

Alcohol Clearance Form

This form must be completed and returned ONE MONTH prior to your event. Please note, when serving alcohol at your event we require Campus Safety Officers (minimum of 2, plus 1 additional officer for every 50 guests over 150 people) at the rate of \$15 per hour per officer.

Event sponsors are responsible for and expected to insure the event is in compliance with state, local and federal laws. It is the responsibility of the event sponsors to make event attendees aware of the state, local and federal laws and conduct themselves accordingly.

Event sponsors should be alert and respond quickly to dispel any disorderly behavior before irresponsible conduct causes injury or property damage. The assistance of Campus Safety should be requested as needed.

The College of Idaho through the Campus Safety Office reserves the right to remove any individual/s not complying with these laws and to terminate the event if detrimental to the safety and well being of the campus community.

Sponsoring Organization: _____

Event Title: _____

Event Manager(s): _____ **Phone:** _____

_____ **Phone:** _____

Event Date: _____ **Start Time:** _____ **End Time:** _____

Event Location: _____

Expected Attendance: _____ **Number of Legal Drinking Aged Persons:** _____

Amount & Type of Alcohol Requested: (Beer/Wine ONLY. Keg limited to 1 per 50 guests)

Duration of Alcohol Service: Start Time: _____ **End Time:** _____

Licensed Provider: All beer and wine must be coordinated through Bon Appetit.