

# REQUEST TO SERVE ALCOHOL

TO: Jennifer Gilmore Adamo, Director, Risk Management and Insurance  
FROM: \_\_\_\_\_ Phone# \_\_\_\_\_ Fax# \_\_\_\_\_  
DEPT: \_\_\_\_\_ DATE: \_\_\_\_\_

**General Alcohol Policy:** <https://inside.trinity.edu/policies/student-life-policies/major-student-policies/alcohol-policy>  
**Best Practices for Hosting an Event with Alcohol:** <https://drive.google.com/a/trinity.edu/file/d/0B8030oGUHUpSYVQ0YTIIvNz6bmM/view>

Type of Alcohol Requesting to Serve (i.e. Beer and Wine): \_\_\_\_\_  
Name of Event: \_\_\_\_\_  
Location: \_\_\_\_\_  
Date of Event: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_  
Purpose of Event: \_\_\_\_\_  
Will ARAMARK Serve the Alcohol at the Event? YES \_\_\_\_\_ NO \_\_\_\_\_

If YES, please sign and submit form to Risk Management.  
Host Signature: \_\_\_\_\_ Date: \_\_\_\_\_

If NO, please answer the following questions, sign below and return form to Risk Management.  
Who will serve the alcohol? \_\_\_\_\_  
How will guests under age 21 be identified? \_\_\_\_\_  
Will Security be present at the event? \_\_\_\_\_  
How do you plan to handle a person that has been over served? \_\_\_\_\_  
Host Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved \_\_\_\_\_ Declined \_\_\_\_\_

\_\_\_\_\_  
Jennifer Gilmore Adamo, Director, Risk Management & Insurance Date