

## Special Event Registration Form

This form is for the approval of events that will include the consumption of alcohol by individuals of legal drinking age. It is the responsibility of the sponsors of this event (both individuals and organizations) to see that all required measures are taken to ensure that no illegal consumptions occurs.

Date of request: \_\_\_\_\_  
Name of applicant: \_\_\_\_\_  
Department or Organization: \_\_\_\_\_  
Applicant email address: \_\_\_\_\_

Date of Event: \_\_\_\_\_  
Location: \_\_\_\_\_  
Start time: \_\_\_\_\_  
End time: \_\_\_\_\_  
Purpose of Special Event: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Number of attendees expected: \_\_\_\_\_  
Number of monitors: \_\_\_\_\_  
Number of security guards: \_\_\_\_\_  
Clean up by: \_\_\_\_\_

If alcohol is to be allowed, provided, or served, at least one security guard may be required of the sponsoring organization. The number of security guards will be determined by the expected size and nature of the event. The Director of Campus Safety should be contacted to arrange for the security guards for such events at least a week in advance.

Caterer(s) and sponsor(s) are responsible for checking legal drinking age of guests and participants.

The sponsor(s) listed above have read and agree to abide by the College Alcohol Policy and Tennessee state laws concerning the use, possession, sale, and distribution of alcoholic beverages and are aware of the personal consequences to them if violations occur.

This form should be submitted at least one week prior to the scheduled event. The event could be stopped or an alternate location may be required if the proper approval from the Vice President for Finance and Business Affairs has not been obtained.

The sponsor(s) of this event need to recognize that violators of the Alcohol Policy will jeopardize your ability to hold a similar event in the future. All information and responsibilities above constitute an official College matter.