



## Alcohol Approval Form

### Request for Approval to Sell and Serve Alcoholic Beverages at a University of Illinois at Urbana-Champaign Event

1. This request is for (check one):
  - The sale of alcoholic beverages.
  - The service (no sale) of alcoholic beverages.
2. If requesting permission for an event that will be held on campus:
  - a. Designate the location of the event:
    - Activities and Recreation Center (ARC)
    - Allerton Park and Retreat Center
    - State Farm Center
    - Bevier Hall
    - I-Hotel Conference Center
    - Illini Union/Housing Division Catering
    - Krannert Center for the Performing Arts
    - Memorial Stadium and surrounding areas
    - Other - List name and location:

b. List insured caterer that will be administering alcohol:

3. Name of unit (department and/or college) sponsoring the event \_\_\_\_\_

4. Provide the name (if appropriate) and purpose of the event. Specify if it is cultural, educational, entertainment, athletic, and/or social in nature.

5. Alcoholic liquors will be sold and/or dispensed as follows:

Date	Time	Venue/Room Location	Number of Participants

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6. Will the event comply with all requirements of the University of Illinois at Urbana-Champaign Alcohol Management Policy ([Campus Administrative Manual, Alcohol Management Policy, Section III, Terms and Conditions](#))?

Yes  No

If NO, list requested exceptions:

7. Specify the name of the caterer, if applicable.

View [list of insured caterers](#)

8. If requesting permission for an event that will be held off-campus

a. Designate the location of the event

b. List who will be administering alcohol

9. Specify the C-FOP string from which payment for alcoholic beverages will be made

10. **The undersigned fully understands and agrees to comply** with the University of Illinois at Urbana-Champaign Alcohol Management Policy and will ensure the following requirements are enforced:

- The venue is safe and suitable for alcohol distribution
- Majority of attendees at the event are age 21 or older and there is a method for checking IDs
- Alcohol is served by a licensed caterer with properly trained staff
- The sale or serving of alcoholic liquors and the demeanor of the participants are in accordance with State law and University policies

Print Name

Signature and Date

Dean, Director or Designee or Client Signature

An approved copy of the form will be sent back to the requesting unit. Please provide contact information:

Contact Name

Email Address

11. Submit this form to  
Associate Vice Chancellor for Student Affairs/Director of Auxiliary Services  
120 Swanlund Administration Building, MC-304  
Champaign, IL 61820

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**Approved**

Signature and Date

Associate Vice Chancellor for Student Affairs/Director of Auxiliary Services

Approver's Remarks

Date Issued: September 17, 1981

Date Revised: June 20, 2012 ([View previous version of this policy.](#))

Approved by: Office of the Chancellor

Use of University Premises, Facilities, and Computing Infrastructure Policies: Section VIII - 10 Alcohol Approval Form

Contact [Campus Administrative Manual staff](#) to request an addition or revision to the Campus Administrative Manual.