

UNC Charlotte Policy 706, Alcoholic Beverages

Service Event Exception Request Form

Date of Application: _____

Sponsoring/Hosting University Group: _____

Event Title: _____ Date/Time of Event: _____

The following **exceptions** to the Service Event requirements in Section VII.C of [University Policy 706](#) are requested:

I. Requests for Service Events to Begin Before 4 pm on Business Days

_____ Requests for Service Events to begin before 4 pm on University business days require approval by the Chancellor. Provide rationale for request:

II. Service of Spirituous Liquor, Fortified Wine, or Mixed Beverages Request

_____ Service of Spirituous Liquor, Fortified Wine, or Mixed Beverages by a University Group at a Service Event. See University Policy 706, Section VII.C.1(b).*

NOTES:

- Only the University's contracted food service vendor is permitted to serve Spirituous Liquor, Fortified Wine, or Mixed Beverages.
- Non-University Groups and Sponsored Non-University Groups are not permitted to serve Spirituous Liquor, Fortified Wine, or Mixed Beverages on Campus.

**A [Limited Special Occasion Permit](#) (see [NCGS 18B-1001\(9\)](#)) must be obtained from the North Carolina ABC Board and attached to this form prior to University approval of the request to serve Spirituous Liquor, Fortified Wine, or Mixed Beverages. For information about obtaining the Permit, call the local Alcohol Law Enforcement (ALE) office at 704-342-6322, visit the NC Alcoholic Beverage Control Commission website at [abc.nc.gov](#), or call the NCABCC in Raleigh at 919-779-0700.*

_____ ABC permit attached

III. Other

_____ Request for exception to other provision of University Policy 706, as described below:

This completed form and any attachments must be received by the CRES Office at eventserv@charlotte.edu no fewer than **ten (10) business days** prior to the Service Event, **unless** the location of the planned Event is Harris Alumni Center or the Hauser Alumni Pavilion (send to the Approving Authority at 49eralumni@charlotte.edu) or the Dubois Center (send to the Approving Authority at duboiscenter@charlotte.edu).

- An “**Acknowledgment of Responsibility for Service or Sale of Alcoholic Beverages**” form, proof of catered items and services, or list of food and non-alcoholic beverages to be provided should be included, in addition to any required copies of ABC permit(s).
- An ABC Permit must be prominently displayed at the event.
- Electronic forms may be submitted to eventserv@charlotte.edu.

Signature of Authorized Representative of Sponsoring/Hosting University Group:

Printed Name: _____ Title: _____

Signed: _____ Date: _____

Signature of Approving Authority (Identify appropriate Approving Authority in Section II, [University Policy 706](#)):

Printed Name: _____ Title: _____

Approved: _____ Date: _____