

**COLUMBIA UNIVERSITY**  
 IN THE CITY OF NEW YORK  
**ALCOHOL AWARENESS PROGRAM**  
 PHONE 854-5800 FAX 854-5840

**REGISTRATION FORM FOR AUTHORIZATION TO SERVE  
 ALCOHOLIC BEVERAGES AT UNIVERSITY EVENTS\***

*\*All University sponsored events, regardless of location (on or off campus) or age of participants must be registered.*

Assigned: \_\_\_\_\_ *For Office Use*  
*Event #:* \_\_\_\_\_

**Please print the following information about the event:**

Date of the Event: \_\_\_\_\_  
 Type of Event (*Reception, Dance, Party, Coffee House, etc.*)  
 \_\_\_\_\_  
 Location (building, room, etc.)  
 \_\_\_\_\_  
 Start time for the event:  
 \_\_\_\_\_  
 Closing time for the event:  
 \_\_\_\_\_

**Anticipated number in attendance (ID required by all participants)**

A. Columbia Students (CUID): \_\_\_\_\_  
 B. Other Students (with ID): \_\_\_\_\_  
 C. Other (specify): \_\_\_\_\_  
     *Total A+B+C =* \_\_\_\_\_  
 D. Number of people under Age 21 \_\_\_\_\_  
 E. Age 21 and over: \_\_\_\_\_  
     *Total D+E (should equal A+B+C)* \_\_\_\_\_

*For Office Use:*  
 \_\_\_\_\_

**Please check all the following that apply:**

Funded with University Funds     Publicized off campus     Publicized on campus only  
 Charging for alcohol\*     Charging for admission\*     Charging for tickets, T-shirts, other items, etc.\*  
 Held in a public place     Open to the Columbia community

*\* Requires a Temporary Wine and beer Permit License. An authorization letter from the University must accompany an organization application to the State of New York; applications are available from Dean of Students in each school. Note: It takes a minimum of two weeks to receive a Temporary License once the application is delivered to the State.*

*For Office Use:* \_\_\_\_\_

**Alcohol (Amount of alcoholic beverages to be served in bottle/cases):**

Wine: \_\_\_\_\_ Beer: \_\_\_\_\_ Hard Liquor or Punch (if money changes hands, cannot be served except in licensed premises): \_\_\_\_\_

# of Alcohol serving areas: \_\_\_\_\_

Amount and kind of non-alcohol beverages to be served  
(Should be equal or greater than alcoholic beverages being served) \_\_\_\_\_

Amount and kind of food to be served (Should be equivalent to 1 plate of food per person – food may be a combination of chips, vegetable tray, bean dip, cheese & crackers, etc. - please be specific)  
\_\_\_\_\_

For Office Use: \_\_\_\_\_

**Organization/Group/Office Sponsoring Event:**

Name: \_\_\_\_\_ Relationship to University: \_\_\_\_\_

Mailing address: \_\_\_\_\_ Phone: \_\_\_\_\_ e-mail: \_\_\_\_\_

For Office Use: \_\_\_\_\_

**On-Site Person Responsible for Event (must be 21 years old & attended Event Management Training):**

Name: \_\_\_\_\_ Relationship to the group/organization: \_\_\_\_\_

Mailing address: \_\_\_\_\_ Phone: \_\_\_\_\_ e-mail: \_\_\_\_\_

Signature of person responsible for the Event: \_\_\_\_\_

Date: \_\_\_\_\_

For Office Use: \_\_\_\_\_

**Recognizing Office/University Advisor for Organization:**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Office: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ e-mail: \_\_\_\_\_

Department Account # charged for proctors: \_\_\_\_\_

*Proctors are generally assigned as follows: One proctor at door, one at each alcohol serving station and one roving proctor per floor of venue:*

We request total proctors: \_\_\_\_\_ at door \_\_\_\_\_ at serving positions \_\_\_\_\_ roving proctor(s)

Signature of Advisor/Recognizing Officer: \_\_\_\_\_ Date: \_\_\_\_\_

For Office Use: \_\_\_\_\_

**By signing this form, the organization sponsoring the event described on these pages, I agree to the following terms and conditions:**

1. I will observe all Columbia University rules and procedures, as well as all state and local government

laws and regulations regarding alcoholic beverages, in planning and carrying out the event.

2. I confirm that the sponsoring organization has contacted its recognizing office on campus to obtain permission to hold the event and, if applicable, has followed appropriate instructions and received authorization to obtain a Temporary Beer and Wine License. If such a License is necessary, I agree to provide the University with a copy of the License, at least two business days prior to the event.

3. I will fully cooperate with any proctors and University officers assigned to this event before, during and after the event, and I also recognize that the proctor has the final word if questions about alcohol procedures arise during the event.

4. If the event takes place in a residence hall, I agree to coordinate my activities with the appropriate Residence Hall Director or Dean or other building manager.

5. I agree to assist in identifying attendees at the event, including requiring those of legal drinking age to be identified with a wristband to be worn by them, or other appropriate and visible identifying device.

6. I agree to be responsible for my organization making full payments for use of the facilities, including any fees for the services of proctors.

Signature of person responsible for the Event: \_\_\_\_\_

Date: \_\_\_\_\_

**This registration is not complete if this form is not read and signed by authorizing parties.**

Fax completed forms to 854-5840 at least ten days prior to the event.