

# Alcoholic Beverage Request Form

Please complete this form and return it to Casey Hall in Facilities Scheduling at hall380@marshall.edu.



Contact Person: \_\_\_\_\_ Department: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Event Name: \_\_\_\_\_  
Purpose of Event: \_\_\_\_\_  
Event Date/Time: \_\_\_\_\_ From: \_\_\_\_\_ AM \_\_\_\_\_ PM To: \_\_\_\_\_ AM \_\_\_\_\_ PM  
Month Day Year  
Event Location: \_\_\_\_\_  
Expected Attendance: \_\_\_\_\_ Check one: Reception Dinner

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## Guideline/Permission Request: Use of Alcohol at Campus Catered Events

General provisions pertaining to serving and consumption of alcoholic beverages:

Customer must send a letter via Facilities Scheduling Office requesting permission to have alcohol. The President or his/her designee will approve or disapprove on a case-by-case basis. This approval allows for only the serving and consumption of alcohol.

1. Wine, beer or other alcoholic beverages will never be the primary reason for the gathering.
2. The preponderance of those attending must be of legal drinking age.
3. No person under the legal drinking age will be served.
4. Alternative nonalcoholic beverages and food will be served.
5. No person under the age of 18 will be allowed to serve wine, beer or other alcoholic beverages, and servers must be appropriately trained to adhere to all laws and regulations regarding the serving of wine, beer or other alcoholic beverages.
6. No state funds will be used to purchase wine, beer or other alcoholic beverages.

A sign must be posted in plain sight indicating the function is a private party. Drinks must be kept in the confines of the room.

## Dispensing of Alcoholic Beverages

No alcoholic beverage is to be sold (except under special permit provision) and no exchange of money in any form, including an admission charge, is to take place

Customers must supply their own wine, champagne or alcohol (whiskey, vodka, etc.), which must be given to catering service 48 hours prior to the event.

**Bar Service is limited to a maximum of four hours.**

Only the campus caterer's bartender must dispense alcoholic beverages. Positive action shall be taken to insure that no person under age 21 is served alcoholic beverages. Bartender will stop dispensing alcoholic beverages one half hour prior to the end of the event and remove it from the premises.

A Public Safety Officer (three (3) hour minimum at \$40.00 per hour), at the expense of the reserving party, must be in attendance for events serving alcoholic beverages.

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The undersigned has read these guidelines and will conform to policies as stated. **Please sign and return to Facilities Scheduling Office for approval processing.**

\_\_\_\_\_  
Signature Date

Approval:

\_\_\_\_\_  
President/Designee Date

Do you need additional information? Call **(304) 696-2538** for facilities information.