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](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) email address of Responsible Employee #2:**

   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.

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) 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) 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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