

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: _____