POLICE DEPARTMENT

To be completed by event sponsor

330 Sterrett Drive (0523)

Blacksburg, VA 24061

540-231-6411

www.police.vt.edu

UNIVERSITY ALCOHOL BEVERAGE REQUEST FORM

Used for campus locations not reserved through the Office of Event Planning. A University Security Form must also be submitted with this request.

Description of food and beverages being served (include caterer's i	name, if applicable):		
Name of individual/caterer who plans to serve alcoholic beverages	at the event:		
Event location:			
Date of event:	Event time:		(end time)
Anticipated number of attendees:		(start time)	(end time)
Percentage of attendees who will be under 21 years of age:			
Describe plans to prevent underage alcoholic beverage consumption	on at the event:		
Requestor's Signature OFFICE USE ONLY:			
University Security Form submitted? YES NO	Approved-this request meets general university guidelines and state law.		
Request meets basic University Alcohol Policy?	Additional notes/contingencies for approval:		
YES NO			
Copy of ABC license required for approval?			
YES NO	Denied Reason:		
Signature of Police Department on representative		Date	

