

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/RSO _____

Name of Event Coordinators: _____

Contact Number: _____ Time of Alcohol Service: _____

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

Student Activities Adviser: _____

Student Groups are required to meet with their Student Activities Advisor before a UW Alcohol Service Request will be approved.

Have you submitted an 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)? _____

Please provide the name(s) of your bartenders/servers or catering service serving alcoholic beverages at your event:

Bartenders must be 21 and older + Bartenders 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: _____

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

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

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?: _____

Has your Alcohol service Plan been viewed and approved by a Student Activities Office RSO advisor? _____

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).