

## **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](http://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? \_\_\_\_\_

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What type and quantity of alcoholic beverages will be served?

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

How will the amount that your guests drink be controlled?\_\_\_\_\_

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What type and quantity of food will be served? \_\_\_\_\_

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

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

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

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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.

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Event Organizer

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Sponsoring Organization

**This event is approved\_\_\_\_\_ -or- disapproved\_\_\_\_\_ by:**

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

**Comments:**

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