



WINSTON-SALEM
STATE UNIVERSITY

REQUEST FOR PERMISSION TO SERVE ALCOHOLIC BEVERAGES AT A UNIVERSITY-SPONSORED EVENT

Permission to serve alcoholic beverages on the campus of Winston-Salem State University is determined by the Chancellor of the university, as outlined in University Group Policy #900.14. Please review those guidelines then complete this form and submit it to the Office of the Chancellor. The form must be signed by the department chair or head of the department/unit hosting the event prior to its submission to the Chancellor.

Name of Hosting Department/Unit	
Campus Address	
Name of Contact Person	
Event Location	
Event Date	
Event Start Time	
Event End Time	
Event Description	
Target Audience Description	

By submitting and signing this request, the department chair or head of the department/unit hosting the event certifies that:

1. No one under the age of 21 will be served alcoholic beverages
2. The alcoholic beverages will be served by a professional caterer or bartender with liability insurance
3. There will be no self-service of alcoholic beverages
4. A sufficient quantity of non-alcoholic beverages will be available
5. A sufficient quantity of food will be available.

Department Chair or Head of Unit Hosting Event

Date

Chancellor

Date