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:

________________________________________________________________________