

**Request to Serve Alcohol at Asheville-Buncombe Technical Community College**

Person/Group Requesting Permission: \_\_\_\_\_

Responsible Party/Sponsoring Organization: \_\_\_\_\_

How are you associated with the College?: \_\_\_\_\_

Title of Event: \_\_\_\_\_

Date of Event (beginning and ending): \_\_\_\_\_

Time of Event (beginning and ending): \_\_\_\_\_

Location of Event: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Number of attendees: \_\_\_\_\_

Will there be people under 21 attending the event & approximate number?: \_\_\_\_\_

If yes, how will ID's be checked and alcohol monitored?: \_\_\_\_\_

\_\_\_\_\_

Type of alcohol that will be served (only malt beverages and/or unfortified wine only are allowed at non-College sponsored events): \_\_\_\_\_

Hours of service: \_\_\_\_\_

Food and non-alcoholic beverages must be made available at events where alcohol is served. What type of food and/or non-alcoholic beverages will be provided?:

\_\_\_\_\_

A licensed bartender and/or catering service is required to serve fortified wine or spirituous liquor. Provide the bartender or catering service's name, contact information, copy of license, and appropriate insurance coverage: \_\_\_\_\_

\_\_\_\_\_

For College sponsored events, a [Limited Special Occasion Permit](#) from the N.C. ABC Commission is required to serve fortified wine and/or spirituous liquor to guests at a reception or other special occasion.

For College sponsored events, a [Special One-Time Permit](#) from the N.C. ABC Commission is required of a nonprofit organization to allow the sale of malt beverages, wine, or to allow brown bagging at a single fund-raising event of that organization.

For College sponsored events, a [Special One-Time Permit](#) from the N.C. ABC Commission is required of a nonprofit organization or a political organization to serve malt beverages, wine, or spirituous liquor at a ticketed event held to allow the organization to raise funds. Has a permit been requested from the North Carolina Alcoholic Beverage Control (ABC) Commission? (please provide a copy):

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Access to ticketed, fundraising events must be limited to invitees only and controlled throughout the event. The event may not be open to the public. Please provide the steps that will be taken to control access to the area:

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Please feel free to provide any additional information or notes:

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The undersigned acknowledges that if this request is granted, the service of alcohol will comply with all NC ABC Commission laws and the College's Drug and Alcohol Policy and Procedures.

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Print name of responsible party/Sponsoring Organization

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Date

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Signature of responsible party/Sponsoring Organization

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A-B Tech Chief of Police

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Date

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A-B Tech President

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Date