

University of Nebraska at Omaha
Alcohol Service Request Form

Name of Event: _____ Date Submitted: _____

Sponsoring Organization or Person: _____

Name and title of sponsor's representative who will also attend this event:

Address: _____ Phone: _____

Date of Event: _____ Time of Event (starting & ending): _____

Event Location: _____

Number of persons expected to attend: _____ Are guests under 21 expected? _____

Will non-alcoholic beverages be served? Yes ___ No ___ Will food be served? Yes ___ No ___

What type of food function is planned: _____

What type of bar is planned: Wine & Beer, Full Bar _____

Who will be responsible for the service of alcoholic beverages?

Will alcohol be served at a "host bar" (no charge, no "tickets" for drinks) Yes ___ No ___

How will you ensure that minors will not be served or consume alcoholic beverages?

The following persons certify that the above mentioned event satisfies all institutional policies on the service of alcoholic beverages, all local ordinances and the Nebraska Liquor Control Act. Please sign and date below

Sponsor's Representative Date

Facility Administrator Date

Dean or Director Date

Associate Vice Chancellor
for Business & Finance or Designee Date

This form serves as the University of Nebraska at Omaha's approval for alcohol service; however, it does not guarantee that alcohol will be served at your event. To complete the process, the event planner must also contact the catering services provider at least three full weeks prior to the event to initiate the alcohol permit application with the Nebraska Liquor Control Commission.

Please return form to Karen Watterson, kwatterson@unomaha.edu, Eppley Administration Building, Suite 209 after the form has been signed by Sponsor's Representative, Facility Administrator and Dean or Director. She will facilitate the approval signature of the Associate Vice Chancellor for Business & Finance.
