

## Request to Serve Alcoholic Beverages

Event: \_\_\_\_\_ Expected Attendance: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Location: \_\_\_\_\_

Requestor: \_\_\_\_\_ Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Description of Event: \_\_\_\_\_

Will NOVA students be among the guests?  Yes  No

Will persons younger than 21 be among the guests?  Yes  No

If yes, describe procedures to prevent alcohol being served to or consumed by underage persons.

wristband  hand stamp  other \_\_\_\_\_

Alcohol served from (start time): \_\_\_\_\_ to (end): \_\_\_\_\_

Person Requesting ABC License: \_\_\_\_\_

ABC Board regulations require that the person who applies for license must be 21 years of age, must be present during the entire time the alcoholic beverage is being served, and that the license be visibly posted on the premises.

**Check all that apply:**

- |  |  |                                   |  |
|--|--|-----------------------------------|--|
| 1. Alcohol will be served by:                          | <input type="checkbox"/> Host organization | <input type="checkbox"/> Caterer  | <input type="checkbox"/> Other:                    |
| 2. Type of beverage service:                           | <input type="checkbox"/> Cash bar          | <input type="checkbox"/> Open bar | <input type="checkbox"/> Other:                    |
| 3. Type of alcohol served:<br>only)                    | <input type="checkbox"/> Beer              | <input type="checkbox"/> Wine     | <input type="checkbox"/> Other (off-campus events) |
| 4. Food and non-alcoholic beverages to be served _____ |  |                                   |  |

**Food and non-alcoholic beverages must be available and easily accessible throughout an event. Alcohol must be monitored at all times.**

**By signing below, I agree to abide by NOVA policies and the laws of the United States and the Commonwealth of Virginia, and to ensure that event attendees do so as well. I have read and understand the NOVA Alcohol and Drug Policy and the Guidelines for Hosting a Safe Event.**

Requestor: \_\_\_\_\_ Date: \_\_\_\_\_

Dean of Students: \_\_\_\_\_ Date: \_\_\_\_\_

(Required if requestor is a student group)  Approved  Denied

Provost/VP: \_\_\_\_\_ Date: \_\_\_\_\_

(Administrative Council signature required for all off-campus events;  
Provost required for all on-campus events)  Approved  Denied

After signing, send for to Requestor, to be presented when applying for Alcoholic Beverage Control License, with Copy to VP for Finance and Administration. Each Provost/VP shall maintain copies of signed requests.

## Guidelines for Hosting a Safe Event

### General

- The Event Host is responsible for taking reasonable steps to enforce and comply with state and federal laws and NOVA regulations governing the use of alcohol.

If there will be guests under the legal drinking age of 21 present at your event:

- Clearly identify individuals who are of legal age and who may possess and/or consume alcohol by a wristband, hand stamp, or other type of highly visible identification.

### Beverages

- Beer and wine are the only alcoholic beverages permitted to be served, possessed by, or consumed by individuals on any campus of the College.
- Serve all drinks to guests rather than having an unmonitored bar. This allows you to monitor guests who may be overindulging. Remind bartenders that it is illegal to serve anyone who appears intoxicated. Bartenders must be 21 years of age.
- Make nonalcoholic beverages available and as accessible as alcoholic beverages.

### Food

- Make substantial food (e.g., pizza, cheese, meats, bagels, etc.) available and accessible throughout the duration of the event. Always have food when alcohol is served, as it slows the absorption of alcohol.

### Event Management

- Create an environment that allows your guests to feel comfortable making "low risk" drinking choices, including choosing not to drink.
- Stop serving alcohol about one hour before you want the event to end. This will help ensure your guests' safety on their way home.
- Do not allow guests to engage in drinking games or to chug their drinks.
- If a guest is drinking too much, start a conversation to slow down consumption and offer a nonalcoholic drink or food.
- If someone becomes highly intoxicated, or arrives highly intoxicated, stay with the person and monitor breathing. If you have any concerns about the person's safety, call 911 immediately.

### ABC License Application

- Banquet licenses allow persons or groups to host events such as wedding receptions, tastings or fundraisers, where alcohol is served in an unlicensed location or club premise. For information and to apply see <https://www.abc.virginia.gov/licenses/get-a-license/banquet-licenses>.