## **Alcohol Authorization Exception Form – Event**

This form needs to be filled out to authorize any purchase of alcohol with University Funds **for an event** and to apply for a Special One-Day Liquor License as required by law. **Note: not all events will require a license and filling out this form does not guarantee a liquor license.** 

Business related events involving alcoholic beverages may be paid by Purchase Order, Corporate Card, or Direct Billing. Alcoholic beverages purchased without proper authorization via this form may become the personal responsibility of the employee making the purchase.

The completed form must be submitted and approved by the committee prior to the start of the event and before making any contractual commitments or sending event invitations.

Hosted versus Non-Hosted Events		
Hosted Event – The event must meet all of the	Non-Hosted Event Any event where alcoholic	
following five criteria:	beverages are sold, paid for by donation, donated, or	
1. The event is free of charge; there is no exchange	included in the price of a meal, hors d'oeuvres, or	
of compensation, either monetary or non-	registration fee.	
monetary.		
2. The event is not open to the public (i.e. is by	Requires a MLCC Liquor License. For events held	
invitation only).	at a non-licensed location, a Special (one-day) Liquor	
3. No regular liquor inventory is kept at the event	License is required.	
location or by the sponsoring department.		
4. The event is monitored by a designated	To request a Special (one-day) Liquor License,	
responsible individual.	submit the completed & approved Alcohol	
5. All servers are certified and 21 years of age prior	Authorization Exception Form - Event to: FSU	
to the event.	Catering (on-campus event) or Purchasing	
Does not require a Liquor License. Requires only	Department at PRK-250 (off-campus event).	
a completed and approved Alcohol Authorization		
Exception Form – Event.	The sponsoring department will be responsible for	
	paying any required fees.	

Laws and Guidelines for Special (one-day) Liquor License

The Urban Institute for Contemporary Art (UICA) may serve beer and wine in compliance with the liquor license approved for that location and in accordance with the separate University Policy and Procedure document regarding this license.

Alcohol Authorization Exception Form – Event			
Section I –Sponsored Function / Event Information         1.       College, Department, or Unit:         2.       Date of Event / Function:         3.       Purpose of Event / Function (must be related to University business):         4.       Location (please be specific):         5.       Number of Attendees by University Affiliation:         Employees:       Donors:       Vendors:         Description of "Others":       Vendors:			
<ul> <li>6. Type of Alcoholic Beverage to be</li> <li>7. Source of Funding (index &amp; accout)</li> <li>8. Est. Cost \$:</li> </ul>	Only and Spi		
Section II – Stipulation and Agreement (Initial ONLY one option below as appropriate for your event)			
I stipulate that I have read and will conform to the Business & Special Expenses Policy. It is understood that the University sponsoring organization or department will be responsible for the activity in its entirety such as crowd control, protection of physical properties, and adherence to the established time limitation of the activity. HOSTED EVENT: I further agree that if alcoholic beverages are served, <b>no charge</b> (direct or indirect) will be made for their use or consumption or for admission to the activity. Initials (applicant's) if you agree with the above stipulations. NON-HOSTED EVENT: If the intended event is to be held on the Ferris State University's Campus or at an unlicensed facility, I request that application for a Special (one-day) Liquor License be submitted to the MLCC.			
Initials (applicant's) if you agree with the above stipulations.			
Section III – Approvals			
Name of Applicant & Title	Signature of Applicant	Date of Request	
Name of Account Manager & Title	Signature of authorizing Account Manager	Date Approved	
Name of Vice President	Signature of authorizing Vice President	Date Approved	
Name of Review Committee Member (required if MLCC license is to be obtained) David Eisler	Signature of Review Committee Member	Date Approved	
President (required if MLCC license is to be obtained)	Signature of President	Date Approved	