



Enterprise Risk Management  
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## Alcohol Clearance Request Form “Non-Students”

**PLEASE SUBMIT THIS FORM NO LESS THAN TWO WEEKS PRIOR TO YOUR EVENT.**

### EVENT INFORMATION

Event Host Name: \_\_\_\_\_ Title of Event: \_\_\_\_\_

Event Host Phone: \_\_\_\_\_ Event Host Email: \_\_\_\_\_

Event Date: \_\_\_\_\_ Event Location: \_\_\_\_\_

Event Hours: \_\_\_\_\_ Estimated Attendance: \_\_\_\_\_

Types of Alcohol: \_\_\_\_\_ Sponsor: \_\_\_\_\_  
 (if different from Event Host)

Event Host:            Faculty                      Staff                      Guest

Who will be serving alcohol?            Faculty            Staff            Guest            Vendor

Are there securities in place to avoid overindulgence and underage drinking?            Yes            No

If yes, what kinds of securities? \_\_\_\_\_

Are identifications checked and wristbands issued?            Yes            No

Is the alcohol confined to a set area?            Yes            No

*NOTE: If vendor will be serving alcohol, proof of vendor’s liquor liability insurance must be provided with this request form. If event host will be serving, special event insurance may be required by Enterprise Risk Management.*

*NOTE: Those serving alcohol could be held **personally liable or guilty of a misdemeanor** for serving alcohol to a minor or to an obviously inebriated individual.*

### ACKNOWLEDGEMENT

**IN APPLYING FOR PERMISSION TO SERVE ALCOHOL AT THE ABOVE DESCRIBED EVENT, WE ASSURE THE UNIVERSITY ADMINISTRATION THAT:**

- Attendance shall be limited to members of our group and invited guests and not open to the general public
- The host and/or sponsor shall be responsible for compliance of all applicable laws, regulations and University policies regarding the serving and consumption of beer and wine

- Adequate controls shall be maintained to ensure that all persons served alcohol are at least twenty-one (21) years of age
- No person obviously intoxicated shall be furnished, served or given an alcoholic beverage
- The serving of alcohol shall not exceed three (3) hours
- Food and non-alcoholic beverages will be available
- Consumption and service of alcohol will be in the facility designated for the event
- Where danger or potential danger to persons or property is imminent, the event may be cancelled by an appropriate university official and the University Police Department, at their sole discretion
- If there is a direct or indirect sale of alcohol such as selling tickets for entrance, selling drink tickets or chits which may be exchanged for drinks; or other methods of charging which are determined by the number of drinks served to an individual or any type of consideration exchange between the host organization and attendees, a temporary alcohol beverage license application must be signed by the Chief of University Police. The application must then be taken to the Department of Alcohol Beverage Control for a temporary alcohol beverage license. ABC application information can be found at: <http://www.abc.ca.gov/forms/PDFSp.html>
- We have read and understand the risks and safety tips outlined on the Alcohol Serving Fact Sheet attached to this form.

<b>AUTHORIZED SIGNATURE OF EVENT HOST</b>	<b>DATE</b>
<b>PLEASE PRINT NAME</b>	

***THE FOLLOWING SIGNATURES ARE REQUIRED FOR APPROVAL:***

<b>RISK MANAGER, ENTERPRISE RISK MANAGEMENT</b>	<b>DATE</b>
<b>CHIEF, UNIVERSITY POLICE DEPARTMENT</b>	<b>DATE</b>



## Alcohol Serving Fact Sheet

An estimated 88,000 people (approximately 62,000 men and 26,000 women) die from alcohol-related causes annually, making alcohol the third leading preventable cause of death in the United States. In 2014, alcohol impaired driving fatalities accounted for 9,967 deaths (31 percent of overall driving fatalities). It is important for alcohol servers to receive proper training so that they can help prevent the intoxication of patrons and alcohol induced accidents. What follows are general best practices that should be followed when serving alcohol.

### Intoxication Warning Signs

Although the effects of alcohol will be different for each patron, general indications of intoxication include:

- Staggering or stumbling
- Inability to focus
- Slurring of speech
- Bloodshot eyes
- Frequent drinking
- Boisterous/loud behavior

### Traffic Light Method

Training programs such as Server and Management Alcohol Responsibility Training (SMART) recommend using a 'traffic light' method to determine whether a patron has had too much alcohol:



**Red:** The patron is showing one or more of the intoxication warning signs enumerated above. Patron may be acting aggressively and may be intending to get fully drunk. Such patrons should not be served anymore alcohol.

**Yellow:** Patron is not showing definite signs of intoxication but is drinking rapidly. The patron may be showing slight signs of mild impairment. Serve this patron with caution and monitor his/her behavior closely before each additional serving.

**Green:** Patron exhibits no warning signs of intoxication and is not drinking frequently. This patron may be served.

### General Serving Guidelines

In addition to the traffic light method, here are serving guidelines to keep in mind. These include:

- Carefully monitor how much alcohol each patron has consumed. If necessary, keep a notepad available to ensure that you do not lose track.
- Be aware of the amount of alcohol in every drink that is served. Servers should also be aware of the exact ratios of alcohol content to glass sizes.
- Servers should encourage patrons to purchase food (when applicable), as food can decrease the effects of intoxication, especially food that is high in protein.
- Check the identification of any patron who appears younger than 35 years old.

## Intoxicated Patrons

Alcohol servers reserve the right to refuse alcohol to patrons who appear to be intoxicated. This is not only a right, but an obligation. The following general guidelines should be followed when a patron becomes intoxicated in the area where alcohol is being served:

- If the patron asks for more alcohol, kindly refrain from serving it. Consider suggesting non-alcoholic alternatives.
- Do not belittle or become hostile with patrons or the situation could become worse.
- Offer reasonable responses to the patron if the patron continues to request service (for example, “If I serve you again, I’ll be fired.”).
- Determine whether the patron has friends who are not intoxicated and suggest that they arrange for a taxi to the patron home.
- Do not compromise, even if the patron becomes belligerent.
- If a patron must be removed immediately, refrain from using excessive force. Handle patrons as politely as possible. Ask other employees to assist you in removing the patron and ensure there are witnesses nearby.
- If necessary contact local law enforcement or security to escort the patron from the premises.



## Alcohol Induced Incidents

When responding to alcohol induced incidents, it is critical to act swiftly and appropriately. General guidelines for handling such incidents include:

- Create a form for servers to fill out so that they can ensure all of their actions are documented. This would include documenting the specifics of each incident, such as whether service was refused, whether transportation was planned for the intoxicated patron, whether law enforcement was contacted, etc.
- Documentation should be kept on file for at least three years for reference.
- Provide written narratives on any incidents that occur, including details such as the date, time, physical descriptions of the intoxicated patrons, the names of the intoxicated patrons if possible, and the names and contact information of any witnesses.
- Incident narratives should be written no more than 60 minutes after the incident has occurred, so that the details can be properly recalled.

*This fact sheet is not intended to be exhaustive. The discussion and best practices suggested herein should not be regarded as legal advice. Readers should pursue legal counsel or contact their insurance providers to gain more exhaustive advice.*



## ALCOHOL INCIDENT REPORT

**ALL employees and customers involved or witnessing the incident need to fill out a separate report and document in their own words what they saw and what happened.**

**Attach a copy of guest check to the report made by the specific server or bartender involved.**

Guest's name (if available): \_\_\_\_\_

This report was prepared by: \_\_\_\_\_

Preparer phone: \_\_\_\_\_ Preparer email: \_\_\_\_\_

Preparer status:                      Employee                      Customer                      Vendor

Date of Incident: \_\_\_\_\_ Time of Incident: \_\_\_\_\_ am / pm

Type of Incident (Check one)

**Refused alcohol service based on:**

Apparent intoxication / physical impairment. What signs made you come to this conclusion? Ex. Slurring, change in behavior, loss of balance, aggressive, etc.

\_\_\_\_\_  
\_\_\_\_\_

Was this person served alcohol by you or in the establishment?                      Yes                      No

If the answer is yes:

How many drinks were served? \_\_\_\_\_ Over what period of time? \_\_\_\_\_

What type of drinks were served? \_\_\_\_\_

Was food offered or served to this person?                      Yes                      No

If the answer is yes:

What time was the food offered/served? \_\_\_\_\_

What food was served? \_\_\_\_\_

**Person was providing alcohol to a minor**

Was the minor able to consume any alcohol?                      Yes                      No

If so, how much do you think they were provided? \_\_\_\_\_

**Provided alternate transportation**                      Yes                      No

If yes, complete the following

Friend – Name: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Car Make and Model: \_\_\_\_\_ License Plate: \_\_\_\_\_

Taxi Driver – Name: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Car Make and Model: \_\_\_\_\_ License Plate: \_\_\_\_\_

Uber, Lyft, etc. – Name: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Car Make and Model: \_\_\_\_\_ License Plate: \_\_\_\_\_

Other: \_\_\_\_\_

**Altercations or other problems**

Was anyone injured?                      Yes                      No                      Was an ambulance called?                      Yes                      No

If yes to either question, provide details as you know them:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Had to call 911 or the police                      Yes                      No

If yes, what time was the call placed? \_\_\_\_\_ What time did they arrive? \_\_\_\_\_

What was the result of the call? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name(s) of person(s) involved in incident if they are not filling out a report and contact information (if possible)

Name	Contact Info
_____	_____
_____	_____
_____	_____
_____	_____