

Alcohol Approval Form



Sam Houston
State University

This form is used to provide authorization to serve alcohol at SHSU owned or leased facilities. This includes non-SHSU Events and non-Aramark events.

Event Name

Event Date(s)

Event Time(s)

Type(s) of Beverages

Location Name

Location Address

Name of Proposed Caterer or Alcohol Service Provider

In accordance with University Policy FO-70, this form serves to document approval to serve alcohol for the event listed above. Alcohol must be served by a licensed caterer who must present a copy of the documents listed below. It is the responsibility of the event coordinator to verify the documentation prior to the event.

- Proof of General Liability Insurance Coverage in the amounts required by the University. Each Occurrence \$1,000,000; General Aggregate \$2,000,000 with the University listed as additional insured.
- A copy of current Texas Alcoholic Beverage Commission permit to serve alcohol.

Donated alcohol must be served by a person or organization who holds the proper permitting as stated above.

It is the responsibility of the event coordinator to notify the University Police Department at least 10 days prior to the event.

Requested by:

Date

Approved by Auxiliary Services:

Date