

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.

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

Hosted versus Non-Hosted Events

Hosted Event – The event must meet all of the following five criteria:

1. The event is free of charge; there is no exchange of compensation, either monetary or non-monetary.
2. The event is not open to the public (i.e. is by invitation only).
3. No regular liquor inventory is kept at the event location or by the sponsoring department.
4. The event is monitored by a designated responsible individual.
5. All servers are certified and 21 years of age prior to the event.

Does not require a Liquor License. Requires only a completed and approved *Alcohol Authorization Exception Form – Event*.

Non-Hosted Event -- Any event where alcoholic beverages are sold, paid for by donation, donated, or included in the price of a meal, hors d'oeuvres, or registration fee.

Requires a MLCC Liquor License. For events held at a non-licensed location, a Special (one-day) Liquor License is required.

To request a Special (one-day) Liquor License, submit the completed & approved *Alcohol Authorization Exception Form - Event* to: FSU Catering (on-campus event) or Purchasing Department at PRK-250 (off-campus event).

The sponsoring department will be responsible for paying any required fees.

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.

