



ALCOHOL APPLICATION

1. Please check the applicable box. Requested event is sponsored by:

- ☐ External Organization/Company/Individual
☐ UE Department
☐ Student Organization

2. Name of Applicant: _____

A. Campus Address of Applicant: _____

B. Home Address of Applicant: _____

C. Business Address: _____

D. Phone Numbers: Cell# _____ Alternate #: _____

E. Business Phone#: _____ E-mail Address: _____

3. Event Name: _____

4. Date of Event: _____ Start Time and End Time of Event: _____

5. Event Description: _____

6. Location of Event: _____

7. Estimated Attendance: _____ Will minors be present: ☐ Yes ☐ NO

8. Applicant chooses to have beer/wine Hosted (paid for by host), Partially Hosted (paid for by Host up to a specified dollar or consumption amount) or provide Cash Bar (paid for by guest/patron):

Select one option: ☐ Hosted ☐ Partially Hosted ☐ Cash Bar

Clear signage specifying that alcohol will only be served to those who present valid I.D. must be posted at the location where alcohol is being distributed. The immediate area in front of all bars must be sectioned off by stanchion or other means to restrict the serving area to customers or guests only. At no time should the front of the bar be accessible to anyone under 21 years of age.

ONCE FORM IS COMPLETED, PLEASE EMAIL TO: specialevents@evansville.edu

For University of Evansville Internal Use Only

Rob Shelby, Vice President, Talent & Community (Non-Student Event)

Date

Rachel Carpenter, Vice President, Student Affairs (Student Event)

Date

Rachel Roscoe, Youth Programs & Special Events Coordinator
(Non-student event)

Date

Kim Winsett, Director of Administrative Services and Risk Management (Non-UE
Sponsored Events)

Date