



REQUEST FOR ALCOHOLIC BEVERAGES

Campus Scheduling Office
Attn: Alcohol Service
600 Lincoln Avenue
Charleston, IL 61920-0399
Phone: (217)581-2819
Email: mmkiser@eiu.edu

Date of Request: _____

Meeting Information:

Type of event: _____
Sponsoring Organization: _____
Location (Must already be confirmed through Campus Scheduling): _____
Date of Event: _____ Time of Bar: _____ am/pm to _____ am/pm (Time of Bar not to exceed 11:30pm)
Estimated Attendance: _____ Number of participants over age 21: _____

Type of Service:

☐ Cash Bar
☐ Open Bar
☐ Other _____

**THIS ENTIRE FORM MUST BE COMPLETED, SIGNED AND RETURNED
AT LEAST TWO (2) WEEKS PRIOR TO THE DATE OF THE EVENT.**

*There is to be no reference made to alcohol on any invitation, announcement, or advertisement.
Doing so could result in the cancellation of the event.*

Additional Comments: _____

UNIVERSITY ACCOUNTS MUST COMPLETE THIS SECTION BEFORE RETURNING THIS FORM TO THE CAMPUS SCHEDULING OFFICE

Department or Office Responsible for Activity: _____
University Account Number: _____ Account Title: _____
Person Responsible for Activity (print name): _____
Fiscal Agent (signature): _____ Date: _____
Chair/Dean/Director (signature): _____ Date: _____
Vice President (signature): _____ Date: _____
Vice President Student Affairs (signature): _____ Date: _____

- The University Union reserves the right to preview any announcements or invitations regarding this event and to make appropriate suggestions.
- The University Union reserves the right to request proper identification from participants.
- The person whose name appears below must be in attendance for the duration of the event and is responsible for the behavior and control of persons attending this event.
- Bar receipts for all activities at which alcoholic beverages are served must total \$125 for the first hour and \$50 for each additional hour. If the minimum is not reached, the organization will be billed for the difference.
- Service Criteria: 1) Have a minimum attendance over age 21 of 25 attendees for events inside the Union and 50 attendees for events outside the Union.
- Delivery Fee: There is a \$50 delivery fee for all alcohol services requested outside the Union.
- All open bar events will be charged a 15% gratuity.
- Events planned for university employees may begin alcohol services after 4:30 pm, Monday- Friday.
- I have read and understand the University Union "Standard of User Responsibility"

Applicant's Signature: _____ E-Mail: _____
Print Applicant's Name: _____ Phone Number: _____
Address: _____

Street Address City State Zip

OFFICE USE ONLY

Approved: ☐ Denied: ☐ Reason for Denial: _____
Assistant Director (signature): _____ Date: _____
Approved: ☐ Denied: ☐ Reason for Denial: _____
Director (signature): _____ Date: _____