

CORPORATE SALES & EVENTS

MARYVILLE COLLEGE • CLAYTON CENTER FOR THE ARTS

Alcohol Beverage Service Approval Form

Policies & Processes

Maryville College has strict policies regarding the service of alcohol at special events. This approval form accompanies the Alcoholic Beverage Policy Statement. Please read the policy statement and complete this document to obtain approval of the service of alcoholic beverages at your special event.

Complete this form and send to Corporate Sales & Events at least 10 working days before your event. Some events are granted conditional approvals. In these cases, final approval is not granted until the suggested adjustments have been made. Once approved, you can expect notification from the Corporate Sales & Events Department where your form will remain on file.

Event Information

Name of person making request for this Event: *(please print)*

Who will supervise the Event?

Event Name:

Event date:

Event Location:

Number expected to attend:

Event start time:

Event end time:

How will the Event be publicized?

Beverage & Food Information

What alcohol beverages will be served?

Are there guests under the age of 21?

What beverages will be provided for underage guests?

Who will serve alcohol?

What time will service of alcohol cease?

How will you confirm alcoholic beverage service to legal age drinkers only?

Please list menu items:

Applicant Signature:

**Your signature indicates that you have read and understand the Maryville College Alcoholic Beverage Policy Statement and that all information you have provided on the approval form are true and accurate to the best of your knowledge.*

**Corporate Sales &
Events Use Only**

CSE Director's Signature:

GM's Signature:

☐ Approved ☐ Denied

☐ Approved ☐ Denied

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Alcoholic Beverage Service Policy Statement

The Community Standards of Maryville College provide a framework designed to support the Maryville College Covenant by encouraging campus guests to abide by College, local, state, and federal laws and regulations and to conduct themselves in a moral and ethical manner regarding social customs and personal behavior.

ALCOHOL POLICY

In accordance with the laws of the State of Tennessee, Maryville College prohibits the purchase, possession, or consumption of alcoholic beverages (beer, wine, liquor) by or for persons under twenty-one (21) years of age.

A. Maryville College does not permit the use, possession, advertisement, or sale of alcoholic beverages on the campus in its daily operations and routine programming. The use and/or possession of alcoholic beverages is prohibited on College property, including academic and athletic facilities, maintenance and storage areas, athletic fields, College woods, conference facilities, and campus grounds. Any individual found in violation of this policy will be required to immediately relinquish the alcohol in his/her possession to a College staff member who will dispose of the beverage. Campus guests failing to do so may be subject to immediate removal from campus.

B. At approved events, persons of legal age (21 years and older) may consume alcoholic beverages. Such events must be approved by Corporate Sales & Events.

C. Kegs, pony-kegs and alcohol containers larger than one gallon are not permitted on campus or in any campus facility.

D. Campus guests who choose to drink, assume total responsibility for their actions. Consumption of alcohol will not be accepted as an excuse for irresponsible or irrational behavior such as excessive noise, vandalism, violence, physical or verbal abuse, or public drunkenness. Conduct disruptive of any College sponsored activity or athletic event or acts that violate the rights of others, tend to breach the peace, or which are considered indecent or obscene, will be subject to local laws.

E. In the interest of safety and health, food service by an approved caterer must always accompany alcoholic beverage service. For a list of approved caterers, see the website at <https://www.maryvillecollege.edu/events/resources/catering-request/>. Non-alcoholic drinks must be included in beverage options. In addition, all alcoholic beverage service must be provided by an approved, licensed bartender. Please contact Corporate Sales & Events for more information.

F. Public intoxication is a violation of this policy.

G. The service of alcoholic beverages must be limited to a specific room(s) (designated in the Rental Agreement and Reservation Confirmation) or where access to uninvited guests is limited and may not be served outdoors or in any other location where non participants may have access.

H. The hours of service for alcoholic beverages is limited to a two hour maximum and must end at least 60 minutes before the end of an event. No exception.

I. Alcoholic beverage service at events must be pre-approved by Corporate Sales & Events. For approval simply complete this Alcoholic Beverage Service Approval Form and forward it to Corporate Sales & Events at least 10 working days before the event. Some events are granted conditional approvals. In these cases final approval is not granted until the suggested adjustments have been made. Once approved, the form remains on file in Corporate Sales & Events.