



**REQUEST TO USE ALCOHOLIC BEVERAGES ON UNIVERSITY PROPERTY**  
**UNIVERSITY OF MISSOURI**

Please return completed form to: [maxwellm@missouri.edu](mailto:maxwellm@missouri.edu) or mail to 305 Jesse Hall. If using University Catering, request is to be submitted at least one week prior to the date of intended use. Any application received after the deadline by University Catering, a \$50 late fee will be applied. If an external caterer is being used, please submit request not less than two weeks in advance to allow sufficient time to confirm compliance with legal requirements.

**NOTE: BYOB EVENTS ARE NOT PERMITTED. FOR ALL EVENTS, NON-ALCOHOLIC BEVERAGE OPTIONS MUST ALSO BE PROVIDED.**

1. LOCATION OF PROPOSED ACTIVITY \_\_\_\_\_

2. DATE OF THE EVENT \_\_\_\_\_ TIMES: \_\_\_\_\_ / \_\_\_\_\_  
From To

PLEASE NOTE: All alcohol service must end at 12:00 a.m. due to liquor laws/University Regulations.

3. DESCRIPTION OF THE EVENT

- Purpose of event \_\_\_\_\_
- Type of alcohol to be served \_\_\_\_\_
- Method of service \_\_\_\_\_  
(i.e. wine/cheese reception, wine served with meal, etc.)
- Funding source for purchase of the alcohol \_\_\_\_\_  
(i.e. gift funds, admission charges, etc.)

4. PRIMARY GROUP THAT WILL BE ATTENDING EVENT

Faculty/Staff                  Students                  Other (please specify)

Estimated attendance \_\_\_\_\_

For groups larger than 100, not less than 1 SMART-certified bartender/server is required per 100 guests.

Will there be underage guests present? Yes                  No

If yes, who will be responsible for verifying age (i.e., carding) to ensure compliance with applicable liquor laws? \_\_\_\_\_

For groups of 300 or more guests, or if underage guests will be in attendance, sponsoring Department/Organization must notify University of Missouri Police in advance and comply with any additional security requirements which may be needed.

5. DEPARTMENT OR ORGANIZATION MAKING APPLICATION

Name of Person Submitting Request

Email Address

Department or Organization Name

Phone #

**6. CATERER FOR EVENT**

\_\_\_\_\_  
Name of Company

Contact Information \_\_\_\_\_  
Name Phone Number

NOTE: For external (non-University) caterers, all individuals serving must be SMART-certified. Copy of caterer's picnic license and proof of insurance (including liquor liability) naming The Curators of the University of Missouri as additional insured must be provided not less than two weeks prior to event. See reverse side for additional information regarding insurance requirements. If University funds are being used to retain external caterer, copy of contract signed by properly delegated university contracting officer must also be provided not less than two weeks prior to event.

**7. RESPONSIBLE PERSON AT THE ACTUAL EVENT**

All persons attending the activity must comply with applicable federal, state and University regulations. I accept personal responsibility for ensuring that University policy and state laws governing use of alcoholic beverages are complied with, and accept financial responsibility for the activity.

\_\_\_\_\_  
Signature of Person Responsible Printed Name & Email Address

\_\_\_\_\_  
Address of Person Responsible Phone # Date

The use of alcoholic beverages at the proposed activity is: <input type="checkbox"/> APPROVED <input type="checkbox"/> NOT APPROVED		
8. _____		
<b>BUILDING COORDINATOR SIGNATURE</b>	Phone #	Date
Additional requirements needed for approval _____		
9. _____		
<b>CATERING REPRESENTATIVE SIGNATURE</b>	Phone #	Date
_____ Vice Chancellor for Operations Designee		Date
Revised 06/23/17		

Copy of Caterer's License Received \_\_\_\_\_  
Date MU Representative Signature

Copy of Proof of Insurance/Liquor Liability Received \_\_\_\_\_  
Date MU Representative Signature

**Liquor Liability**

Anyone who serves alcoholic beverages on a University of Missouri Campus or when contracted for service at a University-sponsored event must provide liquor liability coverage. This should be written on an "occurrence basis" and have limits not less than \$1,000,000 aggregate. The insurance carrier, policy number, effective date and limits should be shown on an insurance certificate provided to the University of Missouri. The Curators of the University of Missouri should be named as an Additional Insured on such policy and a copy of the endorsement should be provided along with the certificate of insurance.