ALCOHOL SERVICE APPROVAL FORM

Alcohol service at events sponsored by a College (other than through pre-approved culinary programs) or the District require the advance written approval of the Chancellor by this form.

Non-ACCD sponsors of events at ACCD facilities serving alcohol must sign the special Facility Use Agreement – Alcohol and comply with all of its insurance requirements and be approved by the senior campus administrator by this form.

Any request to revise the agreement requirement of use of a TABC-permitted caterer for alcohol service requires the advance written approval of the Chancellor and the Office of Legal Services by this form.

1. SPONSOR NAME (College, District or External):

2. VENUE:

3. DATE(S) & TIME(S):

4. EVENT DESCRIPTION:

5. ITEMS TO BE SERVED (Mark all to be served):

BEER/WINE:

MARGARITAS:

OTHER LIQUOR:

FOOD ALSO:

6. WILL TABC-PERMITTED CATERER BE USED? (This refers to a caterer with a TABC permit & not merely a training-certificated bartender.)

 IF NOT, DESCRIBE PROPOSED ALTERNATE MEANS OF TABC COMPLIANCE:

ACCD REQUESTOR SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ACCD REQUESTOR NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

COLLEGE PRESIDENT APPROVAL (For College-venue event): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CHANCELLOR/DEPUTY APPROVAL (For ACCD-sponsored event or DSO venue:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 LEGAL APPROVAL (Required only if answer to item 6 is “No”): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_