

## REQUEST TO SERVE OR SELL ALCOHOLIC BEVERAGES

All Requests must be submitted to Hospitality & Dining Services at least 20 business days prior to the event to allow for timely review and processing. A separate Request must be submitted for each event. After HDS approves this Request, they will send a copy to the Primary Event Representative, Event Location Approver, and UCI Police.

Date of Event 8/2/18Event Start Time 4:30 pmLocation 3rd Floor Terrace (3000)Event End Time 6:00 pmDescription and Purpose of the Event MPAc Summer MixerAlcohol Service Start Time 4:30 pmAlcohol Service End Time 6:00 pm

Attach a diagram showing where alcoholic beverages will be permitted and note all entrances and exits. For outdoor areas and events, indicate all barricaded areas. If selling alcoholic beverages, use form ABC-235.

Total Hours of Alcohol Service 1.5

List the specific types of alcohol to be served. Only beer and wine are permitted at student sponsored or student oriented events.

Beer, Wine

If hard liquor will be served at non-student events, the Approving Authority must initial.

List ALL foods and non-alcoholic beverages that will be served. Food and non-alcoholic beverages are required.

Heavy H'orderves, water, soft drinks

Approving Authority \_\_\_\_\_

## Sale of Alcoholic Beverages

Will a fee be charged for alcoholic beverages or a fee to attend the event?

☐ YES ☒ NO

If YES, a one day alcohol license from the California Department of Alcoholic Beverage Control (ABC) will be required.

## Purchase and Transport of the Alcohol

☐ Donation—Name of donor \_\_\_\_\_☒ Purchase by department—Retail store Albertsons/Costco☐ Purchase by licensed caterer—Name \_\_\_\_\_

## Description of Attendees

Estimated number of attendees 75 0 % under 21 years2 % faculty 0 % undergraduate2 % staff 96 % graduate \_\_\_\_\_ % other

## Service of Alcoholic Beverages

Certified Professional Servers (e.g. TIPS or LEAD certified) will be provided by:

Acrobat Outsourcing

## REQUIRED CONTACT INFORMATION AND APPROVAL SIGNATURES

By signing below, I acknowledge that I have read the UCI Policy on the Sale, Service and Consumption of Alcoholic Beverages, Section 900-13, and agree to abide by this policy and any other requirements set forth by the University of California, Irvine.

MPAc

Sponsoring Organization

Burt Slusher

Primary Event Representative (must be present at the event)

(949) 824-1609

Office Number

(949) 734-0824

Cell Number (at event)

burt.slusher@uci.edu

Email

Primary Event Representative Signature

Date

## Event Representative(s)

For every 50 attendees, an Event Representative must be present at the event. List all Event Representatives with cell number (use back of form).

Jana Cheng

Name

949-735-1198

Cell Number (at event)

Name

Cell Number (at event)

## Event Location Approver

Sebrina Tomas

Name

Executive Assistant to the Dean

Title

Sebrina Tomas

Signature

07/03/18

Date

## Approving Authority

See Section 900-13 for authorized approvers.

Eric Spangenberg

Name

Dean, Paul Merage School of Business

Title

Eric R. Spangenberg

Signature

07/03/18

Date

## Hospitality &amp; Dining Services Approver

Manuel Ramirez

Name

Operations Coordinator

Title

Manuel Ramirez

Signature

7/5/18

Date