

Centenary

COLLEGE OF LOUISIANA

Non-Student Event with Alcohol Approval Form

Form must be submitted to the Vice President for Finance and Administration 15 business days prior to the event date.

Fill Out Completely

Today's Date: _____

Your Contact Number: _____

Your Name: _____

Your Email: _____

Name of the Event: _____

Date of Event: _____

Time of Event: _____

Event Description: _____

Event Venue(s) Involved: _____

Will alcohol be served outside: ()yes ()no, If yes, DPS must notify Shreveport Public Safety 10 days prior to event

Third Party Vendor: _____

Type of Alcohol to be served (beer, wine, mixed drinks, etc): _____

Alcohol will be ()sold or ()given away

Students () will or ()will not be in attendance

I, as the host for the above event, have read the alcohol policies and procedures of Centenary College and agree to abide by them, as well as all city, state, and federal laws. I understand that my organization and/or I may be held responsible for violations of any Centenary College policies and city, state, and local laws related to this event.

Printed Name of Sponsoring Party Host

Signature of Sponsoring Party Host

Date

Date Application Received

VPFA Approval

Date

Centenary DPS Approval: _____

Date: _____