



# UW-Madison Alcohol Beverage Service Permit Application

Alcohol Beverage Service Permits are required for alcohol service at UW-Madison events, both on and off campus, with some exceptions for alcohol served by licensed beverage service providers. For full details, see UW-Madison-Specific Alcohol Beverage Regulations at <https://policy.wisc.edu/library/UW-6003>.

\* Required

\* This form will record your name, please fill your name.

## Event Details

1. **Campus unit hosting event:** \*

2. **Event name:** \*

3. **Event description:** \*

4. **Event date:** \*



5. **Event location:** \*

*Include specifics such as name of building, room, outdoor space, etc.*

*Note that events catered by the Wisconsin Union, Division of Intercollegiate Athletics or University Housing do not require this application. For more information, visit <https://policy.wisc.edu/library/UW-6003>.*

6. **Time alcohol service will begin:** \*

7. **Time alcohol service will conclude:** \*

8. **Description of invitees:** \*

*e.g. departmental faculty, alumni, graduate students*

9. **Number of expected attendees under age 21:** \*

*At least 2/3 of the anticipated attendees must be 21 or older.*

10. **How much beer do you plan to serve?** \*

*Permitted alcoholic beverages are limited to beer (fermented malt beverages) and wine. Beer should be served in individual cans or bottles no larger than 12 oz. **Please note:** Not all forms of hard seltzers are allowable to serve. There are two types of hard seltzers: malted beverage (e.g. Truly, White Claw, etc.) and malted liquor (e.g. High Noon, Absolut, etc.). Malted liquor seltzers are **not** permitted.*

11. **How much wine do you plan to serve?** \*

*Permitted alcoholic beverages are limited to beer (fermented malt beverages) and wine. Alcohol must be served in clear or translucent cups no larger than 8 oz. for serving wine.*

12. **Food and non-alcoholic beverages that will be served:** \*

## Responsible University Employees

A responsible employee is a person with a faculty, limited, academic or classified staff appointment, age 21 or over. Terminal academic or university staff, employees in training, and student hourly employees may not serve as responsible employees. **Graduate and professional students may serve as responsible employees only for events hosted by and for graduate and professional students.**

If you are both the applicant and Responsible Employee, you must approve your role via the Power Automate email or Teams message sent following submission.

### 13. Total number of attendees expected: \*

One responsible employee is required for the first 50 attendees, plus one for every 25 attendees thereafter.

1 - 50

51 - 75

76 - 100

101 - 125

126 - 150

150 + Events over 150 attendees require approval by the Dean/Director, review by UWPD, and VCFA approval. Alcohol service at larger events should generally be provided by a professional caterer.

### 14. Name and unit role/title of Responsible Employee #5:

Be sure unit role/title clearly indicates student or employment status, e.g. graduate student, faculty, staff.

**15. UW-Madison ([wisc.edu](http://wisc.edu)) email address of Responsible Employee #5:**

*A Microsoft Teams approval and an automated email (from "Microsoft Power Automate" with subject line "UW-Madison Alcohol Permit") will be sent to this individual to confirm agreement and attest to policy review.*

**16. Name and unit role/title of Responsible Employee #4:**

*Be sure unit role/title clearly indicates student or employment status, e.g. graduate student, faculty, staff.*

**17. UW-Madison ([wisc.edu](http://wisc.edu)) email address of Responsible Employee #4:**

*A Microsoft Teams approval and an automated email (from "Microsoft Power Automate" subject line "UW-Madison Alcohol Permit") will be sent to this individual to confirm agreement and attest to policy review.*

**18. Name and unit role/title of Responsible Employee #3:**

*Be sure unit role/title clearly indicates student or employment status, e.g. graduate student, faculty, staff.*

**19. UW-Madison ([wisc.edu](http://wisc.edu)) email address of Responsible Employee #3:**

*A Microsoft Teams approval and an automated email (from "Microsoft Power Automate" with subject line "UW-Madison Alcohol Permit") will be sent to this individual to confirm agreement and attest to policy review.*

**20. Name and unit role/title of Responsible Employee #2:**

*Be sure unit role/title clearly indicates student or employment status, e.g. graduate student, faculty, staff.*

**21. UW-Madison ([wisc.edu](http://wisc.edu)) email address of Responsible Employee #2:**

*A Microsoft Team approval and an automated email (from "Microsoft Power Automate" with subject line "UW-Madison Alcohol Permit") will be sent to this individual to confirm agreement and attest to policy review.*

**22. Name and unit role/title of Responsible Employee #1:**

*Be sure unit role/title clearly indicates student or employment status, e.g. graduate student, faculty, staff.*

**23. UW-Madison ([wisc.edu](http://wisc.edu)) email address of Responsible Employee #1:**

*A Microsoft Teams approval and an automated email (from "Microsoft Power Automate" with subject line "UW-Madison Alcohol Permit") will be sent to this individual to confirm agreement and attest to policy review.*

## Sponsorship Approval

24. **Name, title and unit of sponsor authorized to approve permit: \***

*The UW-Madison Chancellor, Vice Chancellors, Deans, Divisional Directors and Vice Provosts are authorized to issue permits.*

25. **UW-Madison ([wisc.edu](http://wisc.edu)) email address of approving sponsor: \***

*An automated email (from "Microsoft Power Automate" with subject line "UW-Madison Alcohol Permit") will be sent to this individual to confirm approval.*

26. **Additional information:**

Thank you for completing the permit application. Please submit your responses.

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