 **EVENTS WITH THE SERVICE OF ALCOHOL**

**PRE-APPROVAL REQUEST FORM**

***Minimum Requirement for all planned events:***

***Pre-approval requests for all planned events with the service of alcohol should be submitted 15 days prior to the event***

**NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DEPARTMENT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**NAME OF EVENT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE OF EVENT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**VENUE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**CHECK ONE:**

**NIAGARA COLLEGE PRODUCT OTHER**

**PURPOSE OF EVENT:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**EXPECTED NUMBER OF PARTICIPANTS: \_\_\_\_\_\_**

**EXTERNAL ATTENDEES: (Non-College Staff or Volunteers)**

**YES NO**

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**DEAN/DIRECTOR – PRINT SIGNATURE DATE**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_**

**VICE PRESIDENT SIGNATURE – PRINT SIGNATURE DATE**

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**PRESIDENT SIGNATURE - REQUIRED DATE**

**Niagara College Practice: Travel and Expense**

**1.5.3 Responsibilities regarding alcoholic beverages**

* Prior written approval is required as follows:
* from the President; with no delegation of the authority
* If the hospitality event is hosted by the President, the President must seek prior approval from the Chair of the Board.
* If the hospitality event is planned at the request of the Board Chair, the Chair must provide prior, written authorization to the President to permit the service of alcohol.
* Reimbursement of alcohol expenses is allowed only when the appropriate approvals are in place.
* Hospitality may include the consumption of alcohol at a meal or a reception with invitees as defined above, but only when there is a business case.
* Alcohol should be provided in a responsible manner, e.g., food must always be served when alcohol is available.