



# SAINT VINCENT COLLEGE

## Request to Provide Alcohol

**\*This request must be submitted to the Office of Event and Conference Services 14 days prior to your event.\***

Name of Event: \_\_\_\_\_ Date of Event: \_\_\_\_\_  
 Start time of Event: \_\_\_\_\_ p.m. /End time: \_\_\_\_\_ p.m.  
 Location of Event: \_\_\_\_\_ Approximate # of guests \_\_\_\_\_  
 Event Planner Name: \_\_\_\_\_ Department: \_\_\_\_\_ Phone: \_\_\_\_\_

\*\*\* Internal Events Only: All alcohol will be provided by Parkhurst Dining Services.

**Please select the type of bar service for this event.**

- Full bar:** \$3.95/person - Includes beer, wine, liquor, soda, standard mixers, fruits, stirrers, glassware, napkins  
 **Beer &/or Wine ONLY:** \$2.00/person - Includes beer and/or wine, soda, glassware, napkins

### Alcohol Consumption Charges \*bottle prices subject to change

**Please select the type of Straub beer to be used at this event. (\$1.25 per bottle\*)**

- Straub Amber       Straub Lager       Straub Light

**Please select the type of wine to be used at this event. (Cost per full bottle\*)**

- Turning Leaf Cabernet ~\$12.95       Fetzer Chardonnay ~\$12.95

**Please select the type of liquor to be used at this event. (Charged per partial bottle\*)**

- |                |   |  |
|----------------|---|--|
| <b>Bourbon</b> | <input type="checkbox"/> Maker's Mark~\$39.00         | <input type="checkbox"/> Bombay ~\$28.58                   |
| <b>Gin</b>     | <input type="checkbox"/> Tanqueray ~\$36.38           | <input type="checkbox"/> Johnnie Walker Red Label ~\$33.78 |
| <b>Rum</b>     | <input type="checkbox"/> Bacardi ~\$19.50             | <input type="checkbox"/> Captain Morgan ~\$23.38           |
| <b>Scotch</b>  | <input type="checkbox"/> Dewar's White Label ~\$33.78 | <input type="checkbox"/> Jack Daniels ~\$32.48             |
| <b>Vodka</b>   | <input type="checkbox"/> Tito's~\$25.98               | <input type="checkbox"/> Canadian Club~\$19.50             |
| <b>Whiskey</b> | <input type="checkbox"/> Crown Royal ~\$36.38         |  |

**Do you want the bar to be open during dinner, understanding that the bar must close one hour prior to event end time?**  Yes  No

**Are students attending this event?**  Yes  No *If yes, I have read and understand the Alcohol Policy Section titled "Events Involving Student Attendees" \*\*\** \_\_\_\_\_(INITIALS)

# <21 wristbands \_\_\_\_\_ # >21 wristbands \_\_\_\_\_

**I agree to abide by the College Alcohol Policy and all laws governing the purchase, distribution and consumption of alcohol. The event planner must pick up any unused alcohol the next business day. All unclaimed alcohol will be discarded.**

\_\_\_\_\_  
Requestor (printed)

\_\_\_\_\_  
Requestor (signed)

\_\_\_\_\_  
Date

**Event and Conference Services use only:** # of wristbands issued \_\_\_\_\_/returned \_\_\_\_\_

**Date Received:** \_\_\_\_\_ **Approved:** \_\_\_\_\_ **Disapproved:** \_\_\_\_\_ **Reason:** \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date