

## Acknowledgment of Responsibility for Service or Sale of Alcoholic Beverages

This form must be completed and approved by the appropriate Approving Authority (identify appropriate Approving Authority in [Section II, University Policy 706](#)) at least 72 hours in advance of the Service or Sales Event.

You are required to read the full University Policy 706, Alcoholic Beverages, at [legal.charlotte.edu/policies/up-706](http://legal.charlotte.edu/policies/up-706).

### I. Event Details

Hosting Organization: \_\_\_\_\_

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

Date of Event: \_\_\_\_\_

Type of Event

- Service Event
  - **Traditional Service Event:** Alcoholic Beverages are purchased and served by the University's food service vendor for an event hosted by a University Group, Non-University Group, Sponsored Non-University Group, or Student Organization.
  - **Served Event:** Alcoholic Beverages are purchased by a University Group or Student Organization and served by the University's food service vendor.
  - **Self-Service Event:** Alcoholic Beverages are purchased and served by a University Group. Student Organizations and Non-University Groups are not permitted to host Self-Service Events.
- Sales Event
- BYO Event

Purpose of Event: \_\_\_\_\_

Beginning and End times of event: \_\_\_\_\_ am/pm\* to \_\_\_\_\_ am/pm

Service period (limited to 2 hours): \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

*\* If requested service time begins before 4pm on a University business day, complete a Service Event Exception Request form.*

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

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

Name, phone number, and email address of Responsible Person (person present at the event to ensure compliance with [University Policy 706, Alcoholic Beverages](#)): \_\_\_\_\_  
\_\_\_\_\_

Is there a charge to attend event: Yes No

- If yes, attach the appropriate required ABC permit.

Will you be serving beverages other than beer and unfortified wine? Yes No

- If yes, attach the appropriate required ABC permit.
- If yes, complete the Service Event Exception Request Form.

Do invitees include persons under 21? Yes No

- If yes, describe measures to be taken to ensure underage guests will not be served or given alcoholic beverages at the event.

Describe how access to the event will be limited to invitees and controlled throughout the event.

\_\_\_\_\_

Attach a copy of the catering contract here or provide a detailed list of food items and non-alcoholic beverages that will be provided.

\_\_\_\_\_

## II. Acknowledgment of Responsibility

Completed Acknowledgement of Responsibility must be received by the Authorized Approver no fewer than five (5) business days prior to the event. Proof of catered items and services, or list of food and non-alcoholic beverages to be provided should be included. Copies of any and all required ABC permits must be provided to the CRES Office prior to the Event and be prominently displayed at the event. Electronic forms may be submitted to [eventserv@charlotte.edu](mailto:eventserv@charlotte.edu).

A. In connection with the Group Event, the undersigned agrees to be present throughout the event in order to assure compliance with each of the following requirements:

1. Only the Alcoholic Beverages indicated above will be served, sold, or permitted at the event.
2. State law regarding purchase, possession, and transportation of Alcoholic Beverages must be observed. See University Policy 706, Appendix A, for applicable State laws.

3. Common Source Containers are prohibited at events unless served by the University's food service vendor. Common Source Containers are prohibited within any Campus residence building.
4. No person under the age of 21 years will be served or sold Alcoholic Beverages at the event. The undersigned understands that it is a violation of State law to give or sell 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.
5. Proof of age may be required for any person requesting an Alcoholic Beverage.
6. No noticeably intoxicated person will be allowed to attend the event or will be served or sold an Alcoholic Beverage. Noticeably intoxicated persons may be asked to leave the event/facility.
7. There is no fee being charged to attend this event, unless it is a ticketed fundraising event sponsored by the University or a non-profit organization that is a University Group, Non-University Group, or Sponsored Non-University Group, and the proper ABC permit is acquired.
8. Any required ABC permit has been acquired prior to the event. (Information and instructions for obtaining appropriate permits can be found at the North Carolina Alcoholic Beverage Control Commission website at <https://abc.nc.gov/>.)
9. No person except those specifically invited and their guests accompanying them will be permitted to attend the event.
10. Advertising related to a Service Event must not suggest endorsement of alcohol consumption or encourage excessive drinking. For BYOB Events, the simple reference "BYO" or "BYOB" is permitted in advertising.
11. The maximum amounts of Beer and Unfortified Wine permitted at the event are:
  - a. 1 keg or 7 cases (of 12 oz. servings) of Beer per 50 person estimated attendance, or
  - b. 3 liters of Unfortified Wine per 10 persons estimated attendance, or
  - c. A proportionate combination of Beer and Unfortified Wine.
12. Attendance will not exceed the safety capacity of the facility.
13. Non-alcoholic beverages will be available at the same place as Alcoholic Beverages and featured as prominently as the Alcoholic Beverages.
14. Food items will be provided, proportionate to attendance.
15. Persons attending will not be permitted to carry in Alcoholic Beverages, except at an approved BYO Event.
16. The period during which Alcoholic Beverages are served or sold will not exceed 2 hours.
17. Alcohol may not be purchased using state or student fee funds. Alcohol may be purchased using discretionary or personal funds.

B. Each of the undersigned has read, understands, and agrees to comply with the requirements in Section I above, as well as University Policy 706, Alcoholic Beverages, at [legal.charlotte.edu/policies/up-706](http://legal.charlotte.edu/policies/up-706), and understands the potential consequences for the failure to comply with this Acknowledgement, University Policy 706, and applicable State law, including the following:

1. Suspension of group and/or individual UNC Charlotte facility use privileges;
2. University disciplinary action against the organization or individual;
3. Personal civil liability for injuries resulting from the service or sale of Alcoholic Beverages at the event; and/or criminal liability for violation of State laws.

**Signature of Authorized Representative** (a member of the Host group or organization authorized to make decisions for that group or organization)

---

Printed Name, Title

---

Signature

---

Date

**Signature of Responsible Person** (a person present at a Group Event designated to ensure compliance with this Policy and all additional related UNC Charlotte policies and regulations, state laws, and city codes)

---

Printed Name, Title

---

Signature

---

Date

**Request approved by Approving Authority** (identify appropriate Approving Authority in [Section II, University Policy 706](#)):

---

Printed Name, Title

---

Signature

---

Date