



UNIVERSITY OF MISSOURI

REQUEST TO USE ALCOHOLIC BEVERAGES ON UNIVERSITY PROPERTY

Process for external catered and non-catered events: Return completed form and the below required information to Kari Wilborn wilbornk@missouri.edu If an external caterer is being used submit request not less than two weeks in advance to allow sufficient time to confirm compliance with legal requirements. Reference: Use of Alcoholic Beverages on University Property https://bppm.missouri.edu/policy/use-of-alcoholic-beverages-on-university-property/

- Caterer's Permit: Provide copy of caterer's picnic license for the specific event.
Liquor Liability: Anyone who serves alcoholic beverages on a University of Missouri Campus or when contracted for service at a university-sponsored event must provide liquor liability coverage. This should be written on an "occurrence basis" and have limits not less than \$1,000,000 aggregate. The insurance carrier, policy number, effective date and limits should be shown on an insurance certificate provided to the University of Missouri. The Curators of the University of Missouri should be named as an Additional Insured on such policy and a copy of the endorsement should be provided along with the certificate of insurance.

1. LOCATION OF PROPOSED ACTIVITY _____

2. DATE OF THE EVENT _____ Start Time _____ End Time _____

NOTE: All alcohol service must end at 12:00 a.m. due to liquor laws/University Regulations.

3. DESCRIPTION OF THE EVENT

- Name of Event _____
Purpose of event _____
Type of alcohol to be served _____
Description of non-alcohol beverage served _____
Funding source for purchase of the alcohol _____ (i.e. cash bar, departmental mocode (provide), etc.) NOTE: BYOB EVENTS ARE NOT PERMITTED
It is preferred that non-fund 0000 funding sources are used to purchase or serve alcohol

4. Is alcohol being served by a non-University provider (caterer)? Yes _____ No _____
If yes, the information below (5) must be completed.

5. Must be completed by non-University provider: (ONLY non-university providers can serve cash bars)

Name of Business/Caterer _____

Catering Representative Signature _____

Printed Name _____ Phone Number _____

You must also submit the below information along with this form:

- Caterer's Permit: Provide copy of caterer's permits for the specific event. Caterer is responsible for complying with all state and local alcohol regulations and laws related to the services provided.
Liquor Liability: Anyone who serves alcoholic beverages on a University of Missouri Campus or when contracted for service at a University-sponsored event must provide liquor liability coverage. This should be written on an "occurrence basis" and have limits not less than \$1,000,000 aggregate. The insurance carrier, policy number, effective date and limits should be shown on an insurance certificate provided to the University of Missouri. The Curators of the University of Missouri should be named as an Additional Insured on such policy and a copy of the endorsement should be provided along with the certificate of insurance.
If University funds are being used to retain external caterer, copy of contract signed by properly delegated university contracting officer must also be provided not less than two weeks prior to event.
If alcohol is being served by a university catering service (i.e. Hospital Catering), they can only purchase and provide alcohol to University Departments or guests with no cash sales to any non-University attendees. University catering services may serve alcohol to University departments and their guests if the services and alcohol are paid for with University funds and there is no sale to non-University attendees.

6. PRIMARY GROUP THAT WILL BE ATTENDING EVENT

- _____ Faculty/Staff _____ Students _____ Other (please specify)
- Estimated attendance _____

For groups of 300 or more guests, or if underage guests will be in attendance, sponsoring Department/Organization must notify University of Missouri Police in advance and comply with any additional security requirements which may be needed.

For groups larger than 100, not less than 1 SMART-certified bartender/server is required per 100 guests.

- Will there be underage guests present? Yes _____ No _____
If yes, who will be responsible for verifying age (i.e., carding) to ensure compliance with applicable liquor laws? _____

7. DEPARTMENT OR ORGANIZATION MAKING APPLICATION

Name of Person Submitting Request Printed Name & Email Address

Department or Organization Name Phone Number

8. RESPONSIBLE PERSON AT THE ACTUAL EVENT

All persons attending the activity must comply with applicable federal, state and University regulations. I accept personal responsibility for ensuring that University policy and state laws governing use of alcoholic beverages are complied with, and accept financial responsibility for the activity.

Signature of Person Responsible Printed Name & Email Address

Address of Person Responsible Phone Number Date

9. The use of alcoholic beverages at the proposed activity is: _____APPROVED _____NOT APPROVED

Building Coordinator Signature Phone Number Date

Printed Name

*****FOR OFFICE USE*****

10. The use of alcoholic beverages at the proposed activity is: _____APPROVED _____NOT APPROVED

Vice Chancellor Finance Designee Signature Date