



## **SPECIAL EVENT ALCOHOL PERMIT APPLICATION**

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

- Hunter College only allows for beer and/or wine to be served and not sold.
- 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 beer and wine permit to serve liquor at Hunter College facilities for the specific event. This must be secured from the NY State Liquor Authority ([www.sla.ny.gov](http://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](mailto:Central7@hunter.cuny.edu)
- Hunter College requires pages 2 – 5 of this application to be submitted along with the event floor plan which will indicate the location of the bar(s). The fully completed application will be reviewed and approved by Hunter College. Once approved by the college, you will receive the application with the landlord's signature for submission to the NY State Liquor Authority. Submission of the application to the college does not indicate automatic approval by the college.

**\*\*APPLICATIONS MUST BE FILED WITH THE NY LIQUOR AUTHORITY A MINIMUM OF 15 BUSINESS DAYS PRIOR TO EVENT DATE \*\***

PUBLIC SAFETY & SECURITY: \_\_\_\_\_

LISA BIANCO: \_\_\_\_\_

***When you receive the permit from the NYS Liquor Authority, a copy of the temporary permit must be emailed to [Publicsafety@hunter.cuny.edu](mailto:Publicsafety@hunter.cuny.edu) and to [Central7@hunter.cuny.edu](mailto: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: \_\_\_\_\_

WHO IS SERVING THE ALCOHOL? \_\_\_\_\_

IS THERE A LICENSED CATERER? \_\_\_\_\_

ARE THERE UNDERGRADUATES PRESENT? \_\_\_\_\_

ARE THERE GRADUATES PRESENT? \_\_\_\_\_

APPLICANT SIGNATURE:

DATE:

\_\_\_\_\_

\_\_\_\_\_

**Special Event Permit Application**

**New York State Liquor Authority**

**Landlord Authorization Form**

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  
(If a partnership, all partners must sign)

\_\_\_\_\_  
Title of principal

\_\_\_\_\_  
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  
(If a partnership, all partners must sign)

\_\_\_\_\_  
Title of principal

\_\_\_\_\_  
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.

Hunter College's Public Safety will allow access to those attending the event to use the Restroom.

Public Safety will enforce any violation of the Henderson Rules.