



# UNIVERSITY OF LA VERNE

## ALCOHOL PERMIT APPLICATION

Complete and return to:

Veronica Ashcroft, Associate Director  
Abraham Campus Center  
1950 Third St  
La Verne, CA 91750-4401

or Email to:

[vashcroft@laverne.edu](mailto:vashcroft@laverne.edu)

### EVENT INFORMATION

Name of event: \_\_\_\_\_

Description of event: \_\_\_\_\_

Date of event: \_\_\_\_\_ Start time: \_\_\_\_\_ End time: \_\_\_\_\_

Total number of attendees: \_\_\_\_\_ Est. over age 21: \_\_\_\_\_ Est. under age 21: \_\_\_\_\_

Location(s) of event: \_\_\_\_\_

Event Purpose (refer to Alcohol Permit Policy section 9f): \_\_\_\_\_

### EVENT HOST INFORMATION

Legal name of organization: \_\_\_\_\_

Contact Person's Name: \_\_\_\_\_

Contact Person's Title: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Is this a University of La Verne - sponsored event?      Yes      No      (please circle)

UNIVERSITY SPONSOR (If different than the above contact information)

Sponsoring department or University organization:

University Faculty or Staff Sponsor Name: \_\_\_\_\_

University Faculty or Staff Sponsor Title: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**CHECKLIST for Event Host / Sponsor:**

<b>Non - ULV</b>	<b>* ULV</b>	*Items shown as N/A do not apply to ULV-sponsored events.
		Event Host / Sponsor has read application packet and agrees to abide by all terms including Permit Guidelines.
	<b>* N/A</b>	Event Host / Sponsor have attached Certificate of Liability Insurance to Application.
		Event Host / Sponsor has received & attached required information from Liquor Service Provider and Food Service Provider.

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**Event Host / Sponsor Name**


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**Event Host / Sponsor Title**


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**Event Host / Sponsor Signature**


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**Date**

***\*All of the following signatures must be obtained in order\****

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**Veronica Ashcroft, Associate Director, Abraham Campus Center (ext. 4912)**


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**Date**


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**Café Bon Appétit Catering (ext. 4315)**  
 (One of the following: Richard Rodriquez/Lalania Bidwell/Justin Alarcon)

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**Date**


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**Alex Soto, Director of Risk Management (ext. 4516)**


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**Date**


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**Senior/Associate Director of Campus Safety & Transportation (ext. 4950)**


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**Date**


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**Ruby Montano-Cordova, Associate Dean, Student Affairs (ext. 4770)**


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**Date**


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**Clive Houston-Brown,  
V.P., Facilities, Technology & Human Resources (ext. 4122)**


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**Date**