

# ALCOHOLIC BEVERAGE CLEARANCE REQUEST FORM

California State University, Long Beach

Under an Operating Agreement with the California State University Trustees, Forty Niner Shops, Inc. (hereinafter Shops) is responsible to the University and the California Department of Alcoholic Beverage Control for the proper storage, sale, service and distribution of all alcoholic beverages on the campus, regardless of how the alcohol is procured. Alcohol may not be stored by anyone in campus buildings, offices, or classrooms. Shops, or their authorized agents, must supervise the service or sale of alcohol at all events on University property; supervision is provided for a fee. Shops Dining Services acknowledges review and approval by signature below.

Requestor (name of department or individual): \_\_\_\_\_

Day & Date of Event \_\_\_\_\_ Location: \_\_\_\_\_ Type of Function: \_\_\_\_\_

Event Hours: \_\_\_\_\_ Serving Hours: \_\_\_\_\_ Approval Requested for: \_\_\_ Beer \_\_\_ Wine \_\_\_ Distilled

Estimated Attendance by Number: Students \_\_\_\_\_ Faculty \_\_\_\_\_ Staff \_\_\_\_\_ Guests \_\_\_\_\_

EMS# for Event: \_\_\_\_\_ Cash Bar: [ ] Yes [ ] No Is alcohol being donated: [ ] Yes [ ] No

Caterer: \_\_\_\_\_ Catering Contact & Phone Number: \_\_\_\_\_

## Acknowledgement by Event Planner/Host:

In applying for permission to serve alcoholic beverages at our function, we agree that:

1. Student Sponsored Events shall not provide service of distilled spirits.
2. Only members of our group and their invited guests shall attend this event.
3. We shall provide adequate controls to ensure that all persons served beer or wine are at least 21 years of age. We shall abide by all California Laws and CSULB University regulations regarding the serving, sale, or consumption of alcoholic beverages. A prohibited sale would include forms of indirect sales, such as selling tickets or chits, which may be exchanged for drinks or other methods of charging which are determined by the number of drinks served an individual.
4. For any event at which alcohol is served, the serving time period shall not exceed 4 hours.
5. We understand that non-alcoholic beverages must be available for the duration of alcohol service.
6. Where danger or potential danger to persons or property is imminent, University Police officers, at their sole discretion, may cancel or terminate the event.

Authorized Event Planner/Host (Must be present at event):

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone (s) Home: ( ) \_\_\_\_\_ Cell: ( ) \_\_\_\_\_ Work: ( ) \_\_\_\_\_

## THE FOLLOWING SIGNATURES ARE REQUIRED, IN THIS ORDER, FOR APPROVAL

<b>University Approval</b>		
Printed Name	Signature	Date
<b>University Police Approval</b>		
Printed Name	Signature	Date
<b>Forty Niner Shops Approval</b>		
Printed Name	Signature	Date

# FORM INSTRUCTIONS

This form must be received in the Forty Niner Shops at least 5 business days before the event.

Complete the request form as indicated.

- **Requestor (name of department or individual):** Name of department or individual
- **Day & Date of Event:** Date of event.
- **Location:** Location of campus venue.
- **Type of Function:** Type of event function.
- **Event Hours:** Hours of event.
- **Serving Hours:** Hours alcohol will be served at event.
- **Approval Requested for:** Indicate which alcohols (beer, wine or distilled) will be served. If it is a Student Sponsored Event, beer & wine are the only alcoholic beverages available.
- **Estimated Attendance by Number:** Indicate the number of attendees by each category; Students/Faculty/Staff/Guests.
- **EMS# for Event:** Event Management System Number assigned by the Events Office.
- **Cash Bar:** If yes, the guest is paying for the alcohol (non-hosted) and the Alcoholic Beverage Control (ABC) special daily license is required. If no, the host is paying for the alcohol (hosted).
- **Is alcohol being donated (must be served by Forty Niner Shops' Beach Catering):** If yes, alcohol is available for purchase and paid for by the guest as part of their meal cost. A submission letter of donation from a licensed distributor or manufacturer and Alcoholic Beverage Control (ABC) permit is required. ABC requires special handling of Donated Alcohol, please allow thirty (30) days before the event date. If no, alcohol is part of the catering package paid for by the host, the ABC special daily license is not required.
- **Caterer:** Name of caterer and attach a copy of catering contact.
- **Catering Contact & Phone Number:** Caterer's phone number (must be reachable at the number provided during all hours of alcohol service).
- **Authorized Event Planner/Host (Must be present at event):**
- **Printed Name:** First & Last name of event planner/host.
- **Signature:** Signature of event planner/host.
- **Date:** Current Date.
- **Address:** Address of event planner/host.
- **City:** City of event planner/host.
- **Zip:** Zip code of event planner/host.
- **Phone(s) Home, Cell & Work:** Event planner or host's home, cell and work numbers.

## THE FOLLOWING SIGNATURES ARE REQUIRED, IN THIS ORDER, FOR APPROVAL

<b>University Approval</b>			
	<ol style="list-style-type: none"> <li>1. Student Sponsored Events - approval by Dean of Students</li> <li>2. University Sponsored Events - approval by a Level 3 or above.</li> <li>3. Third Party Events with Facility Rental – approval by Venue Manager.</li> <li>4. University Intercollegiate Athletic Events in University Owned/Operated Facilities - approved by Athletic Director.</li> </ol>		
Printed Name		Signature	Date
<b>University Police Approval</b>			
Printed Name	By authorized university police personnel	Signature	Date
<b>Forty Niner Shops Approval</b>			
Printed Name	Director of Residential Dining & Catering Services for the Forty-Niner Shops, Inc. or his/her designee	Signature	Date