

NOTE: The sale, service, and consumption of alcoholic beverages on University of Hawai'i at Mānoa premises or at activities sponsored by University organizations or units is governed by Executive Policy E11.202.

**REQUEST FOR SERVICE OR SALE OF ALCOHOLIC BEVERAGES**  
**University of Hawai'i at Mānoa**

Note: Submit request form to [uhmbf@hawaii.edu](mailto:uhmbf@hawaii.edu) two (2) weeks prior to scheduled event. Instructions on next page.

Date of Event: \_\_\_\_\_ Time: \_\_\_\_\_  
From \_\_\_\_\_ To \_\_\_\_\_

1. Location: \_\_\_\_\_

Alcoholic beverages may not be served in any classroom or laboratory.

2. Type of Event / Purpose (describe): \_\_\_\_\_

3. Participants/Guests (no liquor service is permitted for events and activities open to the public):

a) Check all that apply:  Faculty  Staff  Students  Other: \_\_\_\_\_

b) University Organization/Unit: \_\_\_\_\_

4. Estimated attendance: \_\_\_\_\_

5. How will participants/guests be notified? \_\_\_\_\_

6. How will legal age be enforced? \_\_\_\_\_

7. Alcoholic beverage(s) to be served: Check all that apply  Beer  Wine  Other: \_\_\_\_\_

8. Alternative beverage(s) to be served: Check all that apply  Soft Drinks  Water  Other: \_\_\_\_\_

9. Food to be provided: \_\_\_\_\_

10. Source of funds: Check all that apply:  Club Funds  Private Donation  Other \_\_\_\_\_

RCUH, Account No. \_\_\_\_\_  UH Foundation, Account No. \_\_\_\_\_

11. Provisions of service and cleanup: \_\_\_\_\_

12. Requestor assumes responsibility for ensuring compliance with REMINDERS on the following page and has read and understands the UH policy on the sale, service and consumption of alcoholic beverages at University functions.

**NOTE: Responsible individual is required to have this approved request form on-site and available at the event.**

\_\_\_\_\_  
Name of Requestor Telephone Email Requestor Signature Date

\_\_\_\_\_  
Advisor/Sponsor Name Title, Office/Unit Advisor/Sponsor Signature Date

13. Endorsed by: \_\_\_\_\_

Name Title, Office/Unit Signature Date

14. Student Affairs Officer Signature: \_\_\_\_\_

Check one, if applicable:  Director of Student Life & Development  Director of Student Housing  \_\_\_\_\_  
for Campus Center, Hemenway Hall or WRC for Residence Halls Facilities

15.  APPROVED  DISAPPROVED \_\_\_\_\_

If applicable: Vice Provost for Student Success Date

16.  APPROVED  DISAPPROVED \_\_\_\_\_

Chief Business Officer Date

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## **REMINDERS**

- A. INDIVIDUALS REPRESENTING ORGANIZATIONS, UNITS, OR GROUPS SPONSORING ACTIVITIES AT WHICH ALCOHOLIC BEVERAGES ARE TO BE SOLD OR SERVED SHOULD BE AWARE OF THEIR POTENTIAL LIABILITY AND OTHER CONSEQUENCES INCURRED BY THEM AND THEIR ORGANIZATION IN THE EVENT A LAWSUIT IS FILED. IT IS RECOMMENDED THAT LIABILITY INSURANCE BE PURCHASED BEFORE THE SERVICE OR SALE OF ALCOHOLIC BEVERAGES IS APPROVED.
- B. IT IS CONTRARY TO UNIVERSITY POLICY TO SERVE ANY ALCOHOLIC BEVERAGES AT EVENTS OR ACTIVITIES TO WHICH THE PUBLIC (OR "ANY OR ALL INTERESTED PERSONS") ARE INVITED.
- C. ADVERTISEMENTS OR GENERAL DESCRIPTION FLYERS ANNOUNCING AN EVENT AT WHICH ALCOHOLIC BEVERAGES ARE TO BE SERVED MUST STATE THAT ONLY MEMBERS AND INVITED GUESTS MAY ATTEND.
- D. IN ORDER TO SERVE ALCOHOLIC BEVERAGES AT FUNCTIONS WHICH INCLUDE NON-UNIVERSITY GUESTS, SUCH GUESTS MUST BE PERSONALLY AND INDIVIDUALLY INVITED.
- E. NON-ALCOHOLIC BEVERAGES MUST BE MADE AVAILABLE AT ALL FUNCTIONS WHERE ALCOHOL IS BEING SERVED OR SOLD.
- F. IT IS STRONGLY RECOMMENDED THAT FOOD BE PROVIDED AT ALL FUNCTIONS WHERE ALCOHOL IS AVAILABLE.
- G. THE SAFETY AND SECURITY OF ALL ATTENDEES MUST BE ASSURED.
- H. SALE OF ALCOHOLIC BEVERAGES MUST OCCUR ONLY UNDER AN APPROPRIATE LICENSE FROM THE HONOLULU LIQUOR COMMISSION.
- I. STUDENT VIOLATORS MAY BE DISCIPLINED UNDER THE STUDENT CONDUCT CODE.

