

INSTRUCTIONS FOR PERMIT TO SERVE ALCOHOLIC BEVERAGES FORM

The UC Merced Permit to Serve Alcoholic Beverages form must be submitted for all events where alcoholic beverages will be served or sold and that are: (1) held on University properties (owned or leased); and (2) held off premises when directed, managed or supervised by the University. This permit is also required for all private events sponsored by non-campus groups (third parties) held on University properties (owned or leased).

NOTE: *This Permit is not required for off campus events held in private facilities or residences which are primarily social in nature and hosted by University faculty, administration or staff. If such an event is not paid for with University funds, it is not considered to be a University sponsored event.*

Please complete all blanks unless otherwise instructed. If a section does not apply, indicate N/A. Failure to provide all required information, or complete the form properly, may result in Permit delay or rejection.

The form must be submitted to the appropriate Vice Chancellor approving authority at least **15 working days prior to the event**. Plan accordingly for the signature process.

Section I. Contact Information:

- A. Permit No.** Leave the permit number blank. The Police Department will complete this field upon their review.
- B. Event Sponsor:** Fill in the name of the UC Merced department/unit hosting the event. Provide sponsor address and contact information. Include the phone number where the on-site event representative can be contacted during the event. If the event is co-sponsored by another UCM department, student group or third party, attach co-sponsor contact information on a separate sheet.

Sponsor Representative: This is the top tier individual with signature authority who accepts responsibility for planning, organizing, executing and expending funds for the event; confirms safety and security risk concerns are addressed; and ensures all applicable laws and university regulations and policies are followed. The sponsor is responsible for ensuring required approvals are obtained and documented. The sponsor representative must be present at all times during the event, be 21 years old or over, and must not consume alcohol during the event.

Event Coordinator: If different from Sponsor Representative, the name of the person to contact for questions about the form or the event.

- C. Third-Party Sponsor Organization Hosting Event:** If this event is hosted by a third party, complete Section IB as described above, putting the name of the outside organization/entity as the event sponsor.

Section II. Event Information:

Event Title/Description and Date: The name – XYZ Reception, Dinner, Awards Ceremony – and the date the event will be held.

Event Purpose: Indicate how the event is related to the business of the University. Some examples might be fundraising, donor relations, advisory board meeting, visiting scholar lecture/reception, community outreach event.

Exact Location: The name of the building, room or area where the event will be held. If in any area outside on University grounds provide a general location using existing landmarks. If a third party is using University facilities, an authorized representative of the third party must enter into a Facility Use Agreement and provide appropriate liability insurance. Indicate whether the Facility Use Agreement has been approved or is not applicable.

Event Time: The beginning and ending time of the event. Do not include set up or breakdown time. This time is when the event officially begins and ends.

Alcohol Service Time: Provide the times at which alcohol will be served within the start and end time of the entire event as indicated above. (Refer to Alcohol Sales & Service Procedure Section IV.E.5 for more information).

Type of Attendees: Check what applies, and provide estimated number of attendees and estimated percentage of that number who is under 21 years of age. Approving authority may require additional security measures such as wristbands to identify underage attendees. (Refer to Alcohol Sales & Service Procedure Section IV.E.8-9 for more information).

Section III. Beverages and Food:

Business Justification for Alcohol at the Event: Explain the business need for alcohol at the event. Alcohol cannot be the main focus of the event.

Type of Alcoholic Beverages: Check all that apply.

Type of Non-alcoholic Beverages: Check all that apply. Non-alcoholic beverages must be of comparable quality (and, if applicable, price), and shall be featured as prominently as the alcoholic beverages.

Who is serving alcohol? Alcoholic beverages must be served under the direct supervision of Lakeside Catering or an approved, insured caterer. Alcohol may be served without an alcoholic beverage license at events on campus where there is no sale.

Is alcohol donated? If yes, provide donor name and contact the Development Office for appropriate paperwork.

Is there a Cash Bar? If yes, an alcohol license is required.

Will tickets be sold to exchange for alcohol? Exchanging any consideration for alcohol constitutes a sale; an alcoholic beverage license is required.

Name of Liquor License holder if selling alcohol: Provide alcoholic beverage license holder name and license number if selling alcohol. (Refer to Alcohol Sales & Service Procedure Section IV.D.1-2 for more information).

Food Service/UCM Approved Caterer details (attach food menu): The presence of alcohol requires the accompaniment of food. Provide a general description of food and the name of the UCM approved caterer. Attach the food menu if available.

Source of Funds Used to Buy Alcohol: Check what applies.

Sign and Submit Application:

The sponsor representative named in Section 1 must sign, date, and submit the Permit to the appropriate authorized authority.

Approval by Authorized Authority:

The Permit must be approved by the Chancellor of UC Merced, or, per Campus Delegation of Authority 095, by one of the following designees (for events on or off University premises and sponsored by their units):

- a) Executive Vice Chancellor & Provost
- b) Vice Chancellor for Student Affairs
- c) Vice Chancellor for Development & Alumni Relations
- d) Vice Chancellor for Business and Administrative Services

In addition, the Vice Chancellor for Business and Administrative Services may approve a Permit if any of the other designees listed above is not available, as well as events sponsored by non-UC persons or groups.

For certain events, additional measures may be deemed appropriate by the Authorized Authority. These include security personnel, event site map (including serving location(s), entrance, exit(s), restrooms, perimeter fencing, etc.), and wristbands for underage attendees. These will be indicated on the Permit.

If alcohol service or sales is denied, a reason will be provided, and the Permit will be returned to the event sponsor. The event sponsor may be advised of additional actions that can be taken in order to obtain approval.

If the Permit is approved, the Authorized Authority will send the approved form back to the Sponsor Representative, who then forwards it to the UCM Police Department.

UCMPD Review:

When received from the Sponsor Representative, the Chief of Police or designee will assign a permit number, review the Permit information, evaluate the event risks, and make security recommendations as needed. After signing, the Police Department distributes the Permit as follows: Original – Campus Police; and 1 copy each to Sponsor Representative, Authorized Authority and Risk Services.

The event sponsor must make the APPROVED permit available at the event for inspection by any University Official.