

# Centenary

COLLEGE OF LOUISIANA

## 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 Name: \_\_\_\_\_

Name of Organization: \_\_\_\_\_ Advisor's Name: \_\_\_\_\_

Advisor's Phone: \_\_\_\_\_ Advisor's 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

By Dean of Students

\_\_\_\_\_  
Signature of Dean of Students

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date Application Received

By VPFA

\_\_\_\_\_  
VPFA Approval

\_\_\_\_\_  
Date

Centenary DPS Approval: \_\_\_\_\_

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