

Alcohol Use Application – Non University Organization

Route this form to: Office of Risk Management 208 WBOB Minneapolis, MN 55454 orm@umn.edu Fax: 612-625-7384	U Wide Form: UM 1710 Rev: 06/01/2010
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For Use By Non-University Applicants - Requires Facility Use Agreement.

Application must be submitted not less than **fifteen (15)** days prior to event. **COMPLETE ALL SECTIONS.**

- Alcohol Service Only**

 Alcohol Sale - Direct Sale or Indirect Sale

1. CONTACT INFORMATION

The undersigned accepts responsibility for adherence to Minnesota laws and University standards related to the sale and service of alcohol on campus for this event.			
Responsible Person:	Address, City, State, ZIP	E-mail:	Phone: Fax:
Responsible Person Signature:		Date:	
Alternate Contact Person:	Phone:	E-mail:	Fax:

2. EVENT INFORMATION

Licensee/Host:	Event Date:
Event Description:	Event Location/Venue (Building Name/Room):
Event Start Time: Service End Time: Event End Time:	Anticipated No. Attendees: % of Attendees UNDER age 21:
*ALCOHOL SERVICE MUST END 30 MINUTES PRIOR TO EVENT END TIME.	

3. UNIVERSITY ALCOHOL STANDARDS

The responsible person acknowledges and agrees to adhere to the following University Alcohol Service standards. <i>Initial Here:</i> _____	
Types of Alcoholic Beverages & Quantity: <input type="checkbox"/> Beer <input type="checkbox"/> Wine <input type="checkbox"/> Hard Liquor # of Servings _____ # of Servings _____ # of Servings _____ Total # of Servings _____ ✓ Standard Serving Size: Beer: 12 oz Wine: 4 oz Hard Liquor: 1 oz ✓ Maximum quantity limited to 1 drink per person per hour. ✓ Equal amount of non-alcoholic beverages must be available; such beverage service must be in compliance with University's exclusive beverage contract.	
Alcohol Service & Age Verification: ✓ Alcohol must be served by Licensed Caterer. No self service of alcohol allowed. ✓ Age verification of all persons must be conducted.	Prohibited Activities: ✓ Drinking Games ✓ Kegs or Party Balls ✓ Alcoholic beverages mixed in a collective recipe
Food Service: ✓ Heavy appetizers or full meal must be served at any event where alcohol is served.	

4. LICENSED CATERER – REQUIRED FOR ALL EVENTS

<p>The Caterer must hold a State Issued Caterer's Permit with Alcohol. The Caterer accepts responsibility for managing alcohol service, controlling alcohol consumption and ensuring compliance with all Minnesota laws (See Page 3 of Application) and University policies and procedures concerning the sale and service of alcohol.</p>		
Name:		Address, City, State, ZIP:
Phone:	Fax:	E-mail:
<input type="checkbox"/> Caterer's Permit with Alcohol # _____ COPY MUST BE ATTACHED	<input type="checkbox"/> Food Service Must Accompany Alcohol Sale	<input type="checkbox"/> Certificate of Liquor Liability Insurance - \$1,000,000 Limit of Liability Regents of the University of Minnesota named as an Additional Insured. COPY MUST BE ATTACHED
<p>All assigned servers of alcoholic beverages must have current training certification in the responsible serving of alcohol including the prevention of sales to underage or intoxicated customers.</p> <p>Type of Server Training Completed</p> <input type="checkbox"/> TEAM <input type="checkbox"/> TIPS <input type="checkbox"/> Other (Describe):		<p>Caterer Signature:</p> <hr/> <p>Date:</p>

APPROVAL

Signature

Date

Chancellor's Office (System Campus Locations)		
Office of Risk Management		

ADDITIONAL UNIVERSITY ALCOHOL AWARENESS RESOURCES:

Boynton Health Services

<http://www.bhs.umn.edu/alcohol/basics.htm>

Student Mental Health

<http://www.mentalhealth.umn.edu/alcohol/index.html>

School of Public Health - Alcohol Epidemiology Program

<http://www.epi.umn.edu/alcohol/index.shtm>

Acknowledgement of Laws Related to Alcohol Service and Consumption

Please Note: A University Police Officer and/or a University representative may visit your event to ensure compliance with state law and University policies regarding alcohol. The University will impose sanctions on students, faculty and staff found responsible for non-compliance. The violation of state law may result in legal consequences.

