

NMSU APPLICATION TO SERVE ALCOHOL

By submitting this application, the sponsor acknowledges that he/she has reviewed and will comply with the NMSU Alcohol Permit Guidelines. This application must be submitted to the Chair of the Committee (the Director of the School of Hotel, Restaurant and Tourism Management). Applicants will be notified of the decision by the Office of the Chancellor.

SPONSOR INFORMATION

NAME OF ORGANIZATION/GROUP _____

NAME OF THE EVENT PLANNER _____

ADDRESS: _____

TELEPHONE _____ E-MAIL _____ INDEX # _____

NAME OF THE ADMINISTRATOR RESPONSIBLE FOR THE EVENT (Dean or VP Level)

EVENT INFORMATION

EVENT NAME _____

DATE OF EVENT _____ TIME OF EVENT: FROM _____ AM / PM TO _____ AM / PM

TIME OF ALCOHOL SERVICE: FROM _____ TO _____

DESCRIBE THE NATURE OR PURPOSE OF THE EVENT:

EXACT LOCATION OF EVENT _____

LAYOUT OR FLOOR PLAN FOR THE EVENT (describe in detail or attach diagram)

TYPE OF ATTENDEES – Check all that apply <ul style="list-style-type: none"><input type="radio"/> NMSU STUDENTS<input type="radio"/> NMSU FACULTY/STAFF<input type="radio"/> NMSU ALUMNI<input type="radio"/> OFF CAMPUS GROUP (NON-UNIVERSITY)<input type="radio"/> OTHER	TYPE OF ADMISSION – Check one only <ul style="list-style-type: none"><input type="radio"/> INVITATION ONLY:<ul style="list-style-type: none"><input type="radio"/> NO ADMISSION CHARGE<input type="radio"/> PUBLIC EVENT (Needs Special Dispenser Permit)<ul style="list-style-type: none">FREEADMISSION CHARGE <p>NOTE: The invitation list must be provided to the alcohol committee chair at least 1 day before the event and be available at the door.</p>
How will the event be marketed or advertised? _____	

EXPECTED OVERALL ATTENDANCE _____

EXPECTED MINORS IN ATTENDANCE _____

MEANS OF IDENTIFYING UNDER-AGE ATTENDEES: _____

Wristbands must be used for verified adults if minors will be in the event area

NAME OF FOOD SERVICE VENDOR/CATERER _____

TYPE OF ALCOHOL SERVED – Check all that apply

- BEER**
- WINE**
- HARD LIQUOR, PLEASE SPECIFY** _____

TYPE OF BAR – Check one only

- CASH BAR** (REQUIRES SPECIAL DISPENSER PERMIT)
SPECIAL DISPENSER PERMIT HOLDER _____
- HOSTED BAR**
ALCOHOL PROVIDED BY _____

CERTIFIED SERVERS PROVIDED BY _____
(certified alcohol servers are required by state law at all events, no exceptions)

TYPE OF FOOD TO BE SERVED (EXAMPLE: PLATED DINNER, BUFFET, ETC.)

SIGNATURE OF RESPONSIBLE ADMINISTRATOR **DATE**

My signature indicates that I am aware of and assume responsibility for all details of the event and that I have read and will comply with the NMSU Alcohol Permit Guidelines. If these details change, I will notify the alcohol committee chair and if they are significant, a new application may need to be filed.

APPROVALS

Information Verification
by Alcohol Review Committee Chair _____ **Date** _____

Alcohol Review Committee _____ **Date** _____

NMSU Police Department _____ **Date** _____

Security Personnel Required: Yes No If yes, event number _____

DECISION: **APPROVED** **DENIED** **Date** _____

Chancellor's Office _____ **Date** _____

COMMENTS _____