



Date(s) of event: _____

Location(s) of event: _____

Service(s) Requested: Open Bar Cash Bar Consumption Bar

University Department/Event: _____

Compliance Statement: *All requests for alcoholic beverage services are subject to University Policy 2-13, Consumption of Alcohol on Campus [<http://www.udel.edu/ExecVP/polprod/2-13.html>]. Department/Event representative has viewed Alcohol Policy 2-13 and will comply with all alcohol related policies.*

Representative of the Department/Event:

(print or type name) _____

(signature/date) _____

Registered: * Facility Manager

(print or type name) _____

OR ** Director, Dean or VP

(print or type name) _____

(signature/date) _____

**Events scheduled in licensed facilities: Arshat Hall, Bob Carpenter Center, Cannon Lab, Clayton/Pencader Hall Complex, Goodstay, Perkins Student Center, Trabant University Center, Virden Center and Vita Nova require a minimum of 14 days advance approval submitted to Dining Services and registration with the facility manager.*

*** Events scheduled in all other approved locations require a minimum of 45 days advance approval submitted to Dining Services to secure a one-day gathering license and registration with the appropriate Director, Dean, or VP for the facility.*

Please print and submit completed form to the appropriate facility manager. This facility manager will forward the completed form to Beverage Services. If your event is not in one of the licensed facilities listed above, please submit completed form to Anthony DiPilla, Beverage Manager, Dining Services, Pencader Dining Hall, New London Road, Delaware, 19716, telephone number 302.831.4368.