



Fax this form to 313-577-3128 or scan and email to [ao1850@wayne.edu](mailto:ao1850@wayne.edu)  
 Requests must be made at least **30 days prior** to your event.

**Request for Alcohol Service**

Date of request: \_\_\_\_\_ Are you a non WSU organization? \_\_\_\_\_

Main contact name: \_\_\_\_\_

Department/Office/Organization: \_\_\_\_\_

Your office phone number: \_\_\_\_\_ Office fax number: \_\_\_\_\_

Your email address: \_\_\_\_\_

Date of event: \_\_\_\_\_ Number of guests attending: \_\_\_\_\_

Name of the event: \_\_\_\_\_

Start time of event: \_\_\_\_\_ End time of event: \_\_\_\_\_

Is the event being held at a University owned venue/building? \_\_\_\_\_

Name of the University venue the event will be held in: \_\_\_\_\_

If not, where is the event being held? \_\_\_\_\_

Address: \_\_\_\_\_

Description of the venue: \_\_\_\_\_

Who is attending the event (donors, alumni, faculty, etc.)? \_\_\_\_\_

Are you providing other refreshments and food? \_\_\_\_\_

From who or from where are you getting the food from? \_\_\_\_\_

Will any of these situations exist in regards to your event? Please indicate **yes or no** next to each.

- Will minors be present (under 21 years of age) \_\_\_\_\_ making up \_\_\_\_\_% of all attendees.
- Are you or your unit hosting and paying for the event? \_\_\_\_\_
- Are you charging to gain entry; accepting donations/contributions; pre-event and/or at the door? \_\_\_\_\_
- Is your event part of a larger event like a conference in which people paid to attend the overall event and can only attend this event because they are attending the overall event? \_\_\_\_\_
- Do you imply access to alcohol at an event (example – an afterglow or pre-glow) with the purchase of entry into another event (example – a show or art show or recital or competition)? \_\_\_\_\_
- Are holding an auction of items and handling cash/payment transactions onsite? \_\_\_\_\_
- The event is being held in an outdoor location? \_\_\_\_\_
- Does the event have an open invite (open to the public)? \_\_\_\_\_
- Are you fronting for an outside organization? \_\_\_\_\_
- Is the event being held at an off campus location that does not have an alcohol license? \_\_\_\_\_
- Do you want to use donated alcohol for consumption at your event? \_\_\_\_\_

What type of alcohol are you requesting for service (Check all that apply)

Beer\_\_\_\_\_ Wine\_\_\_\_\_ Mixed drinks\_\_\_\_\_

What type of alcohol service are you requesting?

- Cash Bar (attendee pays with either tickets or cash) \_\_\_\_\_
- Hosted Bar (you pay costs) \_\_\_\_\_
- Wine with dinner (you pay costs) \_\_\_\_\_

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I request the approval to serve alcoholic beverages at our event. I agree to all the policies and procedures established by the University regarding alcohol use on campus. I have truthfully provided above all the required event information as part of this request and realize that I and the University could be held liable for any deviation from an established law, rule or regulation established by the State of Michigan and the Michigan Liquor Control Commission (MLCC). I do understand that we would be incurring additional costs (special licensing, bonding, other fees) based on the information provided if the application is approved.

1. For events inside the McGregor Memorial Conference Center Complex, the foodservice contractor in charge of McGregor Memorial Conference Center (currently ARAMARK) must manage the service of the alcohol. Current Bar Service Fee is \$30 per hour for beer and/or wine service and bartender or \$45 per hour for full bar service and bartender. (4 hour minimum required charge) as of 3/8/2016. Alcohol is technically purchased and sold by the University as the Class C License holder. ARAMARK has current alcohol product costs for both University and non-university customers.
2. Bevi Bar Concepts will provide the alcohol and manage the bar in any University owned building in the City of Detroit, including the Medical School/Pharmacy campuses, Bonstelle and Hilberry Theatres, iBio building and the Mike Ilitch School of Business. Special Events will provide you with information on this vendor and the procedures to contract with them – this is only for hosted events. No entry fee or cash bar is allowed.
3. For events involving a WSU unit to where the event is being held in an unlicensed facility and an entry fee is charged or a cash bar is desired or the event is being held outside a constructed building – a special license must be requested. The University only has 12 special licenses a year so your request will go through an approval process.
4. Please realize that you may be denied alcohol service altogether. These decisions are final and made in the best interests of the University.
5. Neither donated alcohol or nor any alcohol not purchased/served/sold by WSU or Bevi Concepts may be used at an event on University property in the City of Detroit.

Customer Signature\_\_\_\_\_Date:\_\_\_\_\_

Office use only: Approved\_\_\_\_\_ Not approved\_\_\_\_\_ By\_\_\_\_\_date:\_\_\_\_\_

Jeffrey D. Block – AVP for Special Events

\_\_\_\_\_This request will need a MLCC Special License and will result in extra steps (application and fee, surety bond and fee and possible police and fire department approval, fees and inspections).

\_\_\_\_\_This request can be handled through Bevi Concepts under their MLCC Catering Permit

\_\_\_\_\_This request has not been approved. Please contact me to discuss the issue.

Jeff Block (313) 577-2169