

Approval Form for MUSC Student Events Where Alcohol Will Be Served

Name and Type of Event: _____

Day and Date of Event: _____

Hours of Event: _____

Event Location: _____

(Leases and/or rental agreements must be signed by MUSC Legal Services)

Is this event college-related _____ -or- University-wide _____

Sponsoring Organization: _____

Primary Event Organizer and Phone #: _____

President of Sponsoring Organization and Phone #: _____

Have organizational representatives who will be helping manage this event attended a "Responsible Hosting Training Session" and/or read Responsible Hosting information found at www.musc.edu/studentorganizations/alcoholpolicy/guidelines.html?

Yes _____ No _____

Advisor to Sponsoring Organization and Phone #: _____

Event Plans

Who is invited to attend this event? _____

How will this event be publicized? _____

Will alcohol be sold at your event or admission (that includes bar service) be charged to attend your event? Yes _____ No _____ (If yes, SC law mandates that the sponsoring organization acquire and display a Temporary Beer, Wine and/or Liquor Permit. The process of acquiring this permit takes 4 weeks. If the event is to be held at a licensed establishment then it is not necessary to obtain this permit.)

Has a Temporary Beer, Wine and/or Liquor Permit been acquired? Yes _____ No _____ Pending _____

What arrangements will be made to assure that no one under 21 consumes alcoholic beverages? _____

What type and quantity of alcoholic beverages will be served?

How will alcoholic beverages be served? (i.e. self-serve, professional bartender)_____

How will the amount that your guests drink be controlled?_____

What type and quantity of food will be served? _____

What type and quantity of non-alcoholic beverages will be served?_____

What type of entertainment (besides the bar) will there be? _____

What arrangements have been made to keep impaired guests from driving?

Have you leased a facility and/or contracted a band, caterer or bartending service?
Yes_____ No_____ If yes, have these leases/contracts been approved by MUSC's
Legal Counsel? Yes_____ No_____

I have read MUSC's Alcoholic Beverage Serving Policy and the publication, "Hosting a Responsible Party." On behalf of my student organization, I will manage the event described in this form to comply with all state laws and responsible hosting guidelines.

Event Organizer

Sponsoring Organization

This event is approved_____ -or- disapproved_____ by:

Dean or Dean's Designee (if college-related event)
Exec. Director or Assoc. Director of Student Programs (if University-related)

Comments:
