

Registration Form
for Alcohol at Events in WUSM Shared Spaces

Alcohol for events in WUSM Shared Spaces must be purchased and served through a third-party catering vendor. The vendor shall be responsible for obtaining and maintaining all required permits, licenses, and insurance (including valid liquor license, comprehensive general liability insurance, and worker's compensation insurance). For non-preferred third-party vendors, evidence of the required permits, licenses, and insurance must be submitted to meet@wustl.edu prior to the space being confirmed.

Private contracted security is required for events with more than 100 attendees. In such cases, a copy of the security contract must be submitted at least five days prior to the event.

Please return the completed Registration Form to meet@wustl.edu. The event may incur charges for room rental and support services. Please contact Education & Campus Support Services office at 314-747-6338 with any questions and for specific details regarding your event space.

Event name: _____

Event date: _____ Expected number of attendees: _____

Event start time: _____ Event end time: _____

Event sponsor: _____ Responsible contact: _____

Requested room/space: _____

Event audience (e.g., students, faculty, staff, public): _____

Third-party catering vendor (for alcohol and food):
(Please provide vendor name, contact information, address, phone number, and vendor ID.)

If using vendor other than Bon Appetit, please attach a copy of: <input type="checkbox"/> License <input type="checkbox"/> Insurance <input type="checkbox"/> Security Contract, if applicable

Requestor signatures:

Responsible party non-drinker attending event:

_____ Printed name	_____ Signature	_____ Date
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Dean/Department Sponsor:

_____ Printed name	_____ Signature	_____ Date
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___ After reviewing the form, we have decided not to have alcohol at this event.

Office Use Only:

Approved / Denied

_____ Printed name	_____ Signature	_____ Date
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