



# LAMAR UNIVERSITY

MEMBER THE TEXAS STATE UNIVERSITY SYSTEM™

## ALCOHOL BEVERAGE USE APPLICATION

This application **must be completed for any event that would like to serve alcohol** and returned prior to execution of Facility Use Agreement for non-sponsored events or at least fifteen days prior to event for University sponsored events held on any property owned, controlled or managed by the University.

**AFFILIATION:**

Name of Department or Organization:

Names of Sponsors (LU Employees) who will be at the event through its duration:

University Department \_\_\_\_\_ Name of Department Head: \_\_\_\_\_  
Non-University Affiliated Organization \_\_\_\_\_

**Note: Approval by President or Vice President of Finance and Operations is required for all events**

**EVENT INFORMATION:**

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

Event Date: \_\_\_\_\_ Week Day: \_\_\_\_\_ Starting Time: \_\_\_\_\_ <sup>AM</sup> Ending Time: \_\_\_\_\_ <sup>PM</sup> Estimated Attendance: \_\_\_\_\_

To whom is the event open? \_\_\_\_\_ The student organization or group only \_\_\_\_\_ The public, in general \_\_\_\_\_ Other population (describe below) \_\_\_\_\_  
(check all that apply) Invited guests/Private party \_\_\_\_\_ The University community, in general \_\_\_\_\_

Will persons under lawful drinking age (21) be permitted to attend? No Yes

Will all alcoholic beverages be available at no charge? No Yes If NO, then identify the alcoholic beverage license/permit holder's name: \_\_\_\_\_

Will non-alcoholic drinks (other than water) be available? No Yes License/Permit #: \_\_\_\_\_

What food items will be available, in reasonable amounts, while alcohol is being served? \_\_\_\_\_

Will there be a charge for food items? No Yes

Admissions charge? No Yes If YES, will any portion of the admissions charge be used to pay for the guest's access to alcoholic beverages? No Yes

Types of alcohol served? (check all that apply) Beer Wine Mixed Drinks Other: \_\_\_\_\_

How many hours will alcohol be served? \_\_\_\_\_ hours from: \_\_\_\_\_ to: \_\_\_\_\_

**Acknowledgements:**

- Advertising shall not promote the irresponsible use of alcohol. Publicity shall not advertise alcohol as main attraction.
- The sale of alcoholic beverages is prohibited except pursuant to a valid license or permit for cash sales issued by the Texas Alcoholic Beverage Commission (TABC). Server requirements: a) All servers must be TABC certified. b) Servers are prohibited from consuming alcoholic beverages during the event. c) Servers are required to verify legal age in accordance with TABC guidelines. *Legal age drinkers may be further identified by the use of a hand stamp, wristband, or other ID.* d) Servers shall refuse service to any person who appears to be intoxicated, incites a verbal or physical altercation or who lacks proper identification for proof of age. The sponsoring host reserves the right to take appropriate action to resolve the situation, including contacting security or suspending the serving of alcoholic beverages.
- Non-alcoholic beverages shall be made available while alcoholic beverages are being provided. If alcoholic beverages are being distributed free, then non-alcoholic beverages *other than water* must be available at no charge.
- When alcohol is being served, food items in reasonable quantities for the number of persons expected to attend shall be made available either free or at reasonable cost.
- Alcoholic beverages cannot be brought into or out of events by patrons.
- If the event is open to the public or student population, signage with a minimum of 3" letters shall be posted in the serving area stating "NOTICE - No drinking under 21" or words to that effect.
- The Lessee/Provider will be required to provide a certificate of insurance including General Liability and Liquor Liability coverage in the amounts specified. If Lessee/Provider fails to provide either Certificates of Liability then an insurance fee will be charged to cover University costs to acquire coverage for event.
- University will arrange for campus security for the duration of the event. Lessee will be responsible for the costs associated with security.
- The student group's sponsor/advisor shall be present at student events for the entire duration of the event.
- The serving of alcoholic beverages shall not begin before 5PM and must stop at least thirty (30) minutes prior to the end of the event.
- All alcoholic beverages must be removed from the premises upon event conclusion.
- The Sponsor and/or Lessee/Provider will agree to leave the distribution site as it was found, cleaning up trash, etc.
- List Requested Exceptions, if any:

I have read University Policy governing alcoholic consumption at approved events on University property. I acknowledge that the information in this application is complete and correct, and I agree to comply with federal, state and local laws regarding the distribution, possession and consumption of alcoholic beverages, including the conditions in this application. I understand that this application does not confirm room reservations or security arrangements.

**Accepted by Lessee/Provider:**

Printed Name: \_\_\_\_\_  
Company: \_\_\_\_\_

**Accepted by Sponsoring Host:**

Printed Name: \_\_\_\_\_  
Company: \_\_\_\_\_

**ALCOHOL BEVERAGE USE APPLICATION ACTION:**

- Approved
- Approved with Restriction(s):
- Approved with Waiver(s)/Exception(s) as listed:
- NOT Approved

Signature: \_\_\_\_\_

Dr. Jaime Taylor, President; or  
Dr. Robert Wagner, Chief Operations Officer