ALCOHOL SERVICE APPROVAL FORM

Alcohol service at events sponsored by a College (other than through pre-approved culinary programs) or the District require the advance written approval of the Chancellor by this form.

Non-ACCD sponsors of events at ACCD facilities serving alcohol must sign the special Facility Use Agreement - Alcohol and comply with all of its insurance requirements and be approved by the senior campus administrator by this form.

Any request to revise the agreement requirement of use of a TABC-permitted caterer for alcohol service requires the advance written approval of the Chancellor and the Office of Legal Services by this form.

1. SPONSOR NAME (College, District or External): \_

2. VENUE: \_

3. DATE(S) & TIME(S): \_

4. EVENT DESCRIPTION: \_

5. ITEMS TO BE SERVED (Mark all to be served):

BEER/WINE: \_

MARGARITAS: \_

OTHER LIQUOR: \_

FOOD ALSO: \_

6. WILL TABC-PERMITTED CATERER BE USED? \_ (This refers to a caterer with a

TABC permit & not merely a training-certificated bartender.)

IF NOT, DESCRIBE PROPOSED ALTERNATE MEANS OF TABC COMPLIANCE:

\_\_

ACCD REQUESTOR SIGNATURE: \_

ACCD REQUESTOR NAME: \_

COLLEGE PRESIDENT APPROVAL (For College-venue event):

\_

CHANCELLOR/DEPUTY APPROVAL (For ACCD-sponsored event or DSO venue):

\_

LEGAL APPROVAL (Required only if answer to item 6 is “No”): \_\_