

# Bridgewater State College Alcohol Service Request Form

Sponsoring Organization/Department \_\_\_\_\_

Person Responsible \_\_\_\_\_ Phone Number \_\_\_\_\_

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

**Program Information:**

Event \_\_\_\_\_ Date \_\_\_\_\_

Start Time \_\_\_\_\_ End Time \_\_\_\_\_ Expected Attendance \_\_\_\_\_

Event Open to: BSC Faculty/Staff \_\_\_ BSC Students \_\_\_ Invited Guests \_\_\_  
(Check all that apply) Open Admission \_\_\_ Other (details) \_\_\_\_\_

Is there an admission price? Yes \_\_\_ No \_\_\_ If yes, please indicate the cost \_\_\_\_\_  
Does this admission price cover any portion of the cost of alcohol beverage service?  
Yes \_\_\_\_\_ No \_\_\_\_\_

Please describe what type of food has been ordered for this event \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Alcohol Service Requested:**

\_\_\_\_\_ Full Service Bar ( \_\_\_\_\_ Cash \_\_\_\_\_ Billed to Sponsor)

\_\_\_\_\_ Beer and Wine Bar ( \_\_\_\_\_ Cash \_\_\_\_\_ Billed to Sponsor)

\_\_\_\_\_ Wine Bottles # \_\_\_\_\_ Type \_\_\_\_\_

\_\_\_\_\_ Bartender (how many \_\_\_\_\_) Depends on Service provided and length of  
function. (Consult with catering)

Special Requests: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The signature below indicates an understanding of and agreement to abide by all the terms and conditions on this form and in the Bridgewater State College alcohol policy.

\_\_\_\_\_  
Responsible Person

\_\_\_\_\_  
Date

Approved:

Denied:

\_\_\_\_\_  
Margarida Vieira Date  
Director, Administrative Support Services

c: Sodexo (Catering)  
CESO – Dan McHugh  
Bob Cincotta  
Campus Police  
Responsible Person

## **Liquor Service Policy**

The Director of Administrative Support Services manages the liquor license for the College in accordance with the laws of the Commonwealth of Massachusetts. Therefore, the director needs to approve all requests prior to the events.

In conjunction with catering services, a full service bar or beer and wine may be requested at college events held in the Bridgewater Dining Room, One Park Avenue or the Main Ballroom in the Campus Center.

In some instances special requests can also be made for beer and wine in rooms other than the BDR, One Park Avenue or Main Ballroom. These requests require a separate license from the Town of Bridgewater and may require additional time to process.

In order to insure that the arrangements can be accommodated, submit your request to Administrative Support Services 30 days prior to the event. Request forms are available through the reservationist at the Conference Event Services Office at the time the room is reserved.