



# FORT LEWIS COLLEGE REQUEST TO SERVE ALCOHOLIC BEVERAGES

10 DAYS NOTICE REQUIRED FOR EVENTS MEETING CRITERIA FOR ADMINISTRATIVE APPROVALS.  
55 DAYS NOTICE IS REQUIRED FOR EVENTS REQUIRING A SPECIAL EVENT PERMIT.  
SUBMIT COMPLETED FORM TO UNION OPERATIONS/FACILITIES, 103 CUB, OR CALL 247-7391 FOR ASSISTANCE.

NAME OF GROUP/ORGANIZATION \_\_\_\_\_

FLC Department  FLC Administration  Conference Group  Contract Group

Permission is requested to serve (**Check One**)

BEER  WINE  BEER & WINE \_\_\_\_\_

OTHER (Please describe in detail) \_\_\_\_\_

1. Individual Responsible for Event \_\_\_\_\_

2. Mailing Address \_\_\_\_\_

3. Name & Type of Event (**Check One**) \_\_\_\_\_

BRUNCH  LUNCH  DINNER  RECEPTION

OTHER (Please describe in detail) \_\_\_\_\_

4. Event Date & Time \_\_\_\_\_

5. Event Location \_\_\_\_\_

6. Who is Invited? \_\_\_\_\_

7. Number Attending \_\_\_\_\_

8. Will minors be present at this event?  YES\*  NO\*\*

\*If you answered "YES" to #8, you will required to hire Campus Dining Services bartenders.

\*\*If you answered "NO" to #8, you are not required to hire Campus Dining Services bartenders and may utilize individuals from your event as servers. Define your method of service below (attach a separate page if necessary).

9. Define below your method of ensuring that minors are not served alcoholic beverages (attach a separate page if necessary).

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

10. Is the Event by Special Invitation Only?  YES  NO\*

\*If "NO" is checked, you must receive permission from Fort Lewis College to apply for a "Special Event Permit" through the Durango City Clerk's Office (see Alcohol Beverage Service Policy).

11. Is there sale of alcoholic beverages?  YES\*  NO

\*If "YES" is checked, you must receive permission from Fort Lewis College to apply for a "Special Event Permit" through the Durango City Clerk's Office (see Alcohol Beverage Service Policy).

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**FOR OFFICE USE ONLY:**

*Date Received* \_\_\_\_\_ *Approved* \_\_\_\_\_ *Date of Notification* \_\_\_\_\_

Not approved \_\_\_\_\_

Approved to apply \_\_\_\_\_