

MEMORANDUM

TO: Jennifer Gilmore Adamo
Director, Risk Management and Insurance

FR: _____ **Phone#** _____ **Fax#** _____

DEPT: _____

DATE: _____

RE: Permission to Serve Alcohol

With this Memorandum, I am requesting to serve _____ and _____ at the following event:

<p>Name of Event: _____</p> <p>Location: _____</p> <p>Date of Event: _____</p> <p>Time of Event: _____</p> <p>Purpose of Event: _____</p> <p>_____</p> <p>How will you ensure invitees are over 21 years of age? (Explain below)</p> <p>_____</p> <p>_____</p> <p>Host Signature: _____</p>
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Approved _____

Declined _____

Jennifer Gilmore Adamo
Director, Risk Management and Insurance

Date