



1101 S. Yakima Ave.
Tacoma, WA 98405
(253) 680-7000

Request to Serve Alcoholic Beverages on Campus

THIS FORM MUST BE COMPLETED AND SUBMITTED TO THE BTC 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 THE BATES TECHNICAL COLLEGE PRESIDENT MUST BE OBTAINED ON THIS FORM BEFORE A WASHINGTON STATE BANQUET OR SPECIAL EVENTS PERMIT APPLICATION IS SUBMITTED TO WASHINGTON STATE LIQUOR & CANNABIS BOARD. INFORMATION REGARDING ORDERING ALCOHOL SERVICE AND/OR GETTING A WASHINGTON STATE LIQUOR PERMIT CAN BE OBTAINED BY CONTACTING THE COLLEGE FACILITY RENTAL OFFICE AT 253.680.7145 OR <https://lcb.wa.gov/licensing/special-licenses-and-permits>

1. APPLICANT INFORMATION

Name of Organization _____ Date Submitted _____

Contact Name _____ Indicate: Staff or 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. ESTIMATED 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 and Cannabis Board, and policies and procedures of Bates Technical College, Tacoma, WA. 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 naming Bates Technical College as the additional insured and take ALL responsibility for the public attending my event on campus.** I understand additional campus security and/or Tacoma 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 *BTC Facility Usage Guidelines and Procedures* posted at: <https://batestech.edu/forms-directory/>

Name: _____ Dated: _____

THIS SECTION FOR COLLEGE USE ONLY

RESERVATION # _____

Campus Public Safety has been notified. Date: _____ Security is able to supervise event: Yes No

Cc: Campus Public Safety, Facilities and Operations, & Office of the President

Bates Technical College Presidential approval: _____ Dated: _____

Request to Serve Alcoholic Beverages on Campus

Bates Technical College students and student 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 Bates Technical 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.

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

The Applicant will accept responsibility for compliance with Washington Law regulations established by the Washington State Liquor & Cannabis Board, and policies and procedures of Bates Technical College, Tacoma, Washington.

The Applicant will be required by the college to have one or more Tacoma Police and/or Bates Technical 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 and Cannabis 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