

**ILLINOIS INSTITUTE OF TECHNOLOGY  
ALCOHOL SERVICE REQUEST FORM**

Complete this form and forward to the Office of the Dean of Students in MTC 209 (fax 78917). No alcohol service can occur without the completion of this form in its entirety and approval by university officials. Complete this form and forward to the Event Services (events@iit.edu or 312-567-3701). IIT Event Services will route to appropriate departments for approval. Copies of this form will be retained by the Dean of Students Office, IIT Catering Services, IIT Event Services and the hosting group.

**SERVICE INFORMATION**

Check below those who will be present and served alcohol:

- |  |  |
|--|--|
| <input type="checkbox"/> Faculty             | <input type="checkbox"/> Undergraduate students and their guests |
| <input type="checkbox"/> Staff               | <input type="checkbox"/> Other guests (please describe below)    |
| <input type="checkbox"/> Parents of Students | <input type="checkbox"/> Graduate students and their guests      |

**EVENT INFORMATION**

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Location: \_\_\_\_\_ Estimate Attendance: \_\_\_\_\_

Purpose of event: \_\_\_\_\_  
\_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_

**HOST INFORMATION**

\_\_\_\_\_

Sponsoring group(s) and individual submitting request

Signature of Person Submitting Request	Title	Date
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Address	City	State	Zip	Phone #
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**PROVIDER INFORMATION**

Will IIT-Catering Services be serving the alcohol?      Yes  No       If no, please complete the following:

Name of Company	Contact person	Address	Phone#
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**NOTE:** Any vendor providing alcohol service must be licensed and bonded in the State of Illinois.

**ALL ALCOHOL SERVICE MUST BE IN COMPLIANCE WITH THE STATE OF ILLINOIS LAWS AND ALL UNIVERSITY AND SUDENT ORGANIZATION POLICIES. NO ALCOHOL WILL BE SERVED TO ANYONE UNDER THE LEGAL DRINKING AGE. NO ALCOHOL WILL BE SERVED TO ANYONE WHO APPEARS TO BE INTOXICATED.**

**RESTRICTIONS**

\_\_\_\_\_  
\_\_\_\_\_

**AUTHORIZATION**

_____ Department Head (If students will be present must be signed by the Dean of Students)	_____ Vice President for Administration
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