



WENTWORTH

INSTITUTE OF TECHNOLOGY

Request to Serve Alcohol

This form must be completed by those who wish to serve alcohol at an event and submitted to the appropriate Vice President for consent. Approved copies must be submitted to the Business Services office before our food service provider is contacted. Those wishing to serve alcohol at an event are required to read and follow the Alcohol Policy in its entirety. The Alcohol Policy is available in the Human Resources Handbook and on the Business Services website.

1. Name of Department/Organization _____
2. Event Organizer (person responsible for the event)
 - " Name _____
 - " Title _____
 - " Phone _____ Email _____
3. Name and Description of Event _____

4. Date of Event _____ Start Time _____ End Time _____
5. Location of Event _____
6. Number of Attendees _____
7. Who May Attend? (faculty, staff, graduate students, alumni, trustees, corporators) _____
8. Will there be any students or persons under 21 years of age attending: yes no
9. Type of alcohol to be served: wine beer

10. Event Organizer/Person Responsible for the event: I have read the Alcohol Policy and agree to assume responsibility for strict adherence to the appropriate laws and regulations for serving alcohol at an event.

Print _____ Email _____

Signature _____ Date _____

11. Department Head and/or Vice President: I have read the Alcohol Policy and give my consent that alcohol be served at this event.

Department Head _____ Date _____

Vice President _____ Date _____

****All requests to serve alcohol must be approved by the Vice President for Finance****

Approved _____

Approved with Conditions _____

Not Approved _____

Vice President for Finance _____ **Date** _____

Send Approved Form to Business Services

Revised: July 1, 2018