

To serve alcohol at HUB Games you must:

1. Reserve an “entire section” of HUB Games Area & limit the alcohol to that section.
2. Use the flowchart on page 2 to fill out the online “**Alcohol Service Request**” at <http://depts.washington.edu/sprogram/alcohol-service-form>.

For Location Information: 1. Husky Union Building (HUB) 2. HUB B-150 Games Area

The request will be approved by the HUB Games manager and the Office of Special Programs.

3. Obtain a **State of Washington banquet permit** at <http://liq.wa.gov/licensing/banquet-permits>. Print and post the permit in the area of HUB Games where the alcohol will be served.
4. Discuss with the HUB Games manager the **alcohol service plan for the event**.

When you complete the “Alcohol Service Request” online, you agree to the conditions set forth on the form as well as specific UW, HUB, and Washington State policies regarding the service of alcohol.

You are required to carefully review and understand all conditions on the online application before you complete the form.

Violation of any of these conditions will result in the immediate revocation of the privilege to serve alcoholic beverages for the current event in the HUB. Furthermore, it may impact your ability to reserve any HUB facilities for future events.

The HUB Games Area reserves the right to deny the service of alcoholic beverages to any event or group.

Additional HUB Games Area Guidelines:

- **All events with alcohol will incur an additional \$35 per hour “Alcohol Fee.”**
- Under no circumstances are alcoholic beverages allowed outside of the designated event area as specified on your Washington State Alcohol Permit. In addition, to minimize the impact on other guests **you MUST keep all alcohol in the specific “entire section” of the Games Area you have reserved (the Party Room, all the bowling lanes, or the pool table room.)**
- The applicant/host organization must provide staff that is at least 21 years of age to monitor doors and assure compliance.
- 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 permit revocation.
- **Alcoholic beverage service must be attended at all times** and **served by a designated server(s) you provide or hire** who must be of legal drinking age (21). Servers are not allowed to consume alcohol before or during the time they are serving alcohol. Names of each server may be requested by the HUB Games Area at the start of your event.
- Individual guests **may not provide their own alcoholic beverages**.
- Applicants/host organizations interested in alcohol sales or caterer bar service are required to complete additional forms for approval. Please contact Special Programs directly.
- The approved **Washington State Banquet** permit must be posted during your entire event in a conspicuous place in the area approved as listed on your reservation.
- Drinking games of any type are not permitted in the HUB.
- Applicant/host organizations may be required to submit an alcohol serving plan to the HUB Games Area before alcoholic beverage service can be considered and approved.

