



California State
University Chico

Alcohol Use Approval Request (page 1 of 2)

revised 10/2023

Completed form must be submitted to University Public Engagement at least 45 days in advance of event date.
aurinfo@csuchico.edu • Phone: 530-898-5917 • www.csuchico.edu/upe

CONTACT INFORMATION

SUBMITTED BY

EVENT COORDINATOR

PHONE NUMBER

SPONSOR (COLLEGE, DEPARTMENT, DIVISION)

EVENT TITLE

EVENT PURPOSE

EVENT LOCATION

EVENT DATE

DAY

START TIME

TO

END TIME

EMAIL

CAMPUS ZIP

SERVICE TIME

TO

END TIME*

EVENT DETAILS (CHECK ALL THAT APPLY)

**service must end 30min prior to the end of the event.*

EVENT IS: ☐ OPEN TO THE PUBLIC ☐ BY INVITATION ☐ FUNDRAISER

☐ PAID ADMISSION ☐ PAID TICKET ☐ AUCTION/RAFFLE

HOW WILL ALCOHOL BE SERVED? ☐ OPEN BAR ☐ NO-HOST BAR ☐ TABLE SERVICE

WHO WILL BE ATTENDING? NUMBER OF ANTICIPATED GUESTS

WILL ANY GUESTS BE STUDENTS? ☐ YES HOW MANY? ☐ NO

FUNDS TO BE USED FOR PURCHASING ALCOHOL?

☐ RF ☐ UF ☐ DONATION OTHER: CSE ACCOUNT#

ALCOHOL AVAILABLE ☐ BEER ☐ WINE ☐ SPIRITS

ALCOHOL SERVED BY ☐ CATERER/VENDOR ☐ UPE CONCESSIONS (ON-CAMPUS ONLY)

DESCRIBE FOOD AVAILABLE

ALCOHOL TO BE PROVIDED BY

Note On-Campus service of spirits (other than beer and wine) requires use of a licensed bar service.

☐ CATERER/VENDOR ☐ UPE CONCESSIONS
☐ DONATION (Appropriate paperwork must be completed and filed)

FOOD VENDOR/PROVIDER

ON-CAMPUS EVENT

ALCOHOL SERVICE PROVIDER INFORMATION (if applicable)

VENDOR/CATERER NAME

ADDRESS

CITY

STATE

ZIP

PHONE NUMBER

APPROVED ON-CAMPUS EVENT LOCATIONS: Please visit www.csuchico.edu/upe/alcohol-policy/index.shtml for a list of approved event locations.

OFF-CAMPUS EVENT

OFF-CAMPUS EVENT VENUE

VENUE NAME (or address of residence)

ALCOHOL SERVICE PROVIDER INFORMATION

VENUE/VENDOR/CATERER NAME

ADDRESS

CITY

STATE

ZIP

PHONE NUMBER

COMPLETE ON NEXT PAGE



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AUTHORIZED SIGNATURES

SENIOR ADMINISTRATOR
(DEAN, DIRECTOR, OR VP)

DATE

*I understand that no State of California
funds may be used for the purchase of
alcoholic beverages.*

INITIAL

*I understand that no employees of, or
volunteers representing, the University
are allowed to serve alcoholic beverages.*

INITIAL

EVENT COORDINATOR

DATE

For **University Public Engagement and Risk Management** use:

- ☐ ABC SPECIAL EVENT LICENSE REQUIRED ☐ UPE TO PROVIDE SERVICE ☐ UPE PURCHASE ☐ NO UPE SUPPORT
☐ NO ABC SPECIAL EVENT LICENSE REQUIRED ☐ CATERER/VENDOR WILL PROVIDE ABC LICENSE

RISK MANAGEMENT

DATE

UNIVERSITY PUBLIC ENGAGEMENT, DIRECTOR
(REQUIRED FOR EVENT APPROVAL)

DATE

UNIVERSITY POLICE DEPARTMENT
(FOR ON-CAMPUS EVENT WHEN LICENSE IS REQUIRED)

NOTES:
