

**UNC Charlotte Acknowledgment of Responsibility  
for Service of Alcoholic Beverages at Center City**

This form must be completed and submitted with your contract. It will be sent for approval to the Center City Executive Director. You will not be allowed to order your alcohol service through Chartwells until the paperwork is received and approved.

You are required to read the full UNC Charlotte Policy on Alcoholic Beverages (University Policy 706: <http://legal.uncc.edu/policies/up-706>).

Date of Application: \_\_\_\_\_

Event Name: \_\_\_\_\_

Event Date: \_\_\_\_\_ Event Time: \_\_\_\_\_

Sponsoring UNC Charlotte Group/Organization/Department: \_\_\_\_\_

Telephone Number \_\_\_\_\_ Email address \_\_\_\_\_

Type of Event (conference, lecture, reception, etc.): \_\_\_\_\_

Service Event (An event sponsored by the University or an Affiliated Group, Non-Affiliated Group, or Sponsored Non-Affiliated Group at which Alcoholic Beverages are served to invitees.)

Location of Event: Center City Estimated Attendance: \_\_\_\_\_

Period of Service of Alcoholic Beverages (limit 2 hours): \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

Will there be a charge or fee for attendance at the event? \_\_\_\_\_ Yes \_\_\_\_\_ No

Is the event a fundraising event for a non-profit organization? \_\_\_\_\_ Yes \_\_\_\_\_ No

If Yes, name of nonprofit organization: \_\_\_\_\_

**A. Service Events:**

The following Alcoholic Beverages only will be served at the event (initial each that will be served):

\_\_\_\_ Beer \_\_\_\_ Unfortified Wine

University Departments Only: ( \_\_\_\_ Spirituous Liquor\* \_\_\_\_ Fortified Wine\* \_\_\_\_ Mixed Beverages\* )

**\* NOTE: Service of Spirituous Liquor, Fortified Wine, or Mixed Beverages is permitted only upon special written permission of the Center City Executive Director. See "Special Circumstances Approval Form" supplemental to University Policy 706.**

Organization or Individual Donating Alcoholic Beverages: \_\_\_\_\_

## **B. All Events:**

I. In connection with the event, the undersigned agree(s) to be present throughout the event in order to assure compliance with each of the following requirements:

A. Only the Alcoholic Beverages indicated above will be served or permitted at the event.

B. State law regarding purchase and transportation of Alcoholic Beverages to be served will be observed. State law prohibits possession of more than 80 liters of Beer or more than 20 liters of Unfortified Wine without an ABC permit, except that possession of an unlimited amount of Beer in kegs is permitted without an ABC permit. (Common Source Containers are prohibited within any Campus residence building and in all Campus outdoor areas. Common Source Containers are prohibited at events sponsored by student organizations.) (For information about obtaining a Limited Special Occasion Permit, call the local Alcohol Law Enforcement (ALE) office at 342-6322, visit the NC Alcoholic Beverage Control Commission website at <http://www.ncabc.com/>, or call the NCABCC in Raleigh at (919)-779-0700.)

C. No person under the age of 21 years will be served Alcoholic Beverages at the event. Undersigned understand(s) that it is a violation of State law to give, sell, or furnish Alcoholic Beverages to any person not at least 21 years of age, or to aid or abet such person in possession or consumption of Alcoholic Beverages. Proof of age may be required for any person requesting an Alcoholic Beverage.

D. No noticeably intoxicated person will be allowed to attend the event or will be served an Alcoholic Beverage. Noticeably intoxicated persons may be asked to leave the event/facility.

E. There is no fee being charged to attend this event, unless it is a ticketed fundraising event sponsored by the University, non-profit organization that is an Affiliated Group, Non-Affiliated Group, or Sponsored Non-Affiliated Group, and the proper ABC permit is acquired.

F. No persons except those specifically invited and their guests accompanying them will be permitted to attend the event.

G. All advertising of the Service Events is prohibited. Attendance at Service Events is by invitation only. Advertising related to "BYO" or "BYOB" events shall make no reference of any kind to Alcoholic Beverages or their use at the event or state or imply that excessive drinking is encouraged. The simple reference "BYO" or "BYOB" is permitted in advertising.

H. The maximum amounts of Beer and Unfortified Wine permitted at the event are:

- 1 keg (kegs are not permitted at Center City) or 7 cases (12 oz.) of Beer per 50 persons estimated attendance, or
- 3 liters of Unfortified Wine per 10 persons estimate attendance, or
- a proportionate combination of Beer and Unfortified Wine

I. Attendance will not exceed the safety capacity of the facility.

J. Non-alcoholic beverages will be available at the same place as Alcoholic Beverages and featured as prominently as the Alcoholic Beverages.

