

# MONTANA

TECHNOLOGICAL UNIVERSITY

## Alcohol Request Form

Any individual/group requesting alcoholic beverages be served/available at any function on Montana Tech property must complete this form and receive approval.

EVENT NAME \_\_\_\_\_

HOST ORGANIZATION NAME \_\_\_\_\_

DATE OF EVENT \_\_\_\_\_ START TIME \_\_\_\_\_ END TIME \_\_\_\_\_

LOCATION OF EVENT \_\_\_\_\_

*Provide specific location of your event, including building/room number. If outside, be as specific as possible describing the area.*

EXPECTED ATTENDANCE \_\_\_\_\_

*Depending on expected attendance / size of event, additional security may be required.*

### ALCOHOLIC BEVERAGES PLANNED:

*(Please check which option(s) you intend to serve.)*

BEER \_\_\_\_\_ WINE \_\_\_\_\_ LIQUOR/MIXED DRINKS \_\_\_\_\_ OTHER (specify) \_\_\_\_\_

IS ALCOHOL BEING SOLD: YES (cash bar) \_\_\_\_\_ NO (no cost to attendees) \_\_\_\_\_

### FOOD / NON-ALCOHOLIC BEVERAGE OPTIONS:

*What other food and/or drink options will be available. (Ex: Dinner, hors d'oeuvres, desserts, chips/popcorn, bottled water, soda, etc.)  
Any food options must be coordinated and ordered through Montana Tech Dining Services (Sodexo).*

NAME OF VENDOR PROVIDING/SERVING ALCOHOL: \_\_\_\_\_

*A licensed vendor must be used to provide/serve alcohol in accordance with local, state, and federal laws.*

PRIMARY CONTACT / HOST INFORMATION: \_\_\_\_\_

First Name

Last Name

Title/Role

Phone #

Email Address

I understand that as primary contact/host, I am responsible for this event and ensuring that all University policy and local, state, and federal laws are adhered to.

Signature of Primary Contact/Host

Date

### AUTHORIZED SIGNATURES/APPROVALS:

Dean of Students

Date

Campus Life Staff

Date

Chancellor

Date