

STATE UNIVERSITY OF NEW YORK AT BUFFALO

ALCOHOL REVIEW BOARD

**252 Capen Hall
Telephone: 645-6154
Fax: 645-3376**

**REQUEST FOR AUTHORIZATION TO
SERVE ALCOHOLIC BEVERAGES,
WITHOUT PROFIT OR CONSIDERATION
RECEIVED, AT ON-CAMPUS EVENTS**

**For your convenience in obtaining a timely response,
Please fill out and submit 2 weeks prior to event**

Consumption of alcoholic beverages on university premises requires permission from the Alcohol Review Board and/or one of the following delegated agencies:

University Housing/Residence Life
Red Jacket Quadrangle, Building 4
North Campus
645-2171

CFT Catering, Inc.
Center for Tomorrow
North Campus
645-2018

These agencies must approve space reservations and determine that the guidelines for the use of alcohol as approved by the Alcohol Review Board will be followed. Consumption of alcohol at events on university premises which do not fall under the purview of any of those agencies must be approved directly by the Alcohol Review Board. Additionally, permission to use space for that purpose may also require approval by the Office of Conferences and Special Events, 314 Crofts Hall, 645-3705.

Any organization, group, or person may serve alcoholic beverages at any event provided that:

- alcoholic beverages are served without profit or consideration received;
- and, that all legal procedures, policies and regulations regarding alcoholic beverages are complied with.

If alcoholic beverages are to be served at scheduled events on campus, authorization is required from the Alcohol Review Board, or one of its delegated agencies. Authorization may be obtained from the Alcohol Review Board by completing the accompanying form and forwarding it to the Chairman of the Alcohol Review Board. Alternatively, authorization may be obtained from the appropriate delegated agency.

This request for authorization is intended to facilitate compliance with all State laws and university rules and regulations regarding alcoholic beverages and will be granted only under the following conditions:

- a. **That alcoholic beverages will not be sold by anyone without a license.** Under the Alcoholic Beverage Control Law, the word "sale" means "any transfer, exchange or barter in any manner or by any means whatsoever for a consideration, and includes and means all sales made by any person, whether principal, proprietor, agent, servant or employee of any alcoholic beverage and/or a warehouse receipt pertaining thereto".
- b. That permission for the use of a facility has been obtained from the appropriate university office or official.
- c. That individuals under 21 years of age will not be served, be given, or possess alcoholic beverages at the event.

- d. That individuals who are intoxicated, or who are apparently or actually under the influence of alcohol, will not be served or given alcoholic beverages at the event.
- e. That the method of service, the alcoholic beverages to be served, and the amount of alcoholic beverages are specified.
- f. That the supervisor(s) and methods of control are specified.
- g. That sufficient non-alcoholic beverages and some types of food will also be available.
- h. That all state and university rules and regulations are complied with. Particular attention should be paid to Article 3, #13 and Article 7, of the University Rules and Regulations. Other sections of these rules and regulations may also be applicable. And,
- i. That the organization and/or individual requesting permission to serve alcoholic beverages shall be held responsible for any damage, breakage, violations of regulations, and providing for cleaning up after the event.

Any individual convicted of violating the New York State Alcoholic Beverage Control Law is subject to punishment by a fine and/or imprisonment. Such individuals may also have difficulties in later years if they ever attempt to secure a liquor license on their own, or as a member of a partnership or Board of Directors.

Individuals who serve alcoholic beverages, as well as individuals who act as the social host of an event, may be held personally liable.

Further information concerning the conditions and regulations may be obtained from the Alcohol Review Board, 252 Capen Hall (Telephone 645-6154).

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**REQUEST TO SERVE ALCOHOLIC BEVERAGES WITHOUT PROFIT OR  
CONSIDERATION AT ON-CAMPUS EVENTS**

1. Name of ORGANIZATION and PERSON making request: \_\_\_\_\_  
\_\_\_\_\_

2. Date of event: Day \_\_\_\_\_ Month \_\_\_\_\_ Date \_\_\_\_\_ Year \_\_\_\_\_

3. Type of event (meeting, party, etc.): \_\_\_\_\_

4. Location of event: Building \_\_\_\_\_ Room Number: \_\_\_\_\_  
OR – Area \_\_\_\_\_

5. Hours during which alcoholic beverage(s) will be served: \_\_\_\_\_

6. Person(s) conducting and/or responsible for event (Name and Title): \_\_\_\_\_  
\_\_\_\_\_

please **print** name(s) and title(s)

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

Phone # \_\_\_\_\_ FAX \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

7. If catered, please provide: State Liquor Authority License Number \_\_\_\_\_  
Name of organization catering: \_\_\_\_\_

8. Signature of approval of department chairperson or authorized university official responsible for the  
area in which the event is being held (see also #10)

\_\_\_\_\_  
Department Chairperson/University Official

Please print name and title

Office Use Only:

\_\_\_\_ Approved

\_\_\_\_ Denied

\_\_\_\_\_  
Notes

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

9. If item 8 is not applicable, signature of approval of authorized Scheduling Coordinator for the location of event. A copy of an approved request for the use of non-academic university space from Conferences and Special Events may be submitted in lieu of the signature).

\_\_\_\_\_  
Scheduling Coordinator for space listed in #3 above (signature and print name & title)

**If both 8 and 9 are blank, this application will not be approved.**

10. Estimated number of persons attending event: \_\_\_\_\_

Estimated number of persons attending under 21 years of age: \_\_\_\_\_

11. List TYPE(s) of alcoholic beverages to be served and QUANTITY of each: \_\_\_\_\_  
\_\_\_\_\_

12 – **A.** Please print name and title of person responsible for overseeing the service of alcohol:  
\_\_\_\_\_

12 – **B.** Please indicate manner in which alcohol will be served: (Bartender – Name & Title, Waiter, etc.)  
\_\_\_\_\_

13. List non-alcoholic beverages and types of food to be served: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

14. Any event which requires a donation or charges admission will not be approved.

Will there be an admission charge or donation?: \_\_\_\_\_ Yes \_\_\_\_\_ No

How is the cost of the alcoholic beverage(s) being covered?: \_\_\_\_\_  
\_\_\_\_\_

15. Name and title of person(s) responsible for ensuring that alcoholic beverages are not served to individuals under 21 years of age, to any intoxicated person, or to any person actually or apparently under the influence of alcohol: \_\_\_\_\_  
\_\_\_\_\_

16. Name and title of person(s) responsible for cleaning up: \_\_\_\_\_  
\_\_\_\_\_

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