

Event: _____ Event Date: _____

ALCOHOL SERVICE REQUEST AND ADDENDUM TO RENTAL AGREEMENT
PERTAINING TO THE SERVING OF ALCOHOL IN UNIVERSITY OF UTAH FACILITIES RENTED BY PRIVATE PARTIES

This Alcohol Service Request and Addendum to Rental Agreement (this “Addendum”) is entered into by the University of Utah (“we” or “University”) and the undersigned renter/user (“you” or “Renter”) (each, a “Party”, and collectively the “Parties”), and amends that certain rental agreement between the Parties attached hereto (“Rental Agreement”).

Thank you for choosing _____ (the “Venue”) for your Event. By completing and signing this form, you are requesting permission from the University to serve alcoholic beverages at your Event. The serving of alcoholic beverages at private events is permitted by the University on a case-by-case basis. Our signature on this Addendum evidences that you have been granted permission by the University to have alcohol served at your Event, subject to all of the following terms and conditions.

1. Please describe (reason and purpose) the event at which the alcohol will be served:

_____.
2. The alcohol will be served by a DABC certified server who is employed by the caterer. Your selected caterer is
_____.
3. All alcohol service and consumption must comply with Utah state liquor laws. *Your initials:* ____
4. Alcohol may be served at your Event from 5:00 pm until 9:00 pm.
5. During the Event, the Venue must be available only to your invited guests. *Your initials:* ____
6. If minors are present at the Event, Renter acknowledges responsibility to ensure that minors will not be served alcohol at the Event. *Your initials:* ____
7. List the type of alcoholic beverages you plan to serve (e.g. wine, beer, or champagne): _____.
8. There may be no charge of any kind for alcoholic beverages served at the Event. Cash bars are prohibited and no part of any ticket, admission, or registration proceeds collected from those attending the Event may be used to purchase alcohol for the Event. *Your initials:* ____
9. We reserve the right (but shall not be obligated) to end alcohol service and/or the Event at any time if we determine that any of the rules contained in this Addendum have not been completely and fully complied with or if we determine at any time that any problems are arising in connection with the serving of alcohol at the Event. *Your initials:* ____
10. In addition to any insurance requirements set forth in the Rental Agreement, your caterer must provide the University of Utah, at least 10 days before your Event, with a certificate of insurance for Liquor Liability insurance with limits of at least \$1,000,000, that lists the University of Utah (and Renter, if caterer is providing the insurance) as an additional insured. Please note that it is routine for the caterer that will be serving alcohol to provide this certificate of insurance. *Your initials:* ____
11. **You agree to comply with, and to cause the Event to comply with, all of the foregoing provisions. In addition to any of your other obligations in the Rental Agreement and in this Addendum, you agree to hold harmless, defend and indemnify the University for any claims, injuries, causes of action, damages or expenses whatsoever resulting from or arising out of the service or consumption of alcohol at the Event or any failure of the Event to comply with any of the provisions of this Addendum.** *Your initials:* ____

12. This Addendum shall be interpreted and construed in accordance with the laws of the State of Utah. In the event of any conflict, inconsistency or discrepancy between the provisions of the Rental Agreement and this Addendum, the terms of this Addendum shall govern. If Renter is an entity, the individual who signs this Addendum on behalf of Renter represents and warrants that he/she is duly authorized to execute this Addendum on behalf of Renter and that no other signature, act or authorization is necessary to bind Renter to the