

Request for Permission to Serve Alcoholic Beverages

Please complete, sign and submit to the Office of Risk Management at least two weeks prior to your event.

Campus Mail, riskmanagement@uoregon.edu or FAX: 541-346-7008

CONTACT INFORMATION

Sponsoring Organization: _____

Contact Name: _____ Title: _____

Phone Number: _____ Email Address: _____

EVENT INFORMATION

Event Name: _____ Event Date: _____

Start Time: _____ Ending Time: _____ Location: _____

Total # Attendees: _____ # Attendees under 21: _____ Type of Guest: ☐ Open Public ☐ Faculty/Staff
Students, Friends/Family,
and/or UO Community Members

UO Designee Name: _____ Title: _____

Purpose of the Event: _____

Alcohol Limits: Organizers are limited to serving a maximum of 1 drink per person per hour, for a total of 3 drinks during the entire event (regardless of events lasting longer than 3 hours).

Beer:	Total Servings:	SERVING SIZES: Beer: 12 oz Wine: 5 oz (5 servings/bottle) Wine Tasting and Spirits: 1.5 oz
Beer:	Total Servings:	
Wine:	Total Servings:	
Liquor:	Total Servings:	

Non-Alcoholic

UNIVERSITY CATERING INFORMATION

University Catering is the authorized caterer for events scheduled in University campus facilities. This includes the service of alcohol. <https://policies.uoregon.edu/policy/by/1/04-facilities/catering-services-campus>. Use of any other catering vendor must be approved by University Catering. To get approval, you must submit a request for a catering waiver to UO Catering at least 15 days prior to the event.

Waiver Form: <https://catering.uoregon.edu/sites/catering2.uoregon.edu/files/uo-catering-waiver-form-10-16.pdf>.

Questions? Please call (541) 346-4303.

ALCOHOL SERVICE INFORMATION

If not using UO Catering, alcohol server(s) name and license number(s)*: _____

*If necessary, OLCC Temporary License Application.

http://www.oregon.gov/olcc/LIC/pages/special_event_licenses.aspx

Please describe the systems you will use to check IDs and serve alcohol (including names of alcohol monitors):

Are you selling alcohol? (Yes No).

FOOD SERVICE INFORMATION

Describe Type and Quantity: _____

**Food must be served during an event where alcohol is served. Please refer to the Minimum Standards for Alcohol on page 2 for a description of the University's minimum food service requirements.

If not using UO Catering, food provided by: _____

Standards for Alcohol Service and Signatures on page 2.

Minimum Standards for Alcohol Service – Standards must be read and complied with by event hosts and Designees

- 1) **Alcohol:** Alcohol served in campus facilities must be obtained from approved sources; “home brews” are not permitted.
- 2) **Alcohol Limits:** Organizers are limited to serving a maximum of 1 drink per person per hour, for a total of 3 drinks during the entire event (regardless of events lasting longer than 3 hours).
- 3) **Designee:** A “Designee” must be identified for each event and be a UO regular employee. The Designee, by signing this form, agrees to be present for the duration of the event. The Designee will ensure that the caterer or server does not serve alcohol to any person under 21 years of age or overserve any person. The Designee will ensure that advertising for the event reflects that alcohol service is not the purpose or focus of the event. The Designee will ensure that the event complies with all applicable laws, UO policies, and UO standards for alcohol service and will serve as the on-site contact person for UO Police Department, other law enforcement agencies, and UO administrative officers.
- 4) **Food:** Unless authorized by Risk Management, two substantial food items must be served during any University event involving alcohol service. A “substantial food item” means food items prepared or cooked on the licensed premises and that are typically served as a main course or entrée. Some examples are: fish; steak; chicken; pasta; pizza; sandwiches; dinner salads; hot dogs; soup; and sausages. Side dishes, appetizer items, dessert items, and snack items such as popcorn, peanuts, chips, and crackers do not qualify as substantial food items. University Catering is the authorized caterer for events scheduled in University campus facilities (not including the Portland campus). With prior approval from the Vice President for Student Affairs or their designee, departments may use caterers from off campus provided that they operate in compliance with local Health Department regulations, including a valid license for the specific operation, an OLCC liquor license, and liability insurance. Please include a copy of approved catering waivers, or indicate that a catering waiver has been submitted and is pending endorsement, when submitting this form.
- 5) **Hours of Service:** Designees must ensure that alcohol service stops 30 minutes prior to the end of the event. Non-alcoholic beverage options will remain available and be encouraged for the remainder of the event.
- 6) **Kegs:** With proper approvals, kegs are currently permitted at events held on campus. However, please note that the use of kegs present special challenges to limiting the number of drinks per person, ensuring the safety of those in attendance, and ensuring that only those age 21 and older have access to alcohol.
- 7) **Alcohol Monitors:** Security and safety personnel and monitors may be required, at an additional charge to the organizers, for large events. Each event is reviewed on a case-by-case basis. Some of the determining factors include the number of attendees, the type of attendees, the type of event, and its location. Risk Management will make this determination in consultation with the UO Police Department and UO Fire Marshal’s Office.
- 8) **Servers:** Oregon Liquor Control Commission (OLCC)-permitted servers are required whenever alcohol will be served.
- 9) **Serving Sizes:** Beer = 12oz servings; Wine = 5oz servings (5 servings/bottle); Wine Tasting and Spirits = 1.5oz servings
- 10) **Temporary Sales Licenses (TSL):** Additional Oregon Liquor Control Commission (OLCC) requirements must be met for events where alcohol is sold. Unless the caterer already has a liquor license, the OLCC TSLs Application Form must be turned in with this form. The City of Eugene must review all applications for events held at UO Eugene properties which require an OLCC Temporary Sales License http://www.oregon.gov/olcc/LIC/pages/special_event_licenses.aspx.

A copy of approved requests will be forwarded to the contact person(s), who should ensure the Designee has it available at the event.

Disclaimer: Under Oregon law, potential liability may stem from incidents involving over-service and over-consumption of alcohol. Protection of your group and the University is vitally important in this regard. The undersigned individuals and all services must become be aware of and act in accordance with their responsibilities for ensuring the safety of all guests. Additionally, events at which alcohol is served are required to comply with the campus code of conduct (<https://policies.uoregon.edu/vol-3-administration-student-affairs/ch-1-conduct/student-conduct-code>) and UO policies. If problems arise from excessive consumption, please contact the UO Police Department immediately at 6-2919.

In signing this form we, the applicant and Designee, agree that the Designee will be present for the duration of the event and will be responsible for: 1) ensuring that no alcohol is served to anyone under 21 years of age; 2) ensuring that no guests are overserved and that no guest excessively consumes alcoholic beverages; 3) ensuring that advertising for the event reflects that alcohol consumption is not the purpose or focus of the event; and 4) ensuring compliance with the UO policies for alcohol service.

Applicant Signature: _____

Date: _____

Designee Signature: _____

Date: _____

Department Head Signature: _____

Date: _____

--Office Use Only--

Approval, Risk Manager: _____

Date: _____