

MONTCLAIR STATE UNIVERSITY

Request for Permission to Serve Alcohol in a Non-Licensed Premises

NO EXCHANGE OF MONIES IS PERMITTED FOR ANY ASPECT OF THE EVENT

Request Date: _____

Department: _____ Division: _____

Department Representative: _____ Telephone #: _____

Event Purpose: _____

Event Location: _____ Event Date/Time: _____

Number of Guests: _____ Non-MSU _____ MSU _____ Grad Students _____ Undergrad Students

Type of Alcohol: (Check all that apply) _____ Beer _____ Wine _____ Spirits

Source of Funds for Alcohol: _____

Type of Service: _____ Bartender _____ Self-Serve

Food Menu: _____

Source of Funds for Food: _____

The below-signed certify that the service of alcoholic beverages at this event is in accordance with University policy, that no monies of any kind have been or will be exchanged for any portion of the event, and that the event will be properly supervised to ensure that no one under 21 years of age will be served.

Department Representative

Date

Division Vice President

Date

President or Designee

Date

Routing: Department Representative
Division Vice President
Vice President for Finance and Treasurer
Director of the Conference Center