**NOTE:** Terms used below have the same definition as the RIT Policy on University Events with Alcoholic Beverages [C15.0]

Name of University Event:

Name of Event Sponsor:

Event Sponsor Contact Information:

Phone:

E-mail:

Will the Event Sponsor be present for the entire Event? 🞎 YES 🞎 NO

If NO, the name of Sponsor’s designee:

Designee Contact Information:

Phone:

E-mail:

University Entity or Representative:

Phone:

Address:

Date of Event:

Location and address of Event:

Time of Event: to

Purpose of Event:

Audience:

Is the Event a(n):

🞎 Closed Event (i.e., limited to a particular university constituency by invitation only?)

🞎 Open Event (i.e., not limited to a particular university constituency by invitation only)?

Approximate number of total attendees:

Will minors be present? 🞎 YES 🞎 NO

Will Alcoholic Beverages be:

* Available as part of the purchase of an

admission ticket for the University Event? 🞎 YES 🞎 NO

* Served as part of a purchased meal? 🞎 YES 🞎 NO
* Provided in exchange for a donation or

something of value? 🞎 YES 🞎 NO

Will the Event be catered by RIT Dining Services? 🞎 YES 🞎 NO

Will the Event be catered by someone other than RIT Dining Services? 🞎 YES 🞎 NO

If “yes” to the previous question, please complete the following:

Caterer’s name:

Phone:

Address:

Caterers must meet the requirements of [C20.0, Vending Policy](https://www.rit.edu/academicaffairs/policiesmanual/c200). Sufficient time must be given in order to have a [Special Events Caterers Permit application](https://www.sla.ny.gov/system/files/Special-Event-Permit-Terms-and-Conditions.pdfhttps:/www.sla.ny.gov/system/files/Special-Event-Permit-Terms-and-Conditions.pdf) signed by RIT’s Landlord. Please submit the following along with the permit application, at least 60 days prior to the event:

* Copy of caterer’s health permit
* Certificate of insurance

Will food be provided to attendees? 🞎 YES 🞎 NO

What type of food? (e.g., full meal, snacks, etc.)

Will Public Safety officers be present for all or part of the event? 🞎 YES 🞎 NO

By signing below, you affirm that you have read and agree to abide by the RIT Policy on University Events with Alcoholic Beverages (C15.0), and other university governance policies, such as the Faculty/Staff Alcohol and Drug Policy (C15.2), Alcohol and Other Drugs Policy (D18.1), Vending Policy (C20.0), and other administrative policies, such as the Controller’s Office Policies for Selected Discretionary Expenditures.

Event Sponsor’s Signature

Printed Name Date

Event Sponsor’s Direct Supervisor’s Signature Date

E-MAIL FORM TO: [alcoholevent@rit.edu](mailto:alcoholevent@rit.edu)

**OFFICIAL USE ONLY:**

Received by: Date: