ALCOHOL NOTIFICATION FORM

1. This form must be filed at Student Services prior to the event.

2. You may only serve beer and wine at Law School events held on campus; no hard alcohol is permitted except by prior written consent from Student Services.

3. Ample food and non-alcoholic beverages must be served and prominently displayed at any event where beer or wine is served.

4. All of your guests must be 21 years of age and must be able to produce identification of age if asked.

5. No alcohol may be served at an event that begins before 5:00 p.m. except by prior written consent from Student Services.

6. If you will sell alcohol at your event, if donations will be received, or if money will change hands at the event, you must apply for a New York State Temporary Beer and Wine Permit: Alcoholic beverages may be sold at student events only when a temporary New York Beer and Wine Permit has been obtained. If money changes hands, even in the form of a voluntary donation, the group is breaking the law if it did not obtain a New York Beer and Wine Permit. If money changes hands for any reason and alcohol is served, groups must apply and pay for a temporary Beer and Wine Permit from the New York State Alcoholic Beverage Control Board. Applications for the permit are available at Student Services; attach a completed and approved copy of this form when you apply for the permit. The permit must be requested at least two weeks in advance. For more information and further instructions, please see FACETS: http://facets.columbia.edu, pg. 10.

The following information must be completed in order for this form to be processed.

Title of Event: ____________________________________________________________

Name/s of Student Organization/s: __________________________________________

Date of Event: _______________  Location of Event: ____________________________

Student Contact: ___________________________  Phone: ________________________

E-mail: ____________________________

If money will change hands at the event, even if only in the form of an entry fee or voluntary donations, you must file for a temporary New York State Beer and Wine Permit at least fifteen days prior to the event. Please indicate the date your permit will be filed, if the exchange of money is involved: ________________

FOR STUDENTS SERVICES USE ONLY:

Date received: ________________  Processed by: ________________________________