

Revised/Approved August 15, 2023

Request Form for Authorization to Serve Alcoholic Beverages on Garrett College Premises

NOTE: This form MUST be COMPLETED (including acquiring necessary signatures) and SUBMITTED to the OFFICE OF THE PRESIDENT PRIOR TO ADVERTISING AN EVENT/AT LEAST THREE (3) WEEKS PRIOR to the event AND BEFORE contacting the Garrett County Board of License Commissioners-Liquor Control Board to acquire any necessary Alcohol Licenses and Permits.

Name of Requestor: _____

Department/Organization: _____

Name of Event: _____

Date of Event: _____ Time of Event: _____

Purpose of Event: _____

Approx. # Expected to Attend Event: _____ Is this a fundraising event? _____

Location of On-Campus Event (Include Room #): _____

Was this event scheduled through the College's Events Management Coordinator at reservations@garrettcollege.edu or by calling (301) 387-3771? Yes _____ No _____ (If no, STOP and call or email Coordinator immediately!).

Do you plan to utilize a caterer that holds an Alcoholic Beverage License from the Garrett County Liquor Control Board? Yes _____ - Then, please provide a copy/attach a copy of the License along with this application.

No _____ - You will need to contact the Garrett County Board of License Commissioners - Liquor Control Board Office at (301) 334-1925 to discuss necessary steps, applications, etc., in order to acquire a license to host your event.

Additional Notes: _____

Plan to prevent underage drinking (i.e. TIPS Maryland Online Alcohol Awareness Trained individuals, etc.):

** Source of funding for alcoholic beverages: _____

(SIGNATURES ON BACK)

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REQUIRED SIGNATURES:

Requestor: _____ Date: _____

GC Events Management Coordinator: _____ Date: _____
(Chantel Lowdermilk)

Area Dean *(for internal events only)*: _____ Date: _____

President: _____ Date: _____
(Dr. Richard Midcap)

**** Approval if using G.C. Foundation Funds (Executive Director of GCCF):**

_____ Date: _____
Executive Director of Foundation

Date of form submission/form received by the President's Office: _____

Date copy of form was cc'd to GC's Office of Safety & Security: _____

Date copy of form was cc'd to Requestor and Events Management Coordinator after all required signatures were acquired: _____