Request to Serve Beer or Wine on University Property
Revised: 09/21/07

Department or Group Sponsoring the Event: ___________________________________________

Kind of Event: __________________________________________________________________

Date & Time of Event: ___________________ Place of Event: _____________________________

UNM person with whom you scheduled the location for this event:

Name: ________________________________________ Phone # ____________________

1. Sponsoring group's relationship to UNM? _________________________________________

2. Purpose of Event: __________________________________________________________________

3. Number of Guests Expected: ________

4. Is the event by "invitation only"? _____ If so, how will this be strictly enforced? ______________

5. If the event is being held in what is ordinarily a public place, how will access be controlled during the event? __________________________________________________________________

6. Will minors be present? ______ If so, what procedures will be used to prevent them being served? __________________________________________________________________

7. What kind of alcohol will be served? ________________________ (Only beer and/or wine may be served; the service of hard alcohol will not be approved.)

8. Will the alcohol service be catered? If so, by whom? _________________________

9. Will the food service be catered? If so, by whom? ___________________________

I understand that alcoholic beverages may not be sold on University Property (except where licensed).

Signature: _________________________ Date: ______ Daytime Phone # _________

Please Print Name: ___________________________ Dept. or Organization: ________

Endorsement by Dean or Director _____________________________________________ Date: ________________

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RECOMMENDATIONS:

Director, Student Union: Approval: ___________________ Disapproval: ___________________

University Counsel: Approval: ___________________ Disapproval: ___________________

ACTION OF PRESIDENT: Approval: ___________________ Disapproval: ___________________