



FORT LEWIS COLLEGE REQUEST TO SERVE ALCOHOLIC BEVERAGES

60 DAYS notice is required for events that need a Special Event Permit
Form must be submitted for Administrative Approvals prior to event
Email completed form to Arneumann@fortlewis.edu or drop it off at SU 164. Questions? Call 970-247-7656

1. Name of Event: _____
2. Name of Organization: _____
3. Individual responsible for event: _____
4. Email: _____ Phone: _____
5. Permission is requested to serve
 Beer Wine Beer & Wine
 Other: (please describe) _____
6. Type of food being served: _____
7. Event Location: _____
8. Event Date: _____ Start time: _____ End time: _____
9. Number of people attending? _____
10. Is the Event by Special Invitation only? Yes No
11. Is there sale of alcohol beverages? Yes No
12. Will minors be present? Yes No
13. If answered yes to question 12 please define below your method of ensuring minors are not served alcoholic beverages?

Signature: _____ **Date:** _____
(Please Type Signature)

FOR OFFICE USE:

Date received: _____ Approved Date of notification: _____
 Not approved
 Approved to apply