

Please read the following Alcohol Service Request policy and procedures carefully. Your signature on the Alcohol Service Request Form indicates your agreement to complying with the applicable policy and procedures relating to alcohol service at Highline College.

- 1** All possession, consumption, and distribution of alcohol at Highline College shall be in accordance with all applicable Washington State laws and Highline College policies and procedures.
- 2** All Alcohol Service Request Forms must be completed and submitted to the Conference Services Manager at least 15 days prior to the date of the event.
- 3** All alcohol service requests must be approved by the President or the Vice President for Administration. Highline College reserves the right to deny any alcohol service request for any reason.
- 4** No alcohol may be served at College-sponsored events and activities during the regular business hours of 8 AM to 5 PM, Monday through Friday.
- 5** No college employee may possess or consume alcohol while on work status.
- 6** Alcohol may not be served or consumed at any event sponsored or funded by student clubs or organizations, regardless of on or off campus.
- 7** Possession, consumption, and distribution of alcohol to and by anyone under the age of 21 is strictly prohibited on Highline College premises, including in all buildings owned, occupied, managed, or used by the college.
- 8** All alcohol beverages must be served by a certified licensed bartender. The Event Organizer shall be responsible for the cost of the certified bartender.
- 9** Non-alcoholic beverages, including soft drinks and coffee, must also be available and served at all events when alcohol is served.
- 10** A banquet permit is required for events serving alcohol without charge and must be purchased through the Washington State Liquor and Cannabis Board (<https://lcb.wa.gov/licensing/banquet-permits>). Events charging for alcohol must obtain a special occasions permit through the Washington State Liquor and Cannabis Board (<https://lcb.wa.gov/licensing/special-occasion-licenses>).
- 11** For events involving the sale and purchase of alcohol, the Event Organizer must obtain a "Special Occasions" permit from the Washington State Liquor and Cannabis Board at 45 days prior to the date of the event. A copy of the "Special Occasions" permit must be provided to the Conference Services Manager at least 15 days prior to the date of the event.
- 12** Event Organizer is required to purchase general liability insurance of at least \$2,000,000 and naming Highline College as "additional insured" for all events serving alcohol. Event Organizer is to submit the insurance certificate to the Conference Service Manager prior to the actual event.t.
- 13** Event Organizer may also be required to pay for additional facility and security personnel to support event serving alcohol. All facility and security personnel must be employees of Highline College.
- 14** Event Organizer is responsible for removing all excess alcohol from Highline College premises immediately after the event. Highline College may dispose of all excess alcohol left by the Event Organizer as "abandon property" at its own discretion. Event Organizer may be charged an additional fee for this disposal.

## ORGANIZATION & EVENT INFORMATION

Organization/Group \_\_\_\_\_ Contact Phone (\_\_\_\_) \_\_\_\_\_

Organization Address \_\_\_\_\_

Name of Event \_\_\_\_\_

Event Date \_\_\_\_\_ Start Time \_\_\_\_\_ am/pm End Time \_\_\_\_\_ am/pm

Estimated Attendance \_\_\_\_\_ Anyone under 21 in attendance?  Yes  No

Type of Event:  Highline College sponsored event  
 External organizer / Non-Highline College Event

## INDIVIDUAL RESPONSIBLE FOR THE EVENT

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

E-mail Address \_\_\_\_\_ Contact Phone (\_\_\_\_) \_\_\_\_\_

\*\*State law requires the individual responsible for the event to provide a date of birth.

## FOOD AND BEVERAGE INFORMATION

### Type of Alcohol Service Request:

- Alcohol to be served without charge. No sale or purchase of alcohol.
- Alcohol to be sold or purchased. Charging admission, selling script, accepting donations, “no host” bars.

\*\*Special Occasion License applications must be completed and filed with the State of Washington Liquor and Cannabis Board at least 45 days prior to the event.

### Type of Alcohol to be served (all alcohol to be provided by Event Organizer):

- Wine  Beer (no kegs)
- Champagne Toast  Hard Liquor

\*\*Non-alcoholic beverages must also be available and served at all events where alcohol is served.

\*\*Event organizer must pay for a certified bartender employed by Lancer Hospitality LLC.

**THE SIGNATURE BELOW INDICATES THE INDIVIDUAL NAMED ABOVE HAS AGREED TO COMPLY WITH ALL POLICIES AND PROCEDURES ESTABLISHED BY HIGHLINE COLLEGE.**

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved By

\_\_\_\_\_  
Date