MINNESOTA STATE LAWS

Disorderly Conduct

Anyone who engages in conduct in a public or private place that will, or tends to alarm, anger or disturb others or provoke an assault or breach of the peace is guilty of disorderly conduct. This includes fighting or brawling or engaging in offensive, obscene, or abusive language or in boisterous and noisy conduct that may arouse alarm, anger or resentment in others. Violation is a misdemeanor punishable by a fine of up to \$1,000.00 and/or 90 days in jail. Minn. Stat. §§609.72 and 609.0341

Underage Consumption, Purchasing, or Possession of Alcohol

One who violates any of the following provisions may be guilty of a misdemeanor and subject to 90 days in jail and up to a \$1,000.00 fine. Minn. Stat. §340A.703

Fake ID: It is unlawful for a person under the age of 21 to claim to be 21 or older for the purpose of purchasing alcohol. Minn. Stat. §340A.503, Subd. 5

Consumption: It is unlawful for a person under the age of 21 to consume alcohol outside of their parent's or guardian's household. Minn. Stat. §340A.503, Subd. 1(a)(2)

Possession: It is unlawful for a person under the age of 21 to possess any alcoholic beverage with the intent to consume outside their parent or guardian's household. Minn. Stat. §340A.503, Subd. 3

Furnishing or providing alcohol to individuals under the age of 21:

It is a felony to furnish or provide alcoholic beverages to a person under 21 years of age if that person becomes intoxicated and either causes or suffers death or great bodily injury as a result of the intoxication.

Minn. Stat. §340A.701, Subd. 1(4)

It is a gross misdemeanor to provide or furnish alcohol to an individual under the age of 21. Minn. Stat. §340A.702(8)

If found guilty of furnishing alcohol to an individual under 21 a person is subject to a fine of up to \$3,000.00 and/or 1 year in jail. Minn. Stat. §609.0341

Driving While Intoxicated

Whoever drives, operates or is in physical control of a motor vehicle while under the influence of a controlled substance, or with an alcohol concentration above 0.08 is guilty of a misdemeanor and subject to a fine up to \$1,000.00 and or 90 days in jail. Minn. Stat. §169A.20, Subd. 1(1), (2) and (5)

Whoever drives, operates or is in physical control of a motor vehicle with an alcohol concentration of 0.20 or higher or has a record of a previous alcohol-related incident may be charged with gross misdemeanor and face a fine up to \$3,000 and/or up to one year in jail and may have license revoked for twice the period of time. Minn. Stat. §169A.54, Subd. 5

Zero Tolerance

It is a crime for anyone under the age of 21 to drive, operate or be in physical control of a motor vehicle while consuming or after consuming any amount of an alcoholic beverage or with the presence of any alcohol in the system. Minn. Stat. §169A.33, Subd. 2

A violation of this law will result in loss of driving privileges for 30 days and will become a permanent part of one's driving record. Minn. Stat. §169A.33, Subd. 4

Sales to Obviously Intoxicated Persons

No person may sell, give, furnish, or in any way procure for another, alcoholic beverages for the use of an obviously intoxicated person. Minn. Stat. §340A.502

For additional information on Minnesota state laws related to alcohol, please visit the Minnesota State Legislature Web Page:
<http://www.leg.state.mn.us/leg/statutes.asp>

Alcohol Use Application Information:

1. **Alcohol Sale:** Under state law, payment of a registration fee or entry fee to attend an event at which alcohol is served is an “indirect sale” or alcoholic beverages, and treated the same as a “direct sale” (cash bar).
2. **Responsible Person(s):** Responsible Person(s) must be present at the event at all times and until all attendees have left the premises.
3. **Applicable Laws and Standards:** A summary of applicable laws and standards has been delivered to the person(s) submitting this application. All applicants are responsible for compliance with all applicable laws and rules.
4. **Security:** Additional security may be required at the discretion of the University Police Department for any event with more than 50 attendees. Applicant groups will be required to bear the cost of additional security.
5. **Safety:** Individuals who appear to be intoxicated or otherwise impaired will not be served. The Responsible Person must provide a list of transportation services and safety escort services as needed. Events that take place outside must have physical boundaries to restrict access (e.g., fenced area or tent approved by Facilities Management). Guests are not allowed to take alcohol away from an event.
6. **Insurance Requirements:**

a. **Caterer:**

General Liability & Liquor Liability Insurance including the Regents of the University of Minnesota as an additional insured.

b. **Private/Non-University Applicant – See Requirements in Facility Use Agreement:**

General Liability Insurance including the Regents of the University of Minnesota as an additional insured.

Private/Non-University Applicants may purchase a Tenant and User Liability (TULIP) policy to satisfy the insurance requirements. Please contact the University Event Venue Operator to obtain information about this program. A Certificate of Insurance issued by a private insurer may also be provided. Evidence of insurance must be provided to the Office of Risk Management as required in the Facility Use Agreement.

6. **Application Approval:** This application should be submitted for approval not less than **15 business days** before the scheduled event as follows:

To the Office of Risk Management

Email: orm@umn.edu or Fax: 612-625-7384

7. **Documentation Checklist:** Application request must include the following documentation for prompt approval.

- Completed Alcohol Application
- State of Minnesota Caterer’s Permit with Alcohol
- Caterer’s General Liability & Liquor Liability Insurance Certificate
- Applicant’s General Liability Insurance Certificate

Questions should be directed to the Office of Risk Management (612)624-6019 or (612) 624-5884.

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