

# University of North Carolina Asheville Alcohol Beverage Application & Permit

Submit completed application to Tom Lawton, General Counsel, PH 254, CPO 1400

**NOTE: Application will NOT be approved unless ALL requested information has been provided. Also, the application must be submitted at least five working days before the event.**

1. Sponsoring organization: \_\_\_\_\_  
Location event will be held: \_\_\_\_\_
2. List date, beginning and ending time, and precise location of the event:  
Date: \_\_\_\_\_ Beginning Time: \_\_\_\_\_ a.m. / p.m. Ending Time: \_\_\_\_\_ a.m. / p.m.  
Building: \_\_\_\_\_ Room Number: \_\_\_\_\_
3. UNCA policy generally prohibits alcohol, except in certain locations and in limited circumstances. See Policy 26, Section III. Describe the event, state whether it is public or private, and explain how the event falls within the limited circumstances set forth in the policy.  
Description of event: \_\_\_\_\_  
\_\_\_\_\_  
Public or private? \_\_\_\_\_  
How does the event fall within the limited circumstances set forth in the policy? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. List the name, telephone number, and campus address of individual assuming responsibility for assuring that UNCA policy will be observed:  
Name: \_\_\_\_\_, CPO \_\_\_\_\_ Telephone Number: \_\_\_\_\_
5. Quantity of alcoholic beverages must be based on the number of people and the length of the event: one 12-oz. can of beer per person per hour; and one 4-oz. serving of wine per person per hour. If the event is attended by fewer people than expected, the quantity available to be served must be reduced.  
The number of people expected is \_\_\_\_\_, and the alcoholic beverages to be served are:  
quantity of beer (i.e., number of 12 oz. containers): \_\_\_\_\_  
quantity of wine (i.e., number and volume of bottles): \_\_\_\_\_  
Describe the food to be served, and the type and quantity of non-alcoholic beverages that will be available:  
Food: \_\_\_\_\_  
\_\_\_\_\_  
Type & Quantity of non-alcoholic beverages available: \_\_\_\_\_  
\_\_\_\_\_

6. Identify the individual(s) who will be designated to serve the alcoholic beverages.

Name(s) \_\_\_\_\_

7. Are you:

Using University Dining Services as a caterer? \_\_\_\_\_

If so, have an authorized representative of Dining Services sign here: \_\_\_\_\_

Using another caterer, or serving the alcohol yourself? \_\_\_\_\_

8. Sponsor must obtain permission from the University employee responsible for managing the building in which the event is taking place.

Have that individual sign here: \_\_\_\_\_

**Requirements:**

When alcoholic beverages are being served, under no circumstances may an admission fee be charged, tickets sold or exchange of any kind take place.

When alcoholic beverages are being served, participants may not bring in alcoholic beverages. Nor may participants have direct access to the alcoholic beverages that are being served; instead, an individual must be designated to serve.

No person under 21 years of age is served any alcoholic beverage, and alcoholic beverages may only be consumed in the area designated on this form.

Food and non-alcoholic beverages must be made available at events.

No persons obviously intoxicated will continue to be served alcoholic beverages, or allowed continue to consume alcohol.

The Office of Public Safety will be contacted to assist with any disruptive individuals.

Advertising of events where alcohol is permitted must be in keeping with UNCA's overall campus goal of promoting responsible use of alcohol. When the general public is invited, alcohol is not permitted; and therefore no off-campus advertising of events is permitted when alcohol is allowed. No mention of beer or wine is permitted in on-campus advertising.

By signing this form, the representative of the sponsoring organization certifies that he or she has read the entire UNCA alcohol policy, is over 21 years of age, and is responsible for that policy, and these requirements, at this event.

Signature: \_\_\_\_\_  
(Representative of sponsoring organization)

Date: \_\_\_\_\_

Signature: \_\_\_\_\_  
(University General Counsel)

Date: \_\_\_\_\_