



San Diego Community College District
Request to Serve Alcoholic Beverages on District Property

This request is required to be submitted 30 days in advance of the event requesting to serve alcohol unless otherwise approved by the District.

☐ District: _____ ☐ City _____ ☐ Mesa _____ ☐ Miramar _____ ☐ College of CE: _____

EVENT INFORMATION

Submit the Event Application for Use of College/District Property to obtain a permit. Event Permit Number: # _____

Name of Event: _____ Nature of Event: _____
(e.g., fundraiser, concert, etc.)

Location address: _____ Building name: _____
(If applicable)

Exact Location for the event (be specific): _____
(e.g., room number, rooftop, etc.)

Description of the Event: (be specific): _____

Date of event: _____ Start time: _____ : _____ ☐ a.m. ☐ p.m. End time: _____ : _____ ☐ a.m. ☐ p.m. Estimated Attendance: _____
(No. of people)

Event affiliation with the District or College: _____

This event is for invited guests only. Not open to students, staff, faculty, or the public.

SECURITY MEASURES TO BE APPLIED: (Provide brief but specific details for the security plan for the event. This includes the protocol for 911 calls, prohibiting non-invitee attendance, police response, private security, etc.)

AGE VERIFICATION PROCEDURES: (Explain how attendees will be required to validate their age and specify who is responsible for verifying identifications.)

EVENT COORDINATOR AND VENDOR INFORMATION

Event Contact Name: _____ Contact Phone Number: _____

Named Alcohol Vendor: _____ Vendor Phone: _____

Vendor Address: _____ Vendor Email: _____

Is this vendor on the approved vendor list? ☐ Yes. ☐ No (required to submit approval request).

Will admission into the event be charged? ☐ Yes. ☐ No.

Will complimentary alcohol be available? ☐ Yes. ☐ No, it will be Cash Bar only. ☐ Both. Attendees will receive a specified number of complimentary alcoholic beverage coupon/ticket(s), but will have the option to purchase additional alcoholic beverages.

Designated Coordinator for alcohol removal: ☐ Vendor. ☐ Other

BEVERAGE CONSUMPTION INFORMATION

Beverages to be Served	Estimated Amount to be Served
<input type="checkbox"/> BEER (KEGS)	_____ KEGS
<input type="checkbox"/> BEER (CASES)	_____ CASES
<input type="checkbox"/> BEER (OTHER)	_____ OTHER
<input type="checkbox"/> WINE (LITERS)	_____ LITERS
<input type="checkbox"/> WINE (GALLONS)	_____ GALLONS
<input type="checkbox"/> WINE (BOTTLES)	_____ BOTTLES
<input type="checkbox"/> WINE (OTHER)	_____ OTHER
<input type="checkbox"/> DISTILLED SPIRITS	_____ DISTILLED SPIRITS
<input type="checkbox"/> WATER	_____ WATER
<input type="checkbox"/> SODA	_____ SODA
<input type="checkbox"/> TEA	_____ TEA
<input type="checkbox"/> COFFEE	_____ COFFEE
<input type="checkbox"/> OTHER	_____ OTHER

**Vice President of Administrative Services,
Executive Operations Officer, or Designee**

Alcohol service shall be provided in compliance with the laws of the state of California and the provisions set forth in SDCCD AP 3561.

By Signing Below, I approve the proposed event and the use, distribution, possession, and sale of alcohol for the event, as identified herein.

Print Name: _____

Title: _____

Signature: _____

Date: _____

Vendor, _____, agrees to indemnify and hold harmless The San Diego Community College District, and its respective employees (collectively the "Indemnities"), from and against any and all claims, demands, suits, actions, proceedings, loss, costs, and/or damages of every kind and description, including attorneys' fees and/or litigation expenses, which may be brought or made against or incurred by the Indemnities, on account of loss of or damage to any property or for injuries to or death of any person, caused by, arising out of, or contributed to, in whole or in part, by reasons of any act, omission, professional error, fault, mistake, or negligence of Sponsor Organization, its employees, agents, representatives, volunteers or subcontractors in connection with or incident to the Event.

VENDOR APPLICANT REPRESENTATIVE (Printed Name)

VENDOR APPLICANT REPRESENTATIVE (Signature)

TODAY'S DATE

