SPECIAL EVENT PERMIT APPLICATION

FACULTY / STAFF EVENTS

FOR ALL EVENTS WHERE ALCOHOL WILL BE SERVED, CATERERS OR DEPARTMENTAL EVENT PLANNERS MUST APPLY FOR A SPECIAL EVENT PERMIT AUTHORIZING THE ORGANIZATION TO SERVE ALCOHOL ON HUNTER COLLEGE PREMISES.

- Caterer must have a license to provide liquor OR the on premise liquor license from caterers having an affiliation of restaurants seating 50 person or more.
- Caterer must secure a one-time permit to serve liquor at Hunter College facilities for the specific event. This must be secured from the NY Liquor Authority (www.sla.ny.gov)
- Caterer must provide liquor liability insurance in the amount of $1,000,000 each occurrence, $5,000,000 aggregate. All policies shall name Hunter College, The City University of New York (“CUNY”), and The Dormitory Authority of the State of New York (“DASNY”) as additional insureds. Please email the liquor liability insurance to Central7@hunter.cuny.edu
- A floor plan indicating the location of the bar must be included with this application.

**APPLICATIONS MUST BE FILED AT LEAST 15 BUSINESS DAYS BEFORE DATE OF FUNCTION**

PLEASE NOTE: SPECIAL BEVERAGE PERMIT APPLICATIONS MUST BE REVIEWED AND SIGNED OFF BY PUBLIC SAFETY & SECURITY, (HUNTER WEST, ROOM B122), AND LISA BIANCO, DIRECTOR OF CONTINUING EDUCATION & NEW BUSINESS, (HUNTER EAST, ROOM E1605A).

PUBLIC SAFETY & SECURITY: __________________________________________

LISA BIANCO:   ________________________________________________

AFTER THE ABOVE SIGNATURES ARE OBTAINED, LIVIA CANGEMI, VP FOR FINANCE AND BUDGET, (HUNTER EAST, ROOM E1702) MUST SIGN THE SPECIAL BEVERAGE PERMIT APPLICATION AS THE LANDLORD.

When you receive the permit from the NYS Liquor Authority, a copy of the temporary permit must be emailed to Publicsafety@hunter.cuny.edu and to Central7@hunter.cuny.edu
APPROVAL TO PROCEED

APPLICANT NAME: __________________________________________________________

APPLICANT ADDRESS: _______________________________________________________

HUNTER COLLEGE DEPARTMENT (IF, APPLICABLE): ______________________________

APPLICANT TELEPHONE #: ____________________________________________________

APPLICANT EMAIL: __________________________________________________________

NAME/TYPE OF EVENT: _______________________________________________________

TYPE OF EVENT: ____________________________________________________________

LOCATION OF EVENT: _______________________________________________________

DATE /TIME OF EVENT: _______________________________________________________

NUMBER OF PEOPLE: _________________________________________________________

APPLICANT SIGNATURE: __________________________________ DATE: _____________________
Date(s) of event: ______________________________________________________

Name of Applicant: ____________________________________________________

Venue Name: __________________________________________________________

Venue Street Address: __________________________________________________

Venue City and zip code: ________________________________________________

By my signature, I acknowledge that I am the landlord/owner of the applied for premises, or that I am a duly authorized representative of the landlord/owner, to sign this landlord authorization form. I hereby grant permission for the sale or services of alcoholic beverages by the applicant for consumption on said property.

__________________________________________
Print Name of Landlord/Owner

__________________________________________
Print Your Name and Title

__________________________________________
Signature & Date
THIS AUTHORIZATION IS TO BE SIGNED AND DATED

The following authorization must be signed and dated by an individual applicant, each member of a partnership or an authorized officer of a corporation.

The undersigned, each for herself/himself, certifies that she/he is the applicant or applicant principal of the above named; that she/he knows the contents of the above application and the statements contained therein; and that the same are true of her/his own knowledge. If the applicant is a corporation then the corporate principal acknowledges that she/he has been authorized, by order of the Board of Directors of said applicant corporation to make the statements and answers in this application on behalf of said corporation with the same force and effect as if said corporation made such statements and answers itself. The undersigned certifies that she/he has read the terms and conditions for the permit applied for and agrees to comply with these conditions.

___________________________________________  ____________________________
Print name of applicant or principal signing authorization  Title of principal
(If a partnership, all partners must sign)

___________________________________________
Signature of applicant or principal

___________________________________________
Home address of applicant or principal

___________________________________________
Telephone Number of applicant or principal

___________________________________________
Dated

___________________________________________  ____________________________
Print name of applicant or principal signing authorization  Title of principal
(If a partnership, all partners must sign)

___________________________________________
Signature of applicant or principal

___________________________________________
Home address of applicant or principal

___________________________________________
Telephone Number of applicant or principal

___________________________________________
Dated
Security Statement

Hunter College’s Public Safety will provide security for this event.

A security officer will be at the main exit of the venue to ensure that no one leaves who is visibly intoxicated.

The Group must post signs at the bar, which state that the bar serves wine and beer only (no hard liquor), and the New York State drinking age is 21.

The bartender(s) are advised to check I.D.s where it is unclear whether the attendee is 21 years of age or older; however, it is rare that anyone under the age of 21 years is invited to these events, because they are not general college events, rather they are most typically fundraising events.