



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 options(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