

DELAWARE TECHNICAL COMMUNITY COLLEGE

Jack F. Owens Campus

Request to Serve Alcoholic Beverages

Date of Request: _____

Date(s) of Event: _____

Time(s): _____ to _____

Please indicate day of week _____

_____ to _____

Name of Organization/Group/Party: _____

Address: _____

Authorized Individual from Organization: _____

Types of Beverage(s): Beer Wine Liquor Open Bar B.Y.O.B

Location(s) Requested: _____

The undersigned understands that no alcoholic beverages shall be sold, served or otherwise distributed on Campus without the approval of the Vice President & Campus Director by his or her signature below. The undersigned further acknowledges that all arrangements to distribute alcohol on campus, including, but not limited to, the purchase and serving of alcohol, and removing any full and partially full bottles after the event, must be made by the organization.

In addition, the undersigned understands that the organization is solely responsible for obtaining any and all alcoholic beverage permits from the Delaware Alcoholic Beverage Control Commission. A copy of any and all such alcoholic beverage permits must be forwarded to the Campus at least one week prior to the event. In the event that such alcoholic beverage permits are not forwarded to the Campus at least one week prior to the event, the Campus reserves the right to prohibit the distribution of alcohol in relation this event in addition to any other remedy.

The undersigned further acknowledges that the Campus, Delaware Technical Community College, and its trustees, officers, employees, agents, and representatives, are not responsible for any and all liability and claims which arise directly or indirectly from the distribution of alcohol on Campus in relation to this event.

The undersigned represents that he/she is authorized to bind the organization.

(on behalf of the organization)

Vice President & Campus Director

A Facility Request Form must be completed and submitted with this form to the Conference Center Coordinator.