



# Alcohol Permit Form (On or Off Campus)

Complete this form and provide a copy of your advertisement or flyer and proof of financial responsibility (required for third party groups). Signatures must be obtained at least one week prior to the event. Return signed form to the Director of Public Safety and Emergency Management. Forward a copy of the approved form to the Grayson College Foundation and to the hosting organization.

<b>Name and Organization</b> <b>Required</b> Organization may be College Department, Student Group, or Third Party	1	College Department, Student Group, or Third Party: _____ Applicant Name: _____ Application Date (mm/dd/yyyy): _____ Affiliation to Department, Student Group, or Third Party: _____ Telephone Number (either applicant or organization): _____
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<b>Event Information</b> <b>Required</b>	2	Event Name: _____ Event Purpose: _____ Event Date: (mm/dd/yyyy) _____ Event Time: (h:mm am/pm) _____ Location: _____
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<b>Alcohol Handling</b> <b>Required</b>	3	Name of licensed third-party alcohol vendor: _____ Phone Number of licensed alcohol vendor: _____ How will you ensure that minors will not be served alcohol?  What type of alcoholic beverages will be served? _____ Describe alternate transportation:
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<b>Off-Duty Police</b> <i>If required</i>	4	Provide name(s) of off-duty police officers
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<b>Approval</b> Signatures of Vice President for Business Services and College President <b>Required</b>	5	Vice President for Business Services <table border="1" style="width: 100%;"> <tr> <td style="width: 30px; text-align: center;"><b>X</b></td> <td style="border: 1px solid black; height: 25px;"></td> <td style="width: 50px;">Date (mm/dd/yyyy) _____</td> </tr> </table> Grayson College President <table border="1" style="width: 100%;"> <tr> <td style="width: 30px; text-align: center;"><b>X</b></td> <td style="border: 1px solid black; height: 25px;"></td> <td style="width: 50px;">Date (mm/dd/yyyy) _____</td> </tr> </table> Provide a copy of your advertisement or flyer and proof of financial responsibility (required for third party groups). Signatures must be obtained at least one week prior to the event. Return signed form to the Director of Public Safety and Emergency Management. Forward a copy of the approved form to the Grayson College Foundation and to the hosting organization.	<b>X</b>		Date (mm/dd/yyyy) _____	<b>X</b>		Date (mm/dd/yyyy) _____
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