

**ORGANIZATION INFORMATION:**

Organization/Group: \_\_\_\_\_ Main Phone: \_\_\_\_\_  
 Organization Mailing Address: \_\_\_\_\_ Other Phone: \_\_\_\_\_

**INDIVIDUAL RESPONSIBLE FOR THE EVENT:**

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Email Address: \_\_\_\_\_ Additional Email Address for confirmation: \_\_\_\_\_

*\*The State of Washington requires that the Individual Responsible for the Event provide a date of birth. Personal information is NEVER shared with outside entities. The Individual Responsible for the Event must be present at the event.*

**TYPE OF GROUP: (check all that apply)**

Seattle University Students  Seattle University Faculty/ Staff  Seattle University Alumni  External Group (Non-University Event)

Will Anyone Be Under 21? :  Yes  No If Yes, describe the system used to check identification: \_\_\_\_\_

**EVENT INFORMATION:**

Name of Event: \_\_\_\_\_ Event Location: \_\_\_\_\_

Event Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ am/pm End Time: \_\_\_\_\_ am/pm

Reservation Number: \_\_\_\_\_ GL Account #: \_\_\_\_\_ Expected Attendance (Required): \_\_\_\_\_

**ALCOHOL PURCHASE: ( Please check the appropriate box for this event )**

Department is purchasing the wine and/or beer (arrangements must be made with Catering to ensure it is prepped in advance for service)  
 Emerald Plate Catering is purchasing the wine and/or beer

**TYPE OF PERMIT: ( Please check the appropriate description for your event )**

Banquet Permit- Free Admission. Alcohol will be served. – Cost is \$10.00  
 Banquet Permit- Charging admission. Alcohol will be served but NOT sold – Cost is \$10.00  
 Special Occasion License- Selling scrip, accepting donations, “no host” bars, and admission for consuming alcohol. – Cost is \$60.00  
*Please contact UE immediately for a Special Occasion License application. Special Occasion License applications must be completed and filed with the State of Washington at least 45 days prior to the event.*

**FOOD AND BEVERAGE INFORMATION:**

Type of alcohol to be served (check all that apply):  Wine  Beer (No Kegs)  Champagne Toast

Location of alcohol service (e.g., bar, passed drinks, etc.): \_\_\_\_\_

Type of food to be served: \_\_\_\_\_

- For events where alcohol is served, the organization is required to hire, at its own expense, alcohol servers employed by Emerald Plate Catering, the university’s food services provider. Contact Emerald Plate at [SUDiningServices@seattleu.edu](mailto:SUDiningServices@seattleu.edu). Certain events, as determined by UE, may be exempt from requiring a server.
- Emerald Plate Catering has exclusive catering rights on campus. Non-alcoholic beverages and food must be available at the event. Name-brand beverages, high-protein foods, and low-salt foods are encouraged.
- Security may be required for events where minors may be in attendance. Arrangements must be made at least **10 days** prior to the event or the event may be subject to cancellation. Contact Public Safety at (206) 296-5990.

**I HAVE RECEIVED AND READ THE SEATTLE UNIVERSITY POLICY ON ALCOHOLIC BEVERAGES. I AGREE TO TAKE RESPONSIBILITY FOR ENFORCING THE SEATTLE UNIVERSITY POLICIES ON ALCOHOL.**

Name (Print) \_\_\_\_\_ Title \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**UE OFFICE USE ONLY**

Security Personnel Required:  Yes  No Alcohol Server Required:  Yes  No UE Designee: \_\_\_\_\_