



# WINE OR BEER SERVICE REQUEST FORM

This form must be submitted to the Vice President of Finance & Administrative Services at least six (6) weeks prior to the date of the event for approval with a Facility Use Agreement.

## I. APPLICANT & EVENT INFORMATION

Applicant Name: \_\_\_\_\_

Type of Organization:  SRJC Department  Non-Profit (attach proof)  Profit

Name and title of person responsible for coordinating the event and ensuring compliance with all rules and regulations (“Event Coordinator”):

\_\_\_\_\_

Coordinator Contact (Address/Cell Phone/Email):

\_\_\_\_\_

Event Title and Type of Event:

\_\_\_\_\_

Date: \_\_\_\_\_ Location: \_\_\_\_\_ Hours: \_\_\_\_\_

Est. Attendees: Total: \_\_\_\_\_ Ages 21+: \_\_\_\_\_ Under 21: \_\_\_\_\_

Open to public?  Yes  No Fee charged?  Yes  No SRJC students present?  Yes  No

## II. ALCOHOL SERVICE DETAILS

Beverages:  Wine  Beer Provided:  At No Cost  For Sale

Service Hours: Begin: \_\_\_\_\_ End: \_\_\_\_\_ (must stop 1 hour before event end)

ABC License Required?  Yes  No ABC License Holder: \_\_\_\_\_

*Note: Submit final signed ABC license to President's Office and District Police prior to event.*

Guest Verification:  Check-in list  Ticketed entry  Wristbands

Other: \_\_\_\_\_

Method to distinguish 21+ from under-21:  Colored wristbands  Hand stamps

Other: \_\_\_\_\_

Serving limits per guest: \_\_\_\_\_ drinks maximum at one time

ABC Compliance:  No self-service  ABC signage posted



### III. CALIFORNIA BUSINESS AND PROFESSIONS CODE COMPLIANCE

1. Mark the applicable California Business and Professions Code provision listed below allows wine or beer at the event on SRJC property.

**Wine or beer service related to instruction at SRJC:**

The wine is possessed, consumed, or sold pursuant to an ABC license. The wine or beer must be produced by the Shone Farm bonded winery and operated as part of a viticulture or enology instructional program at SRJC (Section 25608 (a) (1)).

The wine or beer is acquired, possessed, or used in connection with a course of instruction at SRJC, and the person in charge of the class has been authorized in writing to acquire, possess, or use it by the District governing board or designee. Applicant must confirm with ABC as to whether a license is required (Section 25608 (a) (2)).

The wine or beer is acquired, possessed, used, sold, or consumed only in connection with a course of instruction, sponsored dinner, or meal demonstration given as part of a culinary arts program at a campus of SRJC, and the person sponsoring the activity has been authorized in writing to acquire, possess, use, sell, or consume the wine by the District governing board or designee. Applicant must confirm with ABC as to whether a license is required (Section 25608 (a) (14)).

**Wine or beer service at a SRJC owned or operated stadium or other facility for a fundraiser to benefit a non-profit corporation.**

Wine or beer may be acquired, possessed, or used during a fundraiser to benefit a non-profit corporation taking place at a SRJC owned facility. The non-profit corporation must obtain an ABC license for the event. Not applicable to SRJC football games or other athletic events sponsored by SRJC; and not applicable if the facility includes K-12 instruction (Section 25608 (a) (10)).

**Wine or beer service at a special event at a facility owned and operated by SRJC.**

The wine or beer must be possessed, consumed, or sold at a SRJC facility pursuant to ABC license. Special events include festivals, shows, private parties, concerts, and theatrical productions that have been approved by the District governing board, and where the attendees are members of the general public or invited guests, not SRJC students. (Section 25608 (a) (15)).

The wine or beer is acquired, possessed, or used during an event sponsored by SRJC or one of the SRJC Foundations and held at Shone Farm (Section 25608 (a) (8)).

The wine or beer may be acquired, possessed, used or consumed at an event located at a SRJC facility. The sponsor must obtain a special events ABC license. Students may not be present on the grounds of the facility when the event is taking place (Section 25608 (a) (17)).



2. Describe the facts the support the selection of the Code section(s) above.

3. Describe why the service of wine or beer is integral to your event:

### IV. STAFFING & CROWD MANAGEMENT

Total Event Personnel: \_\_\_\_\_ Number of Alcohol Servers: \_\_\_\_\_

District Police Requested?  Yes  No

Event Manager On-Site: \_\_\_\_\_ Cell: \_\_\_\_\_

List all alcohol servers with Responsible Beverage Server (RBS) certification numbers (or attach list):\*

Name: \_\_\_\_\_ RBS Cert #: \_\_\_\_\_

Name: \_\_\_\_\_ RBS Cert #: \_\_\_\_\_

Name: \_\_\_\_\_ RBS Cert #: \_\_\_\_\_

*\* Must be 21+ years old to serve.*

Crowd management plan (how lines, entry, and alcohol service areas will be managed):

### V. ALCOHOL STORAGE PLAN

Arrival Date/Time: \_\_\_\_\_ Storage Location\*\* : \_\_\_\_\_

Secured how: \_\_\_\_\_

*\*\*Alcohol may only be stored on District property within 48 hours of event and must remain locked.*

Food service plan (describe food availability and type):

Non-alcoholic beverage plan (describe availability and replenishment):

Plan to stop alcohol service 1 hour before event end:

ID verification process:  Valid photo ID at entry  Valid photo ID at service  Other:



## VI. SAFETY & EMERGENCY RESPONSE

Protocol for handling intoxicated individuals (removal/transportation):

Emergency medical response plan (first aid location, EMS access routes):

**SRJC District Police Contact: (707) 527-1000**

Police notification process for disturbances or intoxicated guests:

## VII. EVENT LAYOUT DIAGRAM

Diagram attached showing:

- ID check area
- Alcohol service area
- Entrances/exits
- Food and beverage stations
- Emergency access routes

## VIII. REQUIRED SIGNATURES

I certify that I have read and understand all applicable District policies, ABC regulations, and legal requirements. I agree to ensure compliance with all rules and regulations governing this event.

Event Coordinator Signature	Date
Department Chair/Administrator (if applicable)	Date
District Police Chief or Designee	Date
Vice President, Finance & Administrative Services	Date

### FOR OFFICE USE ONLY

ABC License Received  
 Insurance Certificate Received  
 Event Layout Diagram Approved  
 Final Approval Granted  
Date: \_\_\_\_\_  
Approved by: \_\_\_\_\_