

Alcohol Service Plan for HUB Games Event

For questions, please contact HUB Games at 206-543-5975 or hubgames@uw.edu.

Please submit this information to hubgames@uw.edu directly. Thank you.

Today's Date: _____ Event Date: _____

Name of organization/group _____

Name of your Event Coordinators: _____

Contact Number: _____ Time of Alcohol Service: _____

Specific Area alcohol is being served in (Quad, Lanes, Party Room, Pool Hall): _____

Have you submitted an online Alcohol Service Request? _____

The applicant is responsible for compliance with state law, Liquor Control Board regulations, and University policies and procedures. The applicant is responsible for the dispensing of alcoholic beverages and for ensuring that no one under 21 years of age is served, and that the inventory is controlled in such a way as to preclude its distribution in any way to anyone under 21 years of age.

Have you purchased a WA State Banquet Permit (or Special Occasion License if applicable)? _____

Event Hosts are required to take proper steps to ensure their guests under the age of 21 do not consume alcohol. This includes alcohol left unattended by 21+ guests. Guests under 21 years of age may attend the function **if there are effective control measures to prevent the consumption of alcoholic beverages by minors**. These measures should include event entry control (if applicable), ID verification, supervision at the alcohol service bar, and monitoring drink consumption (included unattended drinks). Please give a brief description of the control measures that you will be using at your event.

Please provide the name(s) of your bartender/caterer/servers who will be serving alcoholic beverages at your event:

Bartenders/Servers must be 21 and older. Bartenders/Servers may NOT consume alcohol on duty as it impairs their ability to adhere to & enforce Washington State Liquor laws.

What type of alcohol will be served: _____
Beer/hard cider/wine/mixed drinks

How will the alcohol be served: _____
Cans / Bottles / Wine in Solo cups (using clear cups or different cups for Non-Alcohol beverages)

Maximum # of drinks per person (2 or 3): _____

How many guests are you expecting: _____ How many guests will be under 21: _____

Your plan for admitting and checking ID of your guests: _____

How will you regulate alcohol consumption (hand stamps, wrist bands+sharpie, etc.?)

Food/snacks and non-alcoholic beverages must be available for your guests. What do you plan to provide for snacks and beverages?: _____

For alcohol service to be approved, please submit this Plan to HUB Games management 3 days before your event

Details regarding the application for a banquet permit to serve alcoholic beverages on campus may be found in the University of Washington Administrative Policy Statements, Section 13.9. Please review carefully.

WAC 314-18-070 states that no banquet permittee or employee of a banquet permittee may knowingly permit:
-The service of liquor to or consumption of liquor by any person under 21 years of age at the event.
-Any disorderly conduct to occur at the event.
-The service of liquor to or consumption of liquor by an apparently intoxicated person(s).