

SDSU ALCOHOL APPROVAL REQUEST

Please print or type

Event: _____

Date(s): _____ Time(s): _____ Location: _____

Sponsor: _____
(Organization/Individual)

Campus Affiliation or Sponsor: _____

Anticipated Attendance: Students _____ Faculty _____ Staff _____ Guests _____

List all activities of this event: _____

Will any alcoholic beverages be served at this event *Yes ___ No ___

Approval is requested for: Beer ___ Wine ___ Distilled Liquor ___

***Aztec Shops has the first right of refusal for serving and the sale of beer & wine. University policy states that Aztec Shops is solely responsible for supervising the serving of beer and wine on campus. Distilled liquor is permitted on University property only when served by Aztec Shops Ltd. as part of an approved catered event. In addition, client is required to contact Aztec Shops catering at 594-7641/2.**

Will food be served at this event? Yes ___ No ___ Will food be catered by Aztec Shops? Yes ___ No ___

If the event will NOT be catered by Aztec Shops, copies of the following will be required:

1. Liability insurance
2. Health license/permit
3. Health Rating
4. Current employees food handlers cards
5. Food preparation, storage service and clean up methods to be provided in writing.

Person/s responsible for serving alcohol must be 21 yrs. or older. Aztec Shops must supervise the serving of alcohol at all events on the University property and will provide supervision for a fee. Aztec Shops acknowledges review and approval by signature below. Signature must be obtained prior to submitting this form to Provost/Vice Presidents.

Name _____ Home/Campus Telephone _____

Person/s responsible for checking identification – either driver’s license or State I.D. card. (Must be 21 years or older)

Name _____ Home/Campus Telephone _____

I certify that I shall be present for the entire event and on behalf of the sponsoring organization, shall ensure compliance with all applicable State and University regulations.

Signature _____ Department _____

Name _____ Home/Campus Telephone _____

APPROVAL

Vice President	Date	Exec. Director, AS (Req.for clubs, AS facilities & events) Date
Aztec Shops Catering (GM or Dir.)	Date	

Send copy of approved form to Associate Vice President, Business Enterprises.
Rev. 07/04