ALCOHOL SERVICE APPROVAL FORM

In accordance with University Policy #81, Alcoholic Beverages, this form must be completed, approved (within 14 calendar days prior to the event), and submitted to Aramark before alcohol can be served at a University event.

**Note: Please ensure that the proposed event details conform to the general considerations and locations outlined in Policy #81, Sections V.C.1 and V.C.2 prior to submission.**

**EVENT DETAILS (Details must align with catering order, when applicable)**

EVENT NAME/PURPOSE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EVENT SPONSORS/ORGANIZERS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PHONE NUMBER FOR EVENT SPONSOR: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

REQUESTED LOCATION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE OF EVENT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

BEGINNING/END TIMES\*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*Total duration not to exceed 2 hours for events with full meals or 1½ hours for events with receptions.

**APPROVALS**

SIGNATURE OF EXECUTIVE DIRECTOR BILTMORE PARK: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(If event location is Biltmore Park)

NAME (Printed) OF EXECUTIVE COUNCIL MEMBER\*\*: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EXECUTIVE COUNCIL MEMBER SIGNATURE/DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*\*If event sponsor is an Executive Council member, the event extends beyond the 2 hour limit, or requested location is a University facility not listed in Policy #81, Section V.C.2., signature of the Chancellor is required.

CHANCELLOR SIGNATURE/DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

10/2015