



University of Delaware Alcohol Approval Form

Date(s) of event: _____ **Service Time:** _____

Location(s) of event: _____

Service(s) Requested: Open Bar Cash Bar Consumption Bar

Types of Alcohol (circle): WINE BEER LIQUOR

Guests under 21 present: Y / N **All guests must have valid ID to be served**

University Department/Event: _____

***Compliance Statement:** All requests for alcoholic beverage services are subject to University Policy 2-13, Consumption of Alcohol on Campus. Department/Event representative has viewed Alcohol Policy 2-13 and will comply with all alcohol related policies.*

Representative of the Department/Event:

(print or type name) _____

(signature/date) _____

*** Facility Manager**

(print or type name) _____

(signature/date) _____

**** Director, Dean or Vice President**

(print or type name) _____

(signature/date) _____

**Events scheduled in licensed facilities require a minimum of 10 days advance approval submitted to Dining Services, registration with the facility manager, and approval by the appropriate Director, Dean, or Vice President.*

*** Events scheduled in all other approved locations require a minimum of 15 days advance approval submitted to Dining Services to secure a one-day gathering license and registration with the appropriate Director, Dean, or Vice President for the facility.*

Please print and submit completed form to Jeffrey Kuhn, Beverage Operations Manager, Dining Services, Pencader Dining Hall, New London Road, Delaware, 19716. If you have any questions about approved or licensed facilities, please contact the Beverage Operations Manager (302)831-4368. This form can be submitted electronically to jskuhnii@udel.edu

