



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 BEER AND/OR WINE ON HUNTER COLLEGE PREMISES.

- A temporary one-time permit to serve beer and/or wine at Hunter College facilities for a specific event must be secured from the NY Liquor Authority (www.sla.ny.gov). When you go the website, the home page will indicate the permit types. Go to **Permits** and click on **Online Permits**. You will be applying for a **Special Event Permit: One-Day Beer and Wine Permit**. Please click on **“Apply Here”** or click on **“One-Day Beer and Wine Permit”**. The cost of the permit and additional information is indicated on the website. The permit currently cost is \$36. If you require additional information, please contact the NY State Information Center at (518) 474-3114, Mon-Fri, 8:30am-4:30pm.
- 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
- This application must be completed along with applicant’s signature on page 2 and 4 and the event floor plan of the space being used showing the location of the bar(s).
- The completed application and floor plan must be submitted to Public Safety (**HUNTER WEST, ROOM B122**) first for review and signature by the Director of Public Safety. You will be contacted when the application can be picked up. Once Public Safety has signed off, please bring the application package to Lisa Bianco, (**HUNTER EAST, ROOM E1605A**) and she will review and sign. Once these two signatures are obtained, Livia Cangemi, VP for Finance & Budget (**HUNTER EAST, ROOM E1702**) is the last signature required and she will sign the application as the **LANDLORD**. All signatures are required and in the order indicated above. Submission of the application does not indicate automatic approval by the college.
- This application (pages 2-5 and event floor plan) is required by the NY Liquor Authority and they will request for these pages to be uploaded to their system (www.sla.ny.gov)

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

PUBLIC SAFETY & SECURITY: _____

LISA BIANCO: _____

When the applicant receives 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: _____

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.