

Request for Provision of Alcohol at Events

Print and complete this form to request approval for alcohol service at an event hosted by Carleton University.
Scan and email or send via interoffice mail to Office of the Vice-President, Finance and Administration, 503L Tory Building.

The completed, approved form must accompany all payments (invoices or reimbursements) for alcohol at events.

Department/Unit: _____

Requester: _____

Date of Request: _____

Choose from Option A or B:

Option A: Single Event Request

Event Name _____

Event Date _____

Event Host _____

Event Purpose _____

Number of individuals attending _____

Affiliation of individuals or group(s) _____

Option B: Event Series Request

Event Series Period (from date) _____

Event Series Period (to date) _____

Attach a schedule listing each event, including:

Event Name
Event Date
Event Host
Event Purpose
Number of individuals attending
Affiliation of individuals or group(s)

Identify Funding Source:

Operating	<input type="checkbox"/>
Ancillary	<input type="checkbox"/>
Research	<input type="checkbox"/>
Other	<input type="checkbox"/>

The request has been reviewed and approval for the service of alcohol is:

Approved

Denied

Vice-President, Finance and Administration

Date