



ALCOHOL REQUEST FORM

Please complete and return this form to the Office of Event Services at least two weeks prior to the event. If you have any questions, please contact the Event Coordinator.

Group name: _____

Contact name: _____

Email address: _____

Phone number: _____

Event name: _____

Event location: _____

Expected total attendance: _____ *Expected attendance over 21:* _____

Please provide the name of the caterer or bartending service that will serve the alcohol:

Type/amount of alcohol being served (include serving size):

Type/amount of food to be served (include a copy of catering order if applicable):

Type/amount of non-alcoholic beverages to be served:

Individual(s) responsible for overseeing alcohol distribution during event:

Name: _____

Title: _____

Email: _____

Phone: _____

Signature



For University groups:

UCARE date

completed: _____

Name: _____

Title: _____

Email: _____

Phone: _____

Signature

For Office of Event Services USE ONLY:

Event approved by:

Director of Office of Event Services

Date

The University of Chicago offers a training course encouraging responsible drinking. If you are interested in attending this course before your event, the University of Chicago Alcohol Risk-reduction Education (UCARE) is offered through the Student Care Center's Health Education Services. Please call 773-834-5143, or visit <http://scc.uchicago.edu> and look under the "Health 101" link for class schedule and information.