



REQUEST TO SERVE ALCOHOLIC BEVERAGES

1. EVENT: _____
On-Campus Off-Campus Location: _____
Date of Event: _____ Time: _____ to _____
Type of Event: _____

2. SPONSOR ORGANIZATIONS: _____
Category: Housing Administration, Faculty, Staff Other _____
Individual in charge: _____
Address: _____ Phone: _____

3. ESTIMATED ATTENDANCE: _____
Event is open to: Members Only Student Body Invited Guests General Public
Please indicate why alcoholic beverage service is an important aspect of your program:

What security control measures will be implemented?

Director of Campus Security's acknowledgement and approval of arrangements:
Approved / Disapproved: _____ Date: _____
Director of Security

4. ALCOHOL SERVICE
Alcoholic beverages to be served: _____
Non-alcoholic beverages to be served: _____

All food service must be cleared through the UH Hilo Health and Safety Officer, unless food is provided by UH Hilo's contracted food service concession vendors or food truck vendors.

Food provided by a UH Hilo contracted food service vendor
UH Hilo contracted food service vendor providing food: _____

Food provided by a non-UH Hilo contracted food service vendor: _____
Approved: _____

Health and Safety Officer, University of Hawaii at Hilo

The undersigned individual and _____ (group or organization) agree to the conditions listed on page two of this form, governing the service of alcoholic beverages at the event described above.

Print name Signature

5. APPROVED:
Date: _____
Dean/Director

Date: _____
Vice Chancellor for Student Affairs or Vice Chancellor for Administrative Affairs

ATTACHMENT A

1. REQUEST TO SERVE ALCOHOL forms shall be submitted to the Vice Chancellor for Student Affairs or Vice Chancellor for Administrative Affairs no less than 15 days prior to the event. Additional preliminary review and approval shall be secured for events held in the Campus Center or any residence hall by the Campus Center Director or Student Housing Director, respectively. Final approval shall be granted by the Vice Chancellor for Student Affairs or the Vice Chancellor for Administrative Affairs.
2. The individual assuming overall responsibility for the event shall be an official representative of the sponsoring organization. The official representative signing the Request to Serve Alcohol form must be present throughout the event.
3. Service of alcoholic beverages shall be in compliance with all applicable federal, state and county laws and ordinances.
4. The Director of Security shall determine the appropriate number of security guards required for the event. If the event is open to the public, a minimum of two security guards shall be provided.
 - a. All organizations must use contracted campus security guards for on-campus events unless the degree of risk involved necessitates the use of off-duty police officers.
 - b. Security guards may be assigned to: i) assist in checking people in and out of entrances; ii) prevent people from leaving the premises with alcoholic beverages; iii) patrol the exterior of the facility; iv) check and secure the area near public restrooms; v) check and prevent vandalism and unauthorized entry into other areas.
5. Responsibility for damages to University property during the event shall be financially assumed by the organization in charge of the event. The designated area must be left in clean condition before vacating the premises.
6. If alcohol is served at off-campus areas or areas that are not readily controllable, extreme caution must be taken to ensure that no alcohol is sold/served to minors, and that consumption is strictly controlled at all times to avoid intoxication. The servers must be authorized to monitor and/or refuse service to individuals per the server's judgment.
7. The following shall be adhered to:
 - a. Consumption of alcohol is permitted only within the approved areas designed for the event.
 - b. Non-alcoholic beverages must be available at the same location and featured as prominently as the alcoholic beverages.
 - c. An appropriate amount of food (as recommended by the food service contractor) shall be served.
 - d. No social event shall include any form of drinking contests in its activities or promotion. Alcohol should not be used as an inducement to participate in any University sponsored event. Promotional material shall make no references to the amount of alcoholic beverages available (i.e. number of kegs).
 - e. Subterfuge such as "donations" designed to avoid public licensing requirements is prohibited.
8. Failure to comply with the procedures for alcohol service shall result in the following:
 - a. Warning to comply immediately with policy, procedures and rules.
 - b. If compliance does not occur after warning, immediate termination of event.

Non-compliance at any event may result in sanctions affecting future events.