

Complete this form and forward to the Administration & Finance Office, Suite #265. No alcohol service can occur without the completion of this form in its entirety.

SERVICE INFORMATION

Check below the affiliation and those who will be present at the event where alcohol will be served:

- |  |   |
|--|---|
| <input type="checkbox"/> DTC Chicago-Kent College of Law | <input type="checkbox"/> Students, Staff and/or Faculty       |
| <input type="checkbox"/> Illinois Tech Mies Campus       | <input type="checkbox"/> Other guests (please describe below) |
| <input type="checkbox"/> Non-IIT Affiliated              | <input type="checkbox"/> Possible minors may be present       |

EVENT INFORMATION

Date \_\_\_\_\_ Time \_\_\_\_\_ Location \_\_\_\_\_ Estimated Attendance \_\_\_\_\_

Purpose of event: \_\_\_\_\_

Comments: \_\_\_\_\_

HOST INFORMATION

Printed Name and Host Group \_\_\_\_\_

Signature \_\_\_\_\_ Email \_\_\_\_\_ Phone \_\_\_\_\_

NOTE: If the host group is a student organization, a full-time IIT faculty or staff SPONSOR must be present for the duration of the time alcohol will be served.

Print Sponsor's Name \_\_\_\_\_ Email \_\_\_\_\_ Sponsor's Signagture \_\_\_\_\_

PROVIDER INFORMATION and SIGNATURE

Any vendor providing alcohol service must be licensed and bonded in the State of Illinois. Caterer must sign below:

Canteen bartender's signature \_\_\_\_\_ Outside bartender (supply caterer's name, contact person, email, phone number) \_\_\_\_\_

**ALL ALCOHOL SERVICE MUST BE IN COMPLIANCE WITH STATE OF ILLINOIS LAWS AND ALL UNIVERSITY AND STUDENT ORGANIZATION POLICIES. NO ALCOHOL WILL BE SERVED TO ANYONE UNDER THE LEGAL DRINKING AGE OF TWENTY-ONE. NO ALCOHOL WILL BE SERVED TO ANYONE WHO APPEARS TO BE INTOXICATED.**

RESTRICTIONS (To be filled out by Administration & Finance)

AUTHORIZATION

Signature #1 \_\_\_\_\_ Date \_\_\_\_\_ Signature #2 \_\_\_\_\_ Date \_\_\_\_\_