

ILLINOIS INSTITUTE OF TECHNOLOGY
ALCOHOL SERVICE REQUEST FORM

Complete this form and forward to the appropriate dean or administrative officer and the business manager for approvals. No alcohol service can occur without the completion of this form in its entirety. Copies of this form will be retained by the business manager, dean or administrative officer and the hosting group.

SERVICE INFORMATION

Check below those who will be present and served alcohol:

- | | |
|--|--|
| <input type="checkbox"/> Faculty | <input type="checkbox"/> Undergraduate students and their guests |
| <input type="checkbox"/> Staff | <input type="checkbox"/> Other guests (please describe below) |
| <input type="checkbox"/> Parents of Students | <input type="checkbox"/> Graduate students and their guest |

EVENT INFORMATION

Date _____ Time _____ Location _____ Estimated Attendance _____

Purpose of event: _____

Comments: _____

HOST INFORMATION

Sponsoring group(s) and individual submitting request

Signature of Person Submitting Request _____ Title _____ Date _____

Address _____ City _____ State _____ Zip _____ Telephone # _____

NOTE: If sponsorship is by a student organization, a full-time IIT faculty or staff member must be present for the duration of the time alcohol will be served.

Signature of Individual in Charge _____ Title _____ Date _____

Address _____ City _____ State _____ Zip _____ Telephone # _____

PROVIDER INFORMATION

Any vendor providing alcohol service must be licensed and bonded in the State of Illinois. Please complete the following:

(company, contact person, address, and phone number)

ALL ALCOHOL SERVICE MUST BE IN COMPLIANCE WITH STATE OF ILLINOIS LAWS AND ALL UNIVERSITY AND STUDENT ORGANIZATION POLICIES. NO ALCOHOL WILL BE SERVED TO ANYONE UNDER THE LEGAL DRINKING AGE OF TWENTY-ONE. NO ALCOHOL WILL BE SERVED TO ANYONE WHO APPEARS TO BE INTOXICATED.

RESTRICTIONS (To be filled out by Dean of Students Office)

AUTHORIZATION

Dean or Admin. Officer _____ Date _____ Business Manager _____ Date _____