REQUEST FOR PERMISSION TO SERVE ALCOHOL AT DUQUESNE EVENTS

**This form MUST be received by Conference & Event Services at least two weeks prior to date of event. An emailed response will be sent to approve or decline your request prior to your event.**

Pennsylvania law dictates that alcoholic beverages may only be consumed by persons twenty-one years of age and older. It is imperative that any Duquesne University event which has received permission to serve alcohol adhere to the following regulations:

1. At any such event, the representative of the sponsoring organization must be present during the entire time that the alcohol is being served and must assume responsibility for enforcement of these regulations.

2. Upon request, legal photo identification (driver’s license, passport) must be presented to verify that the bearer is twenty-one years of age.

3. The alcoholic drinks must be served by Parkhurst employees and only one alcohol drink per person may be served at a time.

4. The representative of the sponsoring organization assumes the responsibility for insuring that anyone who shows visible signs of intoxication is not served alcoholic beverages and is removed from the event.

5. There will be a 10% service charge added to the total cost of alcohol consumed.

DATE OF EVENT: ___________________________ LOCATION: ___________________________

EVENT: ____________________________________________

ALCOHOL REQUESTED:  ☐ WINE  ☐ BEER  ☐ FULL BAR  ☐ CHAMPAGNE

DESCRIPTION OF ATTENDEES (i.e. Faculty, Staff, Students, etc.): ____________________________

______________________________________________________________

SPONSORING ORGANIZATION: ______________________________________

REPRESENTATIVE: ________________________________________________

EMAIL: ___________________________ PHONE: ___________________________

As representative of the above named organization, I verify that I have read the above regulations and understand my responsibility.

_________________________________________ Date

Please return this form to Conference & Event Services via fax 412.396.6577, email universityevents@duq.edu or hand-deliver to Libermann Hall, First Floor Mezzanine.

For office use only:

Approved ☐  Not Approved ☐  Date Received: ________  Date Responded: ________