

University of Delaware

ALCOHOLIC BEVERAGE SERVICE APPROVAL FORM

Events scheduled in any unlicensed facilities require a minimum of 20 business days advance approval submitted to Bev Ops and registration with the facility manager to allow for gathering license approval.

** Contact Bev Ops 302-831-4368 or Catering 302-831-2891 to determine location status **

For single events that occur over several time periods/dates, one form may be submitted listing each function/location where alcohol will be served.

Date(s) of Event: _____

Location(s) of Event: _____

Service(s) Requested: _____

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.

Alcohol Service Will Only Occur During Contracted Hours of Event

Representative of the Department/Event _____ Print

(Signature/Date) **X** _____ Sign

Approval: Dean or Vice President _____ Print

(Signature/Date) **X** _____ Sign

Registered ¹Facility Manager _____ Print

OR ² Director, Dean, or VP _____ Print

(Signature/Date) _____ Sign

Please print and submit completed form to: Chris Peters, peterscs@udel.edu

Please contact [UD Catering](#) or [Conference Services](#) for event related details