_\_

Event Services Coordinator Name: \_\_\_\_\_ Email: \_\_\_\_\_

### EVENT LOCATION

ON-CAMPUS		OFF-CAMPUS	
<p style="text-align: center;"><b>Event Held at UCCS - Licensed</b></p> <p>UCCS presently has several spaces that are licensed for alcoholic beverage service, if your event is held in one of these spaces, please select the location:</p>	<p style="text-align: center;"><b>Event Held at UCCS - Unlicensed</b></p> <p>If your event is held on-campus but is not listed in a licensed area please state the location in box provided below. Please note DHS may not purchase the alcohol for events held there. Additionally, it is not authorized for departments or staff members to retain an alcohol inventory after an event ends. Arrangements must be made with the liquor store to return all unopened bottles of alcohol for a refund. Historically, Cheers liquor has allowed returns on unopened items with the receipt.</p>	<p style="text-align: center;"><b>Event Held at a Business</b></p> <p>Name of Business: _____</p> <p>Address: _____</p> <p>Is this business licensed for alcoholic beverage service?                      Yes                      No</p>	<p style="text-align: center;"><b>Event Held at a Private Residence</b></p> <p>Name of Homeowner: _____</p> <p>Address: _____</p>

### EVENT PURPOSE

If your event is for fundraising, acknowledge that you have or will complete the Fundraising Authorization.

1. If your event location is at a licensed space and you are charging for the event is,
  - a. Alcohol included in the ticket price?  
OR
  - b. Alcohol a separate charge (cash bar)?
  
2. If your event location is at an unlicensed space,
  - a. Your event must be Private
    - i. Acknowledge that you have a method in place to check the invite list to verify the identity of attendees.
  - b. Alcohol is provided free of charge  
OR
  - c. The event is a university sponsored event and the admission charge includes alcohol.
  
3. If your event is at an unlicensed space and not private, a special event license is required.  
 Apply at least two months prior to the event.

**ALCOHOL OPERATIONS**

1. Is the event being catered by UCCS Dining & Hospitality Services?  Yes  No
- 1.a If no, does the catering staff have training in alcoholic beverage services (TIPS or equivalent)? Please provide the name and address of the caterer below.  Yes  No
- Name of Licensed Caterer:  
(Include copy of License/Insurance)
- Address:
2. Will food be served at the event? Yes No
3. Are non-alcoholic beverages other than water, available? Yes No
4. Is there a charge for the non-alcoholic beverages? Yes No
5. Are individuals under 21 years of age at the event? Yes No
- 5.a If yes, what controls are in place to ensure that individuals, who are under the age of 21, do not have access to alcoholic beverages? Please explain briefly:

**EVENT FUNDING**

<p><b>SpeedType</b></p> <p>Please list the speedtype that will be used to fund the alcohol - fund 34 with the "Y" attribute, for others see below:</p> <p><b>Charge alcohol to account 550102</b></p> <p>Please provide a speedtype to charge for the bartender/food (any ST can be used).</p>	<p><b>Chancellor's Fund</b></p> <p>If yes, how much do you anticipate the alcohol will cost?</p> <p>(NOTE: Only wine and beer may be purchased)</p> <p>If this event is approved for use of the Chancellor's "Y" speedtype to purchase the alcohol, allocate the expense to speedtype: <b>43473959</b>, account code: <b>550102</b>.</p> <p>Do NOT allocate food, bartender and/or other items to the Chancellor's speedtype unless granted approval.</p> <p>Please provide a speedtype to charge for the bartender/food (any ST can be used).</p>	<p><b>Concur and CU Marketplace</b></p> <p>This approval form must be included as documentation.</p> <p><b>Charge alcohol to account 550102</b></p> <hr/> <p><b>Donation</b></p> <p>Name of Donor:</p>
<p><b>FUND 30/31 SPEEDTYPES</b></p> <p>If needing to purchase alcohol for <b>Funds 30/31</b> sponsored projects, the award documentation will have clearly stated this in the budget. The Controller's office will verify with Sponsored Projects Accounting for approval.</p>	<p><b>FUND 2X SPEEDTYPES</b></p> <p>If the speed type listed is a <b>Fund 2x</b> and you are purchasing alcohol in conjunction with a conference, you must include a copy of the conference brochure with this request. The registration information must advise registrants that a portion of their registration fee will be used to purchase alcohol.</p>	<p><b>OTHER FUNDS</b></p> <p><b>Other:</b> if other funds (including personal and donations) are being used to purchase the alcohol, please indicate the name of business or person procuring the alcohol and paying for the bartender.</p>

By signing below, you certify that the information provided is accurate and complete. Upon receipt, the approving authority will review the request. Please note, that submission of this form does not guarantee an approval.

**Requester Signature:**

**DATE**

**Director of Dining & Housing**

**DATE**

**VP/VC Finance, or delegate Alcohol**

**DATE**