



Request for Approval to Serve Alcohol at a Campus Event

This form serves as request to the Office of Administration for permission to serve alcohol as part of a special event.

This request must be submitted to:

Mark Woodruff, Director for Facilities & Services
Office of Administration
221 Administration Building
Stony Brook University
Stony Brook, NY 11794-1002
Phone: (631) 632-6063
Fax: (631) 632-6111
Email: mark.woodruff@stonybrook.edu

This request form, and accompanying New York State Liquor Authority (SLA) permit, must be submitted no later than four (4) weeks prior to the scheduled event date. The event will not be approved unless this form is properly filled out and has all the appropriate signatures.

Please describe the event:

Name of Event: _____

Sponsoring Department, Organization, etc.: _____

Location: _____ Date: _____

Time From: _____ To: _____ Estimated Attendance: _____

How is event being advertised? _____

Is there a charge for food and non-alcoholic beverages? _____

Describe entertainment being provided: _____

Name(s) of event coordinator(s)/manager(s) on duty during the event: _____

Who will be serving the alcohol? _____

Number of persons serving alcohol: _____ Are persons serving alcohol over 21 years of age: _____

Will all attendees at the event be 21 years or older: _____

Will alcohol be served and consumed only on the premises: _____



Describe the procedures/safeguards that will assure that persons served are of legal drinking age (21) and do not consume excessive amounts of alcoholic beverages at the event:

Please describe the alcohol service proposed for this event:

Types of alcoholic beverages being served: _____

Quantity of beverages available at the event: _____

Is alcohol available at reduced pricing? _____ Or, at no cost? _____

Who is catering food at the event? _____

Is there a charge for food and non-alcoholic beverages? _____

Describe the type and quantities of food and non-alcoholic beverages being provided: _____

Who is catering/providing alcohol for the event? _____

NYS Liquor Authority (SLA) Permit

(If Campus Dining is catering the food and the alcohol, they will apply for the appropriate permits. If not, event coordinator(s) must apply for a temporary permit to have alcohol at the event.)

You may apply for the SLA permit by visiting: See: <http://www.sla.ny.gov/online-permit-applications>

Who is applying for the NYS Liquor Authority (SLA) Permit? _____



Stony Brook University

The SLA Permit must be received by this office prior to event approval. After approval, copies of this form should be faxed by the requesting department to the Building Manager where the event will be held as well as to University Police. The Event coordinator(s) must prominently display the SLA Permit during the event.

Individual(s) coordinating event:

Name	Fax	Phone
Signature	Date	
Name	Fax	Phone
Signature	Date	
Supervisor Name	Signature	Date

Please fax this completed form along with the SLA permit to the Office of Administration at (631) 632-6111.

FOR OFFICE OF ADMINISTRATION USE ONLY:

Date Received: _____

_____ Approved

_____ Not Approved

Vice President for Administration (designee) Date

Comments:

Office of Administration
221 Administration Building
Stony Brook University
11794-1002