

Serving Alcohol Compliance Checklist

Guidelines: GDL-U1300.03A

Action by: Department Head

- Reviews** the University [Standards for Serving Alcohol at University Events](#) to ensure the event will meet state banquet permit requirements listed in Section 5.
- Ensures** Chart 2 funds are available to pay for the:
 1. Alcohol
 2. State banquet permit fee
 3. Licensed server(s). See fees for University Catering servers.

Donated alcohol is prohibited per state requirements.

- Ensures** funds are available to cover the cost of food which is required to be served when providing alcohol.
- Ensures** the alcohol will be served free (see exception in the standards 5(d)).
- Delegates** an employee responsible to be present at the event and implements the requirements of the standards.
- Signs** the *Application to Serve Alcohol* BEFORE purchasing the alcohol. This must be done before applying for the State Banquet Permit.
- Prints** the permit, signs the permit, and provides signed permit to the event coordinator.
- Signs and submits** the *State Banquet Permit* (department head signature is required; staff are not to be delegated this step).
- Limit or discontinue** alcohol service at your discretion either for the entire event or to an individual if deemed necessary to mitigate potential risks. Catering service/bartender also has the discretion to limit or refuse alcohol service to any event attendee.

Action By: Event Coordinator

- Reviews** the University [Standards for Serving Alcohol at University Events](#) to understand the event requirements for having a state banquet permit (see Section 5).
- Submits** the [Application to Serve Alcohol](#) BEFORE purchasing the alcohol.

- Ensures** all approvals are received BEFORE applying for the State Banquet Permit.
- Submits** with the link to the [State Banquet Permit Application](#).

*Department head's wet signature on the printed permit is required; staff are not to sign on behalf of the department head. To assist the department head in completing the state banquet permit, provide them with the completed *Application to Serve Alcohol* which can be used to answer questions in the Banquet Permit.

- Obtains** printed and signed permit from the Department Head (department head must provide a wet signature on the printed permit)
- Prints** a copy of the state permit and has the Department Head provide a wet signature on the printed permit.
- Submits** [Food and Beverage Approval Form](#) before purchasing food.
 - Non-alcoholic beverages must be available for guests at all times during the event.
 - Food must be approved in accordance with the *Purchasing Food and Beverages Policy* ([POL-U5348.16](#)).
- Purchase alcohol**
 - Alcohol is purchased from a retail store using a department Pcard, not donated. Purchasing alcohol with personal funds and requesting a reimbursement is prohibited.
 - The purchased alcohol must immediately be delivered to Aramark offices 1-2 days before the event. The Aramark office is located at VU 441.
- Ensure day-of-event requirements**
 - Permit is provided to University Catering 1-2 days before event. If not using University Catering, ensures permit is posted in a conspicuous location in the event of a random compliance audit by local Liquor Board authorities.
 - Guests are prohibited from bringing their own alcohol.
 - All alcohol containers are secured in a manner to prevent unauthorized access or consumption.
 - Alcohol consumption is limited to the immediate premises where alcohol is approved to be served; event coordinators should be aware of a venue's rules about physical boundaries for alcohol consumption.

- Games or devices that encourage or facilitate the rapid and/or excessive consumption of alcohol are strictly prohibited, and
- Understand that the on-site catering manager, department head, and/or server has the authority to limit or discontinue alcohol service at their discretion either for the entire event or to an individual.
- Disposal of unused OPEN bottles of alcohol are handled by the authorized servers. No University staff or event attendee may remove unused alcohol following the conclusion of the event. Leftover unopened bottles are forfeited to University Advancement.