

**UNIVERSITY OF HOUSTON SYSTEM AT SUGAR LAND  
Campus Alcoholic Beverage Use Policy Acknowledgement**

**Event Information**

Distribution of alcoholic beverages on campus is subject to alcoholic beverage distribution restrictions and final approval by the University administration fifteen business days prior to the event.

1. Name and description of function at which you are serving alcoholic beverages:

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2. Event Date: \_\_\_\_\_ Day of the Week: \_\_\_\_\_  
Starting Time: \_\_\_\_\_ Ending Time: \_\_\_\_\_

Sponsored by: \_\_\_\_\_ If student sponsored event, provide name(s) of  
i.e. campus or external group permanent faculty/staff who will be present  
throughout the event:

Mailing address: \_\_\_\_\_  
Number of people expected to attend: \_\_\_\_\_

Hours alcohol will be served \_\_\_\_\_  
From To

\_\_\_\_\_ (room, building, parking lot, etc.)

3. Will presents under lawful drinking age be permitted to attend this event? \_\_\_ Yes \_\_\_ No

4. Affiliation: \_\_\_ Student Organization \_\_\_ University department \_\_\_ Not affiliated with the University

5. To whom is the event open? Check all that apply:  
\_\_\_ members and their invited guests \_\_\_ the public in general \_\_\_ the student population  
\_\_\_ other target population; please describe: \_\_\_\_\_

6. What alcoholic beverages will be served? Check all that apply:  
\_\_\_ Beer \_\_\_ Wine \_\_\_ Mixed drinks \_\_\_ Other \_\_\_\_\_

7. Will alcoholic beverages be sold (either separately or included as part of an admissions charge)?  
\_\_\_ Yes \_\_\_ No

**Sponsor and Provider Acknowledgements**

1. The Provider will stop serving alcoholic beverages at least sixty (60) minutes **prior to the end of the event, but no later than 12 p.m. or earlier than 5 p.m.**
2. The Provider will not serve alcoholic beverages to anyone who appears to be under the influence of alcohol or other intoxicants.
3. The Provider will require proper identification for proof of age.
4. The Provider is responsible for knowledge of and compliance with applicable federal, state, and local laws including permitting and license requirements of the Texas Alcoholic Beverage Commission (TABC).

5. The Provider must deliver the following documents for the University of Houston System at Sugar Land to deliver to the Business Services Office, at least three business days prior to the event if this application is approved:
  - a. Alcoholic License or specific use permit (caterer’s permit, on-premise license, or mixed beverage license as required for event and location).
  - b. Certification of Insurance indicating:
    - Commercial General Liability coverage of \$500,000 or more per occurrence
    - \$500,000 or more Liquor liability insurance coverage
  - c. Vendor Service Agreement (if required by policy)
  - d. Alternate Dispute Resolution Clause (if required by policy)
6. The Sponsor and Provider will agree to leave the distribution site as it was found, cleaning up trash, etc.
7. The Sponsor or Provider understand all Alcoholic Beverage servers must be TABC certified.
8. The Sponsor or Provider agrees to post signage with minimum 3 inch letters at the distribution site if the event is open to the general public or student population stating: “No alcoholic beverages shall be consumed by anyone under the age of 21.” (or other wording to that affect).
9. Sponsor and Provider agree to provide licensed security personnel throughout the duration of the event.
10. Other restrictions or waivers: \_\_\_\_\_
11. List exceptions and reason for exceptions: \_\_\_\_\_  
\_\_\_\_\_

I have been provided with a copy of the Campus Alcoholic Beverage Use Policy. I agree to comply with federal, state local laws and university policy regarding the distribution, possession, and consumption of alcoholic beverages. I certify that the information in this agreement is complete and correct and I agree to the above terms and conditions. I understand that the submission of false information and/or failure to follow federal, state, and local laws and university policies and procedures may be grounds for criminal, civil or university disciplinary action. I understand that this distribution agreement does not confirm room reservation or security. These must be done separately. I also understand that the University accepts no liability.

**Accepted by Provider**

**Accepted by Sponsor**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

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

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

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

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

**Exception Approval**

Exception granted by:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
President or Vice President                      Date

**Policy Acceptance**

Approved by the UHSSL:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
President or Vice President                      Date