



## ALCOHOL PERMIT APPLICATION

Complete and return to:  
Veronica Ashcroft, 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>	<b>*Items shown as N/A do not apply to ULV-sponsored events.</b>
		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.

\_\_\_\_\_  
**Event Host / Sponsor Name**

\_\_\_\_\_  
**Event Host / Sponsor Title**

\_\_\_\_\_  
**Event Host / Sponsor Signature**

\_\_\_\_\_  
**Date**

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

\_\_\_\_\_  
**Veronica Ashcroft, Director, University Scheduling, Events & ACC (ext. 4912)**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Café Bon Appétit Catering (ext. 4315)**  
 (One of the following: Beck Farraj/Amanda Gonzales/Justin Alarcon)

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Ruben Ibarra, Director of University Safety Operations (ext. 4959)**

\_\_\_\_\_  
**Date**

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

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Juan Regalado, Chief Student Affairs Officer (ext. 4448)**

\_\_\_\_\_  
**Date**