1. GENERAL INFORMATION

<table>
<thead>
<tr>
<th>Organization or Department</th>
<th>Campus Group / External Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Event Sponsor (individual)</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Designated Event Coordinator (individual)</th>
<th>Phone</th>
<th>Email</th>
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</table>

2. EVENT INFORMATION

<table>
<thead>
<tr>
<th>Name of Event</th>
<th>Date of Event</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Purpose of Event</th>
<th>Location of Event</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Beginning Time</th>
<th>Ending Time</th>
<th>Will you need assistance transporting alcohol</th>
</tr>
</thead>
</table>

Size of Event: (Indicate how many attendees you expect – and complete appropriate section on page 2)

- [ ] A. Public Event
- [ ] B. Large Private Event
- [ ] C. Small Private Event

Admission Fee:

- [ ] Free Admission
- [ ] Charged Admission (Alcohol may not be sold)

Alcohol Control Plan provided by:

- [ ] College Authorized Alcohol Server (Please specify who)

  (Certificate of Insurance is housed in Risk Management, but needs to be updated annually)

- [ ] Other Authorized Alcohol Server (Please specify who)

  (Certificate of Insurance is required with College-specified liquor liability coverage)

- [ ] Event Sponsor, individually (Please specify who)

Food and Non-Alcoholic Beverage Service:

Non-alcoholic drinks in addition to water must be served. Please indicate beverages: ______________________

<table>
<thead>
<tr>
<th>Food Provider</th>
<th>Type of Food</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Appetizers</td>
</tr>
<tr>
<td></td>
<td>Light Buffet</td>
</tr>
<tr>
<td></td>
<td>Full Buffet/Meal</td>
</tr>
</tbody>
</table>

3. ASSUMPTION OF LIABILITY

As the event sponsor, I understand that I am responsible for enforcing the Westminster College Alcohol Event Policy during this event and understand that, unless I have transferred responsibility by written contract to an authorized alcohol server, I personally assume all potential liability for damages or claims, which may result from the event.

Event Sponsor ____________________________ Date ____________________________

Reviewed Alcohol Service at Campus Events Policy at: [https://www.westminstercollege.edu/policies/alcohol-service](https://www.westminstercollege.edu/policies/alcohol-service)

Please initial: __________ Date: __________ (Must be reviewed annually by Event Sponsor)

Alcohol Authorization Permit: [ ] Granted [ ] Denied

Dated ____________________________

Campus Events Services Approval (All Events at Westminster College) Dated ____________________________

Risk Management Approval and Authorization
Please check the appropriate event and initial each requirement below.

Alcohol Authorization Form and Permit must be completed properly or permit may be delayed or denied.

☐ A. PUBLIC EVENT:

___ Campus Scheduling and Campus Patrol Notified
___ Obtain a state-issued liquor license or alcoholic event permit
___ Retain authorized alcohol servers. □ Other: ________________________________
___ Receipt of Proof of Insurance forwarded to Risk Management
___ Provide a plan to control for unauthorized service of alcohol to minors and service of alcohol to intoxicated persons. This could include checking ID and providing wristbands for individuals who wish to partake of alcohol.
   Alcohol control plan (Please specify here):

☐ B. LARGE PRIVATE EVENT (more than 25 people):

___ Campus Scheduling and Campus Patrol Notified
___ Retain authorized alcohol servers. □ Other: ________________________________
___ Receipt of Proof of Insurance forwarded to Risk Management
___ Limit attendance to people who have been specifically invited and their guests.
___ Obtain “Private Event” signage from the Risk Management and place signage prominently at key entrance points at the event venue.
___ Provide a plan to control for unauthorized service of alcohol to minors and service of alcohol to intoxicated persons. This could include checking ID and providing wristbands for individuals who wish to partake of alcohol.
   Alcohol control plan (Please specify here):

☐ C. SMALL PRIVATE EVENT (fewer than 25 people):

___ Campus Scheduling and Campus Patrol Notified
___ Retain authorized alcohol servers. □ Other: ________________________________
___ Receipt of proof of insurance forwarded to Risk Management
___ Provide a plan of control for unauthorized service of alcohol to minors and service of alcohol to intoxicated persons. This could include checking ID and providing wristbands for individuals who wish to partake of alcohol
___ Limit attendance to people who have been specifically been invited and their guests
___ Obtain “Private Event” signage from the Risk Management and place signage in prominent key entrance points at the event venue.
___ Prepare to offer a taxi or transportation service, if necessary, for persons who exhibit signs of impairment.
   Alcohol control plan (Please specify here):

Submit form, along with proof of Authorized Alcohol Server and insurance, ten (10) days prior to the event to:
Natalie Seely, Risk Management, 801-832-2657, nseely@westminstercollege.edu, 1840 South 1300 East, Salt Lake City, UT 84105.  Risk Management is located in the Bill and Vieve Gore School of Business (RM 213).