

# Request for Serving Beer/Wine

Submit your completed request a minimum of 10 business days to be approved and additional information to the Seawolf Dining Program Director: email: [uaa\\_seawolfdining@alaska.edu](mailto:uaa_seawolfdining@alaska.edu)  
phone: 751-7243 | Gorsuch Commons

Event: \_\_\_\_\_ Date of Event: \_\_\_\_\_  
Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ Location of Event: \_\_\_\_\_  
Description of Event: \_\_\_\_\_

Number of Attendees: \_\_\_\_\_ Age Range of Attendees: \_\_\_\_\_

Group Organizing Event \_\_\_\_\_ UAA Club: \_\_\_\_\_  
UAA Alumni: \_\_\_\_\_  
UAA Department: \_\_\_\_\_  
Community Organization: \_\_\_\_\_  
Name of Organizer: \_\_\_\_\_ Organizer Phone: \_\_\_\_\_  
Organizer Address: \_\_\_\_\_  
Contact Email: \_\_\_\_\_ Safety Plan Attached: \_\_\_\_\_  
Name of University Representative *(if different from Organizer; Representative is required to be present at the event and monitor the service of alcohol.)*  
\_\_\_\_\_

Non-alcoholic beverages to be served: \_\_\_\_\_

Alcoholic beverages to be served:		Serving container type (check all that apply): oz cup    12 oz bottle Other _____
Beer:    12 oz bottles/cans	Other* _____	
Wine:    750 ml bottle(s)	Other* _____	

\*Please note that growlers, kegs and serving quantities larger than 12 oz (for beer) and 750 ml (for wine) require a detailed justification and special permission from the Chancellor. Justification attached.

Number of servings requested:  
[Beer (12 oz = 1 serving): \_\_\_\_\_] = [Wine(750 ml= 5 servings): \_\_\_\_\_] = TOTAL\* \_\_\_\_\_

\* There is a three-drink maximum per attendee. Therefore, your request cannot be approved if the total number of servings is greater than three times the number of attendees.

Number of servings per attendees will be monitored by:  
Drink Tickets    Wristbands    Other: \_\_\_\_\_

Name of server *(who will monitor the age and quantity of alcohol served to each attendee):* \_\_\_\_\_

Certification of server:    TAP Card (provide license#) \_\_\_\_\_ N/A

Funding of alcoholic beverages to be served    Estimated cost of alcoholic beverages: \_\_\_\_\_

Funding source:    Private/Personal Funds  
Appropriate Funds Available Within Request Unit (requires Dean/Director/Advisor approval)  
Request Funding / Beverages from Chancellor's Office  
Approved Chancellor's Discretionary Funds Request Attached

Statement of applicant: I accept responsibility for monitoring the behavior of those in attendance at this event. I have read and understand the Alcohol Policy and UAA procedures for serving beer and/or wine. I affirm that I will comply with the UAA policies and procedures. I understand that I will be responsible for monitoring the event to ensure compliance with the UAA policies and procedures and any specific conditions contained in this request form. I understand that the sale of beer or wine on campus is only permissible in the Alaska Airlines Center and Seawolf Sports Complex. I will be present during the entire scheduled time of this event and will have a copy of approved request with me at this event.

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Signature of Applicant/University Representative

Date

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Director/Advisor Approval

Date

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Funding Department/Unit Approval (if different from approval above) Date

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**FOR SEAWOLF DINING USE ONLY:**

Request:      Approved      Pending      Denied      Approved with the following stipulations:

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Seawolf Dining Director / Seawolf Dining General Manager

Date

**FOR CHANCELLOR'S OFFICE USE ONLY**

Request:      Approved      Pending      Denied      Approved with the following stipulations:

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Chancellor

Date

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**APPROVAL NOTIFICATIONS**

Dates Approval Notifications Sent

Event Organizer      Fax \_\_\_\_\_ or      Email \_\_\_\_\_      Date \_\_\_\_\_

University Police (f 6-6111)      Date \_\_\_\_\_

If Event is On Campus:

Building Manager \_\_\_\_\_      Email \_\_\_\_\_      Date \_\_\_\_\_