

Keene State College Alcohol Function Agreement

This form is to be returned to the KSC Scheduling Office 21 days prior to the event.

Sponsoring organization _____

Event/activity _____

Date of event _____ Facility to be used _____

Time of event (beginning) _____ to (end) _____

Person responsible

Name _____ Phone _____ Date of birth _____

Address _____

Number of attendees _____ Caterer serving event _____

Caterer address _____

Is alcohol to be sold? _____ Yes _____ No

Type of alcohol to be sold/served _____

Amount of alcohol to be brought into facility _____

Type and amount of food available _____

Type of entertainment/program occurring at event _____

How will caterer/organization insure that persons under the age of 21 will not consume alcohol?

_____ Persons under 21 will not attend (IDs will be checked at the door)

_____ Persons under 21 will be separated from the area alcohol is to be consumed

_____ Other explanation below (It will be up to the discretion of KSC whether it is a suitable control or not)

As a representative of the above organization I have read, understand and accept the provisions set forth in the KSC Alcohol Function Agreement for the use of its facilities and the approval to sell, serve and/or consume alcohol.

Signature _____ Date _____

As the **caterer** serving the alcohol at this event, I certify that my business is licensed by the state of New Hampshire Liquor Commission to serve alcoholic beverages off-premise and will display said license at event. I have also read, understand and agree to the terms and conditions stated in the KSC Alcohol Policy.

Type and quantity of drinks _____

Price per drink _____

Signature _____ Date _____

Liquor license # _____ Expiration date _____

This event has not been approved until signed below.

For Keene State College Use Only

Security needed for this event:

_____ Keene Police Department

_____ Keene State College Safety Officers

_____ Other

Approved by _____ Date _____
Director of KSC Safety

Approved _____ Date _____
Dean, Director or Facility Manager

