



**Sale and Service of Alcohol at University-Related Event Form**

**Submit signed request to** Anette Lippold, Chief Enterprise Risk Management and Compliance Officer at alippold@albany.edu

Sponsoring Department or Group: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Email: \_\_\_\_\_

Campus Address: \_\_\_\_\_ Phone \_\_\_\_\_

Name of Function/Event: \_\_\_\_\_

Date and start/end time: \_\_\_\_\_

Location: \_\_\_\_\_ Estimated Attendance: \_\_\_\_\_

Briefly describe the purpose of the event and explain why sale/service of alcohol is necessary:

Will students or minors be present at the event?

How will alcohol be made available at the event?

Will alcohol be provided as part of ticket price?

Will alcohol be complimentary?

Will attendees be able to purchase alcohol?

By entering my name I indicate that I have read and agree to adhere to and enforce University policy 1.7 Alcoholic Beverages and Controlled Substances on Campus.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Enterprise Risk Management & Compliance

Approved

Denied