



Umpqua Community College
 1140 Umpqua College Rd.
 PO Box 967
 Roseburg, OR 97470

Request to Serve Alcohol

UCC Special Events Office

Phone: 541-440-4705

Umpqua Community College is an equal opportunity employer and educator.

The sales and service of alcoholic beverages is regulated by the State of Oregon. CUSTOMER is to complete the Request to Serve Alcohol Form if there is a desire to have alcohol served at their event. Please submit this form a minimum of 30 days prior to the first day of the event to provide adequate time for review. All alcoholic beverages will be furnished and served by a licensed server by Southern Oregon Wine Institute (SOWI) under the required liquor licenses of Oregon. UCC may require an on-duty Public Safety officer for duration of event to be paid for by CUSTOMER. Alcoholic beverages cannot be served without catering services as food is required to be served. *Alcohol service must cease 30 minutes prior to the scheduled end of an event. No Umpqua Community College funds shall be used for the purchase of alcohol.*

Event Information

CUSTOMER: _____ requests permission from Umpqua Community College to allow wine/beer service by a licensed server.

Event Name: _____ Event Reference #: _____

Event Date: _____ Start Time: _____ AM/PM End Time: _____ AM/PM

UCC Location: _____

List All Campus Location(s) where alcohol will be Served and/or Consumed

Type of Event: _____

(ex. Wedding, Fundraiser, Performance, Reception, Dinner/Banquet, Social, etc.)

The estimated number of adult participants at the event is _____

Catering provided by: _____ Menu attached Payment provided by: _____

OLCC Special Permit (if applicable)

OLCC Special Event Permit: Attached Reason not required: _____

**Please note that if a Special Event Permit is required an extra fee will be charged. See SOWI for details.*

Customer Confirmation

Liability Insurance is required of the CUSTOMER. CUSTOMER agrees that prior to the time of CUSTOMER'S use of the rooms and equipment as provided for herein; CUSTOMER shall procure and thereafter during said time shall continue to carry comprehensive general liability insurance coverage with no less than \$1,000,000, each occurrence \$2,000,000 aggregate. The College shall be named as additional insured. The College shall be named as additional insured. Such insurance shall cover all risks arising directly or indirectly out of the CUSTOMER'S activity in the areas which are the subject of this agreement or other properties of UCC during the term of this agreement. Certificate of Insurance shall be provided to UCC no later than 30 days prior to the first date of the event. I understand wine/beer may not be served without food service and that UCC's River Rush Catering has the first right of refusal in catering the event. CUSTOMER has been in contact with UCC River Rush Catering Department at 541-440-4711 and has confirmed arrangements to provide food for this event.

X _____
 Customer Signature Date

Customer Phone: _____ Email: _____

Customer Address/City/ST/Zip: _____

For Official Use Only:

Facility Use Agrmt. Cust. Cert. of Ins. Menu UMPQUA COMMUNITY COLLEGE

Approved Denied

X _____
 UCC President/Chief Financial Officer Date