K. Food items will be provided, proportionate to attendance.

L. Persons attending will not be permitted to carry in Alcoholic Beverages, except at an approved BYO Event.

M. the period during which Alcoholic Beverages are served will not exceed 2 hours.

II. THE UNDERSIGNED HAVE (HAS) READ UNIVERSITY POLICY 706, ALCOHOLIC BEVERAGES. THE UNDERSIGNED HAVE (HAS) READ, UNDERSTAND(S), AND AGREE(S) TO COMPLY WITH THE REQUIREMENTS SET FORTH IN SECTION I ABOVE, AND UNDERSTAND(S) THE POTENTIAL CONSEQUENCES FOR FAILURE TO COMPLY. THE UNDERSIGNED SPECIFICALLY UNDERSTAND(S) THAT FAILURE TO COMPLY WITH THE LAW AND UNIVERSITY POLICY IN CONNECTION WITH THE SERVICE OF ALCOHOLIC BEVERAGES AT THIS EVENT MAY RESULT IN ANY OR ALL OF THE FOLLOWING:

- A. SUSPENSION OF GROUP AND/OR INDIVIDUAL UNC CHARLOTTE FACILITY USE PRIVILEGES.
- B. UNIVERSITY DISCIPLINARY ACTION AGAINST THE ORGANIZATION OR INDIVIDUAL.
- C. PERSONAL CIVIL LIABILITY FOR INJURIES RESULTING FROM THE SERVICE OF ALCOHOLIC BEVERAGES AT THE EVENT.
- D. CRIMINAL LIABILITY FOR VIOLATION OF STATE ALCOHOLIC BEVERAGE LAWS.

**This completed "Acknowledgment of Responsibility" form must be returned to the following Approving Authority for events at Center City:**

- **Center City Executive Director**

**This form must be submitted when the contract is due. Chartwells will not arrange for bartenders and glassware until the form is received and approved.**

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

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

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

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

Approved:

\_\_\_\_\_  
Signature of Center City Executive Director

\_\_\_\_\_  
Date

## Center City Alcohol Addendum

Thank you for reserving space for your event at UNC Charlotte Center City. Our records indicate that you plan to serve alcohol at your event. In order to fully comply with University [Policy 706](#), which governs the possession and consumption of alcoholic beverages on campus, and to comply with State law, the following information applies to your event. If you are not familiar with this policy, please thoroughly read the policy, as there may be additional policies that apply to your specific event that are not listed below. Failure to comply with the law and University policy in connection with the service of alcoholic beverages may result in suspension of privileges, disciplinary action, *personal* civil liability or *personal* criminal liability. Please thoroughly read each statement below and initial after each.

The host and individual(s) signing the alcohol request form must be on site for the duration of alcohol service. \_\_\_\_\_

Alcohol can be served for a maximum of two hours. Those may be consecutive or split into different services. For example, 6pm-8pm or 6pm-7pm and 8pm to 9pm. \_\_\_\_\_

A UNC Charlotte police officer will be scheduled to be on site during alcohol service, plus one hour before and one hour after service begins and ends. The cost of the officer is the responsibility of the host of the event. \_\_\_\_\_

Registration is required. Events serving alcohol cannot be "open to the public". Walk-in registration may be permitted, if arranged and approved in advance. Walk-ins must be registered by the host of the event at the registration table. \_\_\_\_\_

A check in table must be staffed for the duration of the event by the host of the event. \_\_\_\_\_

Name tags are required in order to identify those who have registered for the event. \_\_\_\_\_

All attendees are subject to providing evidence of the legal age to consume alcohol. There are no exceptions to this rule. There are a variety of ways to accomplish this. Center City staff can make recommendations but guests must provide proof of age when requested by the bartender. \_\_\_\_\_

In general, you should plan to spend a minimum of \$15/per guest in order to provide enough food proportionate to alcohol service. The catering staff at Center City can help determine the appropriate amount of food necessary. If your budget does not allow a proportionate amount of food, alcohol service will not be permitted. \_\_\_\_\_

Non-alcoholic beverages, other than water, must be prominently displayed and offered. \_\_\_\_\_

You may not charge a fee to attend the event, as this is considered sale of alcohol and prohibited by State law. \_\_\_\_\_

There will be no marketing of alcohol service in advertisements or invitations. \_\_\_\_\_

Violation or attempts to circumvent these policies will result in termination of alcohol service. Termination is at the sole discretion of the signing authority. \_\_\_\_\_

I have read and thoroughly understand Policy 706 and have asked additional questions I may have regarding the policy. \_\_\_\_\_

Name of person completing this checklist: \_\_\_\_\_ Date: \_\_\_\_\_