

# 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

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**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 \_\_\_\_\_