



WAYNE STATE UNIVERSITY

Fax this form to 313-577-3128 or scan and email to jackraab@wayne.edu
Requests must be made at least **30 days prior** to your event.

Request for Alcohol Service outside of McGregor Memorial Conference Center

Date of request: _____ Are you a non WSU organization? _____

Name of the event: _____

Main contact name: _____

Department/Office/Organization: _____

Your office phone number: _____ Office fax number: _____

Your email address: _____ Date of the Event: _____

Number of guests attending: _____

Start time of event: _____ End time of event: _____

Is the event being held at a University owned venue/building? YES NO

Name of the University venue the event will be held in: _____

If not, where is the event being held? _____

Address: _____

Description of the venue: _____

Type of catering (if any): _____ Who is the caterer: _____

Will any of these situations exist in regards to your event? Please indicate **yes or no** next to each.

YES NO

- Will minors be present? (under 21 years of age)
If so, what percent of all attendees: _____%
- Are you or your unit hosting and paying for the event?
- Are you charging to gain entry; accepting donations/contributions; pre-event and/or at the door?
- Is your event part of a larger event like a conference in which people paid to attend the overall event and can only attend this event because they are attending the overall event?
- Are you holding an auction of items and handling cash/payment transactions onsite?
- Is the event is being held in an outdoor location?
- Does the event have an open invite (open to the public) or closed invite (access by invite only)?
- Are you fronting for an outside organization?

What type of alcohol are you requesting for service. (check all that apply)

Beer Wine Mixed Drinks

What type of alcohol service are you requesting?

Cash Bar (attendee pays with either tickets or cash)

Hosted Bar (you pay costs)

Wine with dinner (you pay costs)

I request the approval to serve alcoholic beverages at our event. I agree to all the policies and procedures established by the University regarding alcohol use on campus. I have truthfully provided above all the required event information as part of this request and realize that I and the University could be held liable for any deviation from an established law, rule or regulation established by the State of Michigan and the Michigan Liquor Control Commission (MLCC). I do understand that we would be incurring additional costs (special licensing, bonding, other fees) based on the information provided if the application is approved.

1. For events inside the McGregor Memorial Conference Center Complex, the foodservice contractor in charge of McGregor Memorial Conference Center (currently ARAMARK) must manage the service of the alcohol. Current Bar Service Fee is \$35 per hour for beer and/or wine service and bartender or \$45 per hour for full bar service and bartender. 4 hour minimum required charge. Alcohol is purchased and sold by the University as a State of Michigan Class C License holder. ARAMARK has current alcohol product costs for both University and non-university customers.
2. For events inside a university building or out of doors outside the McGregor Memorial Conference Center Complex, the foodservice contractor in charge of McGregor Memorial Conference Center (currently ARAMARK) must manage the service of the alcohol. Current Bar Service Fee is \$35 per hour for beer and/or wine service and bartender or \$45 per hour for full bar service and bartender. 4 hour minimum required charge. Alcohol is purchased and sold by the University as a State of Michigan Class C License holder. ARAMARK has current alcohol product costs for both University and non-university customers. This is true in any University owned building in the City of Detroit, including the Medical School/Pharmacy campuses, Bonstelle and Hilberry Theatres, iBio building and the Mike Ilitch School of Business. This is only for hosted events. No entry fee or cash bar is allowed.
3. For events involving a WSU unit where the event is being held in an unlicensed facility and an entry fee is charged or a cash bar is desired or the event is being held outside a constructed building – a special license may have to be requested. The University only has 12 special licenses a year so your request will go through an approval process.
4. Please realize that you may be denied alcohol service altogether. These decisions are final and made in the best interests of the University.
5. **Donated alcohol may never be used at any event unless it is wine for an auction. This wine may not be opened for consumption at the event.**

Customer Signature _____ Date: _____

Office Use Only: Approved Not Approved By _____ Date: _____
Jack Raab - Sr. Director for Special Events and Services

This request will need a MLCC Special License and will result in extra steps (application and fee, surety bond and fee and possible police and fire department approval, fees and inspections).

This request **is approved** and must be handled through The McGregor Conference Center catering company – currently ARAMARK.

This request **has not been approved**. Please contact me to discuss the issue(s) - Jack Raab (313) 577-2169.