

**ILLINOIS INSTITUTE OF TECHNOLOGY
ALCOHOL SERVICE REQUEST FORM**

Complete this form and forward to the Office of the Dean of Students in MTC 209 (fax 78917). No alcohol service can occur without the completion of this form in its entirety and approval by university officials. Complete this form and forward to the Event Services (events@iit.edu or 312-567-3701). IIT Event Services will route to appropriate departments for approval. Copies of this form will be retained by the Dean of Students Office, IIT Catering Services, IIT Event Services and the hosting group.

SERVICE INFORMATION

Check below those who will be present and served alcohol:

- | | |
|--|--|
| <input type="checkbox"/> Faculty | <input type="checkbox"/> Undergraduate students and their guests |
| <input type="checkbox"/> Staff | <input type="checkbox"/> Other guests (please describe below) |
| <input type="checkbox"/> Parents of Students | <input type="checkbox"/> Graduate students and their guests |

EVENT INFORMATION

Date: _____ Time: _____ Location: _____ Estimate Attendance: _____

Purpose of event: _____

Comments: _____

HOST INFORMATION

Sponsoring group(s) and individual submitting request

Signature of Person Submitting Request Title Date

Address City State Zip Phone #

PROVIDER INFORMATION

Will IIT-Catering Services be serving the alcohol? Yes No If no, please complete the following:

Name of Company Contact person Address Phone#

NOTE: Any vendor providing alcohol service must be licensed and bonded in the State of Illinois.

ALL ALCOHOL SERVICE MUST BE IN COMPLIANCE WITH THE STATE OF ILLINOIS LAWS AND ALL UNIVERSITY AND SUDENT ORGANIZATION POLICIES. NO ALCOHOL WILL BE SERVED TO ANYONE UNDER THE LEGAL DRINKING AGE. NO ALCOHOL WILL BE SERVED TO ANYONE WHO APPEARS TO BE INTOXICATED.

RESTRICTIONS

AUTHORIZATION

Department Head
(If students will be present must be signed by
the Dean of Students)

Vice President, Finance and Administration