



SCHOOL OF LAW

AUTHORIZATION TO APPLY FOR A BANQUET PERMIT OR SPECIAL OCCASION LICENSE

Organization/Group: _____ Main Phone (_____) _____

Individual Responsible For Event (Required): _____ Other Phone (_____) _____

Address: _____ E-mail Address: _____

EVENT INFORMATION:

Type of Event (e.g., dance, dinner, reception): _____ Event Location: _____

Day/Date of Event: _____ Expected Attendance (Required): _____

Event Start Time: _____ a.m./p.m. End Time: _____ a.m./p.m.

Describe the system used to ensure that only those 21 and older are allowed to consume alcohol: _____

Please check the appropriate description for your event:

- Banquet Permit – Free admission. Alcohol will be served.
Banquet Permit – Charging admission. Alcohol will be served but NOT sold by applicant.
Special Occasion License – Charging admission or accepting donations. Alcohol included in the cost of admission.

Special Occasion License applications must be completed and filed with the State of Washington at least 45 days prior to the event. The permit must be signed by an authorized representative of Gonzaga Law School

Type of alcohol to be served (check all that apply): []Wine []Beer []Champagne Toast

Location of alcohol service (e.g., wine on tables, bar, passed drinks): _____

Type of food to be served: _____

- For events where alcohol is served, the organization is required to hire, at its own expense, and use alcohol servers employed by Sodexo, the university's food services provider. Contact Jana Wolff at (509) 313-3742 or wolffj@lawschool.gonzaga.edu for further information about Sodexo services.
Non-alcoholic beverages and food must be available at the event. Name-brand beverages, high protein foods, and low-salt foods are encouraged.

I HAVE RECEIVED AND READ THE GONZAGA UNIVERSITY SCHOOL OF LAW ALCOHOL POLICY. I AGREE TO TAKE RESPONSIBILITY FOR ENFORCING THE GONZAGA POLICY AS WELL AS ALL STATE AND FEDERAL LAWS GOVERNING THE USE OF ALCOHOL. I UNDERSTAND THAT I WILL REPRESENT THE ORGANIZATION IN THE EVENT OF ANY COMPLAINTS REGISTERED FOR ALLEGED VIOLATIONS OF UNIVERSITY POLICY OR STATE/FEDERAL LAW. I FURTHER UNDERSTAND THAT I WILL BEAR RESPONSIBILITY TO ARTICULATE THESE POLICES AND LAWS TO FELLOW MEMBERS AND GUESTS.

Name of responsible party (Print) _____ Title _____

Signature _____ Date _____

FOR OFFICE USE ONLY – DO NOT FILL IN THE SECTION BELOW

In accordance with the Washington State Liquor Control Board, the above signed party(s) is/are granted approval for the use of alcohol by adults on the campus of Gonzaga University for the specific time and dates only. Signature of University personnel does not imply the endorsement of or acceptance of responsibility for any activity associated with this event. It attests only to the fact that arrangements for these activities comply with the University Policy for the use of alcoholic beverages. The individual(s) whose signature(s) appear above as "responsible party(s)" are obliged to insure that all activities associated with this event conform with University regulations, Washington State Liquor Control Board requirements, and any applicable laws.

APPROVED BY: _____