



Office of Events approval:

Initials

Date

Process this form through Adobe Sign to obtain signatures. ABC requires additional approvals in the form of a letter issued by UPD and the President.

CSUB Event Alcohol Use Application

Please allow at least 6 weeks to process alcohol request to Office of Events, appropriate cabinet member(s), Office of the President, University Police Department and Alcohol Beverage Control. Forms submitted without sufficient time will not be accepted.

Title of Event: _____ 25Live Reference #: _____

Event Description: _____

Event Date(s): _____ Event Time(s): _____ Event Location: _____

Sponsoring Department: _____
(Organization or Campus Department)

Event Contact: _____
(Name/Address/Email/Phone Number)

Approved Alcohol Vendor(s): _____
(Specify who will be providing and serving all alcoholic beverages)

Guests Include (approximate #) Total: _____ (# Students: _____ # Faculty/Staff: _____ # Other: _____) Under 21: _____

List of Activities at Event: _____

Requesting to Serve: Beer Wine Liquor/Distilled Spirits

Is there a cost to attend? Yes No Is the event open to the public? Yes No

Will alcohol be sold or free of charge? Sold Free

A liquor license is required anytime money is solicited to cover expenses of an event where alcoholic beverages are included, either by donation or by admission charge.

List Non-alcoholic Beverages to be Served: _____

List Caterer & Food Served: _____

All events serving alcohol are required to properly check identification and show visible verification (wristbands, hand stamps, etc)

Responsible Host(s) Assigned to Event:

By signing below, the responsible host/event organizer agrees to 1-8 on page 3.

Responsible Host Name: _____

Responsible Host Signature: _____ Date: _____

Required Signatures (Acknowledgment and Support of Event)

Cabinet Officer (Hosting Department)

Date

Cabinet Officer (Facility/Venue)

Date

President or Designee

Date

University Police Department, Chief

Date

THE FOLLOWING SHOULD BE COMPLETED BY UNIVERSITY POLICE DEPARTMENT ONLY:

CSUB on-campus events serving alcohol are required to have a UPD officer on-site. Officers at off-campus events will be at the discretion of UPD.

UPD Officer Required Yes No Number of Officers Required _____



The event organizer/responsible host identified on page 1 is any person responsible for the conduct of the event and is committed to be present during the entire period in which alcohol is consumed.

By signing on page 1, the event organizer/responsible host agrees to the following:

1. Abide by University, state and federal regulations regarding alcohol use and distribution.
2. Ensure that a caterer approved by CSUB handles any distribution of alcohol at an open event.
3. Ensure that any sale of alcohol is handled by a CSUB approved caterer. The caterer must be licensed by ABC for alcohol sales and the event must hold the appropriate liquor liability coverage.
4. Ensure that the sale or distribution of alcohol to individuals under 21 years of age will not be permitted and that appropriate authorities hold oversight for this requirement.
5. Provide non-alcoholic beverages to event participants and volunteers;
6. Provide food to all in attendance at the event serving alcohol.
7. Accept responsibility for all damages incurred during the event and provide restitution for damages.
8. Responsible host must abstain from alcohol consumption for the duration of the event serving alcohol.

Reference the California State University, Bakersfield Free Expression, The Use of University Property, and Time, Place and Manner Regulations.

DAILY LICENSE APPLICATION

Complete all applicable items. Submit this application to your local ABC district office with the required fee (cashier's check or money order) payable to ABC. Once the daily license is issued, fees cannot be refunded. Listing of ABC district office is available at <https://www.abc.ca.gov/contact/district-offices/>. Please visit <https://www.abc.ca.gov/abc-221-instructions/> for further instructions.

