

Approval for the service of alcoholic beverages must be granted by the Office of Special Programs via the "Alcohol Service Request" online.

When the applicant/host organization completes the "Alcohol Service Request", the applicant/host organization agrees to the conditions set forth on the form as well as specific UW, HUB and Washington State policies regarding the service of alcohol.

All applicants/host organizations are required to carefully review and understand all conditions on the online request before completing and submitting the form. A State of Washington permit/license may also be required.

Violation of any of these conditions will result in the immediate revocation of the privilege to serve alcoholic beverages for the current event in the HUB. Furthermore, it may impact the ability to reserve HUB facilities for future events.

The HUB reserves the right to deny the service of alcoholic beverages to any event or group.

To begin the online "Alcohol Service Request", please visit:

<http://depts.washington.edu/sprogram/alcohol-service>

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## Additional HUB Guidelines

- ❖ Applicants/host organizations may be required to submit an "Alcohol Service Plan" to the HUB Event & Information Services office before alcoholic beverage service can be considered and approved.
- ❖ The HUB reserves the right to require HUB Event Staff or UW Police to check I.D.'s and/or monitor the event. All added personnel costs will be the responsibility of the applicant/host organization.
- ❖ Under no circumstances are alcoholic beverages allowed outside of the designated event area as specified on the approved Washington State Alcohol Permit. Applicants/host organizations must provide staff that is of legal drinking age (21) to monitor doors and assure compliance.
- ❖ Participation at the event must be by invitation only; all guests must be invited in advance. Advertising to the general public is not allowed and will result in revocation of the permit.
- ❖ Applicants/host organizations interested in alcohol sales, caterer bar service, opening their event to the general public or advertising their event are required to complete additional forms for approval. Please contact the Office of Special Programs directly.
- ❖ Alcoholic beverage service must be attended at all times and served by a designated server who must be of legal drinking age (21). Names of all servers may be required to be submitted to the HUB Event & Information Services office at least one (1) business day prior to event.
- ❖ Individuals or guests may not provide their own alcoholic beverages.
- ❖ All permits must be posted in a conspicuous place on the premises at all times as listed on the reservation.
- ❖ Drinking games of any type are not permitted in the HUB.

Please feel free to contact HUB Event & Information Services with any questions.

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