



Student Activities  
& Union Facilities

# ***SERVING ALCOHOL***

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When you complete the “Authorization to Apply for a Banquet Permit” form online, you agree to the conditions set forth on the form as well as specific UW and SAUF policies with regard to the service of alcohol. **You are encouraged to carefully review all conditions on the form before you complete it.**

Violation of these conditions or the “spirit” of these conditions will result in the immediate revocation of the customer’s privilege to serve alcohol for current and future events in the HUB or South Campus Center.

To complete the Banquet Permit, go online to:

<http://depts.washington.edu/eventfrm/banquet/>

- ✓ Kegs may not be used at the HUB for beer service.
- ✓ **UNDER NO CIRCUMSTANCES** may beverages be allowed outside the designated event area. The event organizer must provide staff that are at least 21 years of age to monitor doors and assure compliance.
- ✓ The HUB reserves the right to require UW Police Security or SAUF Event Staff to monitor the event. Added personnel costs will be the responsibility of the event organizer.
- ✓ Participation at the event must be **by invitation only**; all guests must be invited in advance. Advertising to the general public is not allowed and will result in the permit’s revocation.
- ✓ The event organizer is responsible to admit **invited guests only** at the door.
- ✓ Beverages must be attended and served at all times by a designated server who must be of legal drinking age (21). Names of servers may be required at least one (1) working day before event.
- ✓ Attendees may not bring their own alcoholic beverages to the event.
- ✓ **The approved Banquet Permit that will be emailed to you upon approval by the UW, will need to be taken to a liquor store to purchase the actual permit. This permit must be posted within the designated event area.**
- ✓ Registered Student Groups must have an **officer** complete this form.
- ✓ The HUB reserves the right to deny the service of alcohol at any event, to any group.