## **INSTRUCTIONS FOR COMPLETING FORM**

1. **LOCATION** Specify the site, building and any rooms and/or areas to be used, including courtyards or similar spaces designed to function as a part of a building, whether on campus or off campus. Alcoholic beverages may not be served in any classroom or laboratory.  
NOTE: Student Affairs Officer signature is required when Campus Center, Hemenway Hall or residence halls facilities are used.
2. **TYPE OF EVENT/PURPOSE** Specify seminar, reception, cocktail party, luau, etc. AND purpose of event.
3. **PARTICIPANTS/GUESTS** Specify: a) type of participants/guests attending; and b) related group or organization. E.g., *Students*, ASUH student government; *Staff*, Shidler College of Business; *Invited Guests*, Family Business Center of Hawai'i; *Students, Faculty and Staff*, Physics Department; *Donors and Faculty*, Center on Oral History; etc. NOTE: Vice Chancellor for Students approval is required for the service or sale of alcoholic beverages to students.
4. **ESTIMATED ATTENDANCE** Specify estimated number of attendees.
5. **METHOD OF NOTIFICATION** Specify email, flyer, word of mouth, announcements in class, written invitations, etc. (see REMINDERS above prohibiting public announcements).
6. **LEGAL AGE** Describe methods that will be used and specify individual(s)/group(s) that will be responsible for preventing service of alcohol to any person(s) under 21 years of age.
7. **ALCOHOLIC BEVERAGES** Specify beer, mixed drinks, spirits, wine, wine coolers, etc.
8. **ALTERNATIVE BEVERAGES** Specify non-alcoholic beverages. Non-alcoholic beverages must be made available at all functions where alcohol is being served or sold.
9. **FOOD** Specify type of food. It is strongly recommended that food be made available where alcohol is being served or sold.
10. **SOURCE OF FUNDS** Specify club treasury, donation, gift, RCUH, UH Foundation, etc. that will be used for the purchase of alcoholic beverages. Include account number when using RCUH or UH Foundation funds.
11. **SERVICE AND CLEANUP** Specify individual(s)/group(s) that will be responsible for disposal of empty containers, paper cups, etc. Disposal items should not be left in the room or area but should be placed in the nearest outside trash receptacle. Assure that provision has been made for adequate supply of trash bags.
12. **RESPONSIBLE INDIVIDUAL / ORGANIZATION** Signature of responsible individual and advisor/sponsor (if applicable). Individuals representing organizations, units, or groups sponsoring activities at which alcoholic beverages are to be sold or served should be aware of their potential liability and other consequences incurred by them and their organization in the event a lawsuit is filed. It is recommended that liability insurance be purchased before the service or sale of alcoholic beverages is approved.
13. **DEAN/DIRECTOR/CHAIR/VICE PROVOST** Signature of appropriate dean, director, department or unit chair, vice provost or designee to endorse the event.
14. **STUDENT AFFAIRS OFFICERS** If applicable, signature of Director of Student Life and Development is required if Campus Center, Hemenway Hall, or Warrior Rec Center are used and signature of Director of Student Housing is required if residence halls facilities are used.
15. **VICE PROVOST FOR STUDENT SUCCESS** Approval is required for the service or sale of alcoholic beverages to students.
16. **CHIEF BUSINESS OFFICER** Approval required on ALL requests for service or sale of alcoholic beverages on UH Mānoa premises or at activities sponsored by UH Mānoa organizations or units. Email requests to the Manoa Office of Business and Finance (MBF) at [uhmbf@hawaii.edu](mailto:uhmbf@hawaii.edu). MBF will route for VPSS approval, if applicable.