

Campus Services and Activities

Northern Arizona University PO Box 6026 Flagstaff, AZ 86011-6026 928-523-2391 ph 928-523-8994 fax www.nau.edu

Alcohol Waiver Policy

adopted March 4, 2011 amended February 5, 2013

University and non-University sponsors hosting events with service of alcoholic beverages, beer and wine only, follow the guidelines below. For service of spirits, events must be scheduled at the High Country Conference Center, the 1899 Bar and Grill or the Walkup Skydome.

- 1) NAU and non-NAU event sponsors procure a Special Event License from the Arizona Department of Liquor Licenses and Control *only if* event requires admission, collects donations, sponsors a raffle or silent auction. Allow 60 days prior to submission of Request to Serve Alcoholic Beverages at a University Event.
- 2) NAU event sponsor contacts NAU Foundation for:
 - Foundation fund for alcohol purchasing account
 - certificate of insurance

Cheryl.Heitz@nau.edu / Kelly.Robertson@nau.edu 523-3711

Non-NAU event sponsors procure their own insurance certificate.

- 3) All NAU and non-NAU event sponsors schedule catering and beverage/bar service on campus:
 - catering service: Linda Carter catering@nau.edu 523-3975 (NAU Catering). A minimum of heavy hors d'oeuvres is required.
 - beverage / bar service: Rachel.Cole@nau.edu 523-5694 (NAU Campus Services and Activities)
- 4) Event sponsor submits all required documents to Campus Services / Dining and Card Administration: Union Bldg 30, Room 209 / 928-523-2391
 - special event license (if needed) see http://www.azliquor.gov/series15.html
 - alcohol waiver (see back)
 - catering service agreement
 - beverage / bar service agreement