



TENNESSEE STATE UNIVERSITY

Alcohol Service/Sales at TSU Campus Events Request Form

Event Details

Event Name: _____

Date of Event: _____

Start Time: _____

End Time: _____

Location: _____

Organizer Information

Name of Organizer: _____

Department/Organization: _____

Contact Number: _____

Email Address: _____

TSU Affiliation: (e.g., Student, Faculty, Staff) _____

Event Description

Type of Event: (e.g., concert, workshop, gala) _____

Expected Attendance: _____

Purpose of Alcohol Sales: _____

(e.g., fundraising, event theme, etc.)

Alcohol Service Details

Type of Alcohol to be Served: (check all that apply)

- ☐ Beer
- ☐ Wine
- ☐ Spirits (Currently not Permissible)

Will food be provided? (Y/N) _____

Will a licensed bartender be present? (Y/N) _____

- If yes, please provide the name and contact information of the bartender:

- Name: _____

- Contact Number: _____



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Compliance and Acknowledgment

As the event organizer, I acknowledge that I am responsible for:

- Ensuring compliance with Tennessee State University's Alcohol Policy and all local, state, and federal laws regarding the sale and consumption of alcohol.
- Ensuring there is a conducive event space within the sports facility to adequately accommodate the sales area.
- Prohibiting alcohol sales to All Students Enrolled at TSU.
- Prohibiting the sale of alcohol to individuals under 21 years old.
- Using a clearly identifiable band system for patrons aged 21 years and older.
- Limiting the number of purchases to 2 alcoholic beverages during the event.
- Display appropriate signage indicating the legal drinking age and promote responsible drinking.
- Ensuring that non-alcoholic beverages and food are available during the event.
- Providing additional security, if required, for events with alcohol.

Signature of Organizer

I hereby affirm that the information provided on this form is accurate. I agree to comply with all relevant policies and regulations regarding the sale of alcohol per Tennessee State University Policy #08.03 (Sale of Alcoholic Beverages at TSU Sports Authority Facilities, 6/2020)

Signature: _____ Date: _____

Submission Instructions

Please submit this completed form to the TSU Office of Events Management and Conference Services at least 30 days before the event. Additional documentation, such as proof of insurance or liquor liability coverage, is required (attached):

- ☐ Event Plan
- ☐ Proof of Liability Insurance
- ☐ Tennessee Alcohol Beverage Commission Bar Server Permit/License

Contact Information:

Tennessee State University

Office of Events Management and Conferences

Phone: (615) 963-1570

Email: emanagement@tnstate.edu / www.tnstate.edu/events

Signature _____ Date _____

Darryl Thompson, Special Advisor for External Affairs