ABC USE ONLY		
License #	Receipt #	Fee \$
Conditions Requested <input type="checkbox"/> Yes <input type="checkbox"/> No		Diagram Requested <input type="checkbox"/> Yes <input type="checkbox"/> No
License Type <input type="checkbox"/> B & W <input type="checkbox"/> General <input type="checkbox"/> Special		

SECTION 1. ORGANIZATION AND LICENSE TYPE INFORMATION

Organization Name	Tax ID
Organization Mailing Address	

LICENSE TYPE

<input type="checkbox"/> Special Daily Beer and Wine (\$50.00) <input type="checkbox"/> Amateur Sports Organization <input type="checkbox"/> Charitable <input type="checkbox"/> Civic <input type="checkbox"/> Cultural <input type="checkbox"/> Fraternal <input type="checkbox"/> Political <input type="checkbox"/> Religious <input type="checkbox"/> Social <input type="checkbox"/> Other:	<input type="checkbox"/> Daily General (\$75.00) <input type="checkbox"/> Political Party/Affiliate Supporting Candidate for Public Office or Ballot Measure <input type="checkbox"/> Organization Formed for Specific Charitable or Civic Purpose <input type="checkbox"/> Fraternal Organization in Existence over Five Years with Regular Membership <input type="checkbox"/> Religious Organization <input type="checkbox"/> Vessel per Section 24045.10 B&P (\$50.00)	<input type="checkbox"/> Special Temporary License (\$100.00) <input type="checkbox"/> Television Station per Section 24045.2 or 24045.9 B&P <input type="checkbox"/> Non-profit Corporation per Section 24045.4 and 24045.6 B&P <input type="checkbox"/> Person Conducting Estate Wine Sale per Section 24045.8 B&P <input type="checkbox"/> Women's Educational and Charitable Organization per Section 24045.3 B&P <input type="checkbox"/> Other Special Temporary License Per Section: License #: Amount:
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SECTION 2. EVENT DETAILS

Event Dates	Total # of Days	Hours of Alcoholic Beverage Sales, Service and/or Consumption To	Virtual Event <i>Mark Yes, if the event is 100% virtual</i> <input type="checkbox"/> Yes <input type="checkbox"/> No
Event Address (Street #, Name, and City)		Event Location Description (Jones Park, Pavilion A, etc.)	Location Within the City Limit <input type="checkbox"/> Yes <input type="checkbox"/> No
Event Type <input type="checkbox"/> Barbeque <input type="checkbox"/> Dinner <input type="checkbox"/> Sporting Event <input type="checkbox"/> Birthday <input type="checkbox"/> Festival <input type="checkbox"/> Social Gathering <input type="checkbox"/> Concert <input type="checkbox"/> Lunch <input type="checkbox"/> Wedding <input type="checkbox"/> Carnival <input type="checkbox"/> Mixer <input type="checkbox"/> Other: <input type="checkbox"/> Dance <input type="checkbox"/> Picnic		Type of Entertainment	Event Open to Public <input type="checkbox"/> Yes <input type="checkbox"/> No
		Estimated Attendance	Outdoor Event <input type="checkbox"/> Yes* <i>*If Yes, a diagram of the event area is required</i> <input type="checkbox"/> No
		Security Guard If Yes, How Many <input type="checkbox"/> Yes <input type="checkbox"/> No	

REQUIRED

By checking this box, you are certifying that you understand the requirements detailed in Business and Professions (B&P) Code Section 25682(c) which state that a nonprofit organization that has obtained a temporary daily license from the department must designate a person(s) to receive RBS training certification prior to the event, and that designated person(s) shall remain onsite for the duration of the event.

SECTION 3. CONTACT INFORMATION

Contact Person	Phone Number	Email Address
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SECTION 4. SIGNATURES AND APPROVALS

I attest that I am authorized by the organization named above to make this application on its behalf.

Organization's Authorized Representative Name	Phone Number	Signature	Date Signed
Property Owner Approval By (Name) Required	Phone Number	Signature	Date Signed
Law Enforcement Approval By (Name), If applicable	Phone Number	Signature	Date Signed
District Office Approval By (Name)	Phone Number	ABC Employee Signature	Issuance Date

The above named organization is hereby licensed, pursuant to the California B&P Code Division 9 and California Code of Regulations, to engage in the temporary sale of alcoholic beverages for consumption at the abovenamed location for the period authorized above. B&P Code Section 25682(c) requires that a designated RBS-trained person(s) shall remain on site for the duration of the event. Failure to comply with this requirement will result in immediate cancellation of the permit. **This license may be revoked summarily by the department if, in the opinion of the department and/or the local law enforcement agency, it is necessary to protect the safety, welfare, health, peace and morals of the people of the State.**