



THE UNIVERSITY OF TEXAS-PAN AMERICAN

Application For Use of Alcoholic Beverages

(Must be submitted at least 15 business days prior to an event)

Upon submittal of this form, I attest that I have reviewed and will comply with [HOP 4.9.1](#) Alcohol Beverage and the [Guidelines for Alcohol Service at University Events](#). **Submit complete form to: Gilbert.Garza@sodexo.com, Mail to: UCDIN or Contact 956-665-7485**

- Department/Individual: _____
- Requestor: _____ Email: _____ Phone: _____
- Event Name: _____ Est. Number of Guests: _____
- Date of Event: _____ Alcohol Serving Time From: _____ To: _____
- Type of Alcohol: (Check all that apply): Beer Wine Liquor Other (Specify): _____
- Event Location for Dispensing: On Campus Off Campus
* If off campus, requestor is required to comply with [HOP 4.9.1](#) and "[Guidelines for University Events Where Alcohol is Served](#)"
- Designated Server(s) Shall be University's food service contractor. If not, specify reason for consideration of exception and indicate suggested server(s):

- Method of Alcoholic Beverage Dispensing:
 Sold by drink over the counter for cash Controlled by Ticket Distribution: _____ tickets per person.
 Served per drink over the counter and billed to host Other: _____
- Who will be attending this event? (Check all that apply)
UTPA Faculty/Staff UTPA Alumni UTPA Students Non-University Guest
- Will there be persons under the age of 21 in attendance? YES NO
IF YES, HOSTS OF THE EVENT MUST IMPLEMENT PRECAUTIONARY MEASURES TO ENSURE THAT ALCOHOLIC BEVERAGES ARE NOT ACCESSIBLE OR SERVED TO PERSONS UNDER THE LEGAL DRINKING AGE.
- Will admission fee charged? YES NO
- Will food to be served? YES NO
If Yes, Food to be provided by (check one): UTPA Food Service Caterer Off Campus Caterer Brought by Host
- Will non-alcoholic drinks to be served? YES NO
- a. Has a UTPA Police Service Request been submitted for this event? YES NO
b. If 'No', is a Police Service Waiver requested for this event? YES NO (*Must have less than 30 guests and no students in attendance to be eligible.)
- Contact person at event: _____
(Contact person is responsible for identifying him/herself to police officers at beginning of event and for verifying display of TABC catering permit.)

I certify that I have read, understood, and will comply with UTPA policies and guidelines regarding the sale and consumption of alcoholic beverages on the UTPA grounds and facilities.

Signature of Requestor	Date	Signature of Department Head	Date
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RECOMMENDATION APPROVAL DISAPPROVAL

Signature of General Manager, Food Services	Date
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APPROVAL GRANTED DENIED

Signature of Dean of Students or Designee <i>(approval required if students will be attending the event)</i>	Date
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APPROVAL GRANTED DENIED

Signature of President or Designee	Date
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