



Authorization to Serve Alcoholic Beverages on Campus & Apply for Liquor Permit

THIS FORM MUST BE COMPLETED AND SUBMITTED TO THE SCC FACILITIES RENTAL OFFICE AT LEAST 3 WEEKS PRIOR TO THE SCHEDULED EVENT DATE. COMPLETING THIS FORM DOES NOT GUARANTEE THAT THE CLIENT WILL BE PERMITTED TO SERVE ALCOHOL. WRITTEN APPROVAL FROM COLLEGE ADMINISTRATION AT SHORELINE COMMUNITY COLLEGE MUST BE OBTAINED ON THIS FORM BEFORE A WASHINGTON STATE BANQUET OR SPECIAL EVENTS PERMIT APPLICATION IS SUBMITTED TO WASHINGTON STATE LIQUOR CONTROL BOARD. INFORMATION REGARDING ORDERING ALCOHOL SERVICE AND/OR GETTING A WASHINGTON STATE LIQUOR PERMIT CAN BE OBTAINED BY CONTACTING COLLEGE FACILITY RENTAL OFFICE AT 206.546.5863 OR <http://liq.wa.gov/licensing/special-licenses-and-permits>.

1. APPLICANT INFORMATION

Name of Organization or Club _____ Date Submitted _____

Name of Applicant _____ Indicate: Faculty, Staff, Community _____

Applicant's Billing Address _____

(_____) _____ Telephone _____ (_____) _____ Alternate Telephone _____ Email address: _____

2. DESCRIPTION OF EVENT—PURPOSE OF SERVING ALCOHOLIC BEVERAGES (including how it is to be served, ticketing and distribution, type of alcohol, etc.)
*No hard liquor is permitted without special permission

3. ATTENDANCE

Members/Staff	
Guests	
Attendees under Age 21	
Total Attendance	

4. EVENT DETAILS

Date (s) of Event: _____ Location on campus _____

Event time: Start Time: _____ am/pm End Time: _____ am/pm

Type of alcohol served: _____

Alcohol to be served: Start Time: _____ am/pm End Time: _____ am/pm

WA State Licensed Server (s) name, phone # and permit #:

1) _____

2) _____

5. COMPLIANCE RESPONSIBILITY:

I accept responsibility for compliance with the Washington State of Washington Law, regulations established by the Washington State Liquor Control Board, and policies and procedures of Shoreline Community College, Shoreline Washington. This includes ensuring that the servers are licensed and will: be present for the entire event; ask for identification for all guests requesting alcohol to ensure there is NO UNDERAGE drinking at the event; serve in accordance with the Washington State laws; not leave alcohol unattended at any time; ensure that guests do not drink over their visible limits; and request assistance if needed. Applicable permits will be prominently posted at the event. **I acknowledge that I will purchase a Certificate of Insurance per the facility rental contract with the college, naming Shoreline Community College as the additional insured and take ALL responsibility for the public attending my event on campus.** I understand additional campus security and/or King County Police supervision will be required to be present when alcohol is served at my event on campus, at my expense. I have reviewed the alcohol section of the SCC Facility Usage Guidelines and Procedures posted at: <http://new.shoreline.edu/roomrentals/default.aspx/>

Name: _____ Dated: _____

THIS SECTION FOR COLLEGE USE ONLY

RESERVATION # _____

If Outside Rental — Facilities Rental Approval: _____ Dated: _____

If College event — Faculty or Department Approval: _____ Dated: _____

Shoreline Community College Administrative approval: _____ Dated: _____

Title: _____

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In order to serve alcohol on the Shoreline Community College campus the Applicant **MUST** have the following items in place before the event start date:

Instructions:

1. Please complete all sections of this form before submitting to the Facility Rental office located in the #9000 building Bookstore, lower level at Shoreline Community College.
2. Allow at least 3 weeks in advance of the event for processing time.
3. Obtain approval signature(s) from the Shoreline Community College Administration, Facility Rental Representative, Faculty/Department Representative (if event is college sponsored), and /or Campus Food Services Contract Representative, if required.
4. The Facility Rental office staff will notify Applicants whether or not the application has been approved.
5. Once approval has been granted by authorized by College Administration, the Applicant will receive a copy of the form for their records.
6. Contact Lancer, campus food services, at least 3 weeks in advance of the event, especially if the event requires serving of the alcoholic beverages to the public or a group. Campus Food Services management can be reached at 206-546-6918 or the Lancer catering representative at 253-404-3823. Waivers are required to be signed by Lancer management for approval to use outside caterers to serve food and beverages on campus.
7. Details regarding the application for a banquet or special events permit to serve alcoholic beverages on campus can be found online at: <http://liq.wa.gov/>
8. Make sure to have a room reservation confirmation, including reservation number and documentation, and /or a signed Shoreline Community College Facility Rental agreement before applying for the WA State liquor permit.
9. Purchase your Banquet or Special Events permit to serve alcohol from the Washington State Liquor Control Board
10. Submit a copy of the event liability insurance in the amount of \$1,000,000. with the College named as additional insured to the Facility Rental office at least 1 week prior to the event.

Shoreline Community College students and student Clubs and Organizations are prohibited to serve alcohol at campus events and activities.

If the Applicant is faculty or staff employed by the college, or of the event is college sponsored, this application form must also include a signature from Faculty or Department Representative.

No one under the age of 21 years will be in attendance at the event where alcohol is served on the campuses of Shoreline Community College. Some exclusions may apply if minor children are sequestered and supervised in another room/facility on campus. Check with the Facility Rental office to ensure you are in compliance.

Continuing education or college classes serving alcohol, such as a wine tasting class, also require an Shoreline Community College Application form to be completed before the banquet or special events permit is obtained from the WA State Liquor Control Board. They will need to hire personnel to serve the alcohol who have valid MAST State Pouring Licenses.

If the Applicant is obtaining liquor for the rental event or activity on campus, and using the Campus Food Services, Lancer, they must contact the management at least 3 weeks in advance of the event. Lancer management can be reached at 206-548-2497. Lancer staff will arrange for corkage fees, glassware rental, and personnel with valid State MAST serving licenses for serving the alcohol. Additional fees will be charged directly to the Applicant for these services. Waivers provided by the Campus Food Services management must be in writing and the Facility Rental office must receive a copy at least 3 weeks prior to the event date.

The Applicant will purchase all alcohol and obtain a Banquet or Special Events permit as required by the Washington State Liquor Control Board. The permit must be submitted to the Shoreline Community College Facility Rental office in advance and posted at the event.

No hard liquor is permitted on campus without special permission from College Administration and is only granted for a specialty event beverage, NOT a full bar set up.

The Applicant will accept responsibility for compliance with the Washington State of Washington Law, regulations established by the Washington State Liquor Control Board, and policies and procedures of Shoreline Community College, Shoreline Washington.

The Applicant will be required by the College to have one or more King County officers and/or Shoreline Community College Security officers present during the time the alcohol is being served at the event. The Applicant, or college department organizing the event, will pay for the additional security personnel.

Special Occasion Licenses:

A special occasion license allows a bona fide nonprofit organization to sell liquor at a specific time, date and place. Examples of events include fundraising dinners, gala events, auctions, and wine tastings.

- Cost: \$60 per day, per location
- [Applications available online](#) or at [state and contract liquor stores](#)
- Submit your application and fee 45 days before the event to: Washington State Liquor Control Board Licensing and Regulation Division: P.O. Box 43085 Olympia, WA 98504-3085
- Available to bona fide nonprofit organizations
- Allows sales of spirits, beer and wine by individual serving for on-premises consumption
- The local authority (i.e. mayor or county executive) will be notified of your application and have the opportunity to weigh in on the application
- Organizations are limited to 12 single-day events per calendar year
- Special occasion licensees may not advertise or sell alcohol below cost
- Beer or wine may be purchased wholesale or retail, at full retail price.

Banquet Permits:

Banquet permits are to be purchased for events where liquor will be served that are not business or promotional, but instead invite only gatherings such as weddings, company banquets, retirement parties, and club, organization or church events.

Banquet permits are available to for-profit businesses, societies, organizations, and individuals, Retail liquor businesses may not use banquet permits. Liquor is to be free of charge or brought to the event by those invited.

- [Applications available online](#) or at [state and contract liquor stores](#)
- Banquet permits cost \$10 per day for your event, so, a three day events costs \$30. Note that you will need an email address and a credit or debit card to complete this transaction.
- All banquet permit sales are final and no refunds will be issued
- Banquet permits are available to for-profit businesses, societies, organizations, and individuals
- Attendance must be by invitation only, and the event may not be open or advertised to the public
- Liquor must be free of charge, or brought by individuals attending the event. No separate or additional charge may be made for liquor, and donations cannot be accepted
- The event cannot be for business promotions
- Liquor must be purchased from a retail store at full retail price
- Package deals are allowed that may include, for example, the cost of dinner, liquor and entertainment. To ensure participants receive an equal share, tickets exchangeable for drinks may be issued as part of the package price. No profit may be made from the packaged deals
- You must obtain any required permits from your local authorities and the facility where the event will be held, when you host an event in a public place

A banquet permit is not required when all of the following apply:

- The event is hosted by an individual, not an organization or business entity
- Guests are not charged for admission or anything provided at the function (e.g. ice, setup, food, hors d'oeuvres, etc.).
- "Charge" includes donations, dues, fees, or otherwise
- The event would normally be held in the individual's private home, but is so large that a separate facility is needed to accommodate it
- The facility where the event is held is closed to the general public during the event and does not have a liquor license
- There is no business purpose for the event or any financial gain
- When you purchase your banquet permit online, an email copy of it is sent to your local liquor enforcement office. Officers can visit gatherings, so it is important that you sign and post a copy of your permit at the location where you will be serving the alcohol at your event.
- If you have questions about banquet permits, call the Licensing Customer Service desk at (360) 664-1600 (select option 1).