



REQUEST FOR ALCOHOLIC BEVERAGES

Campus Scheduling Office
Attn: Alcohol Service
600 Lincoln Avenue
Charleston, IL 61920-0399
Phone: (217)581-2819
Email: mmkiser@eiu.edu

Date of Request: _____

Meeting Information:

Type of event: _____
Sponsoring Organization: _____
Location (Must already be confirmed through Campus Scheduling): _____
Date of Event: _____ Time of Bar: _____ am/pm to _____ am/pm (Time of Bar not to exceed 11:30pm)
Estimated Attendance: _____ Number of participants over age 21: _____

Type of Service:

- Cash Bar
- Open Bar
- Other _____

THIS ENTIRE FORM MUST BE COMPLETED, SIGNED AND RETURNED AT LEAST TWO (2) WEEKS PRIOR TO THE DATE OF THE EVENT.

There is to be no reference made to alcohol on any invitation, announcement, or advertisement. Doing so could result in the cancellation of the event.

Additional Comments: _____

UNIVERSITY ACCOUNTS MUST COMPLETE THIS SECTION BEFORE RETURNING THIS FORM TO THE CAMPUS SCHEDULING OFFICE

Department or Office Responsible for Activity: _____
University Account Number: _____ Account Title: _____
Person Responsible for Activity (print name): _____
Fiscal Agent (signature): _____ Date: _____
Chair/Dean/Director (signature): _____ Date: _____
Vice President (signature): _____ Date: _____
Vice President Student Affairs (signature): _____ Date: _____

- The University Union reserves the right to preview any announcements or invitations regarding this event and to make appropriate suggestions.
- The University Union reserves the right to request proper identification from participants.
- The person whose name appears below must be in attendance for the duration of the event and is responsible for the behavior and control of persons attending this event.
- Bar receipts for all activities at which alcoholic beverages are served must total \$125 for the first hour and \$50 for each additional hour. If the minimum is not reached, the organization will be billed for the difference.
- Service Criteria: 1) Have a minimum attendance over age 21 of 25 attendees for events inside the Union and 50 attendees for events outside the Union.
- Delivery Fee: There is a \$50 delivery fee for all alcohol services requested outside the Union.
- All open bar events will be charged a 15% gratuity.
- Events planned for university employees may begin alcohol services after 4:30 pm, Monday- Friday.
- I have read and understand the University Union "Standard of User Responsibility"

Applicant's Signature: _____ E-Mail: _____
Print Applicant's Name: _____ Phone Number: _____
Address: _____
Street Address City State Zip

OFFICE USE ONLY

Approved: Denied: Reason for Denial: _____
Assistant Director (signature): _____ Date: _____
Approved: Denied: Reason for Denial: _____
Director (signature): _____ Date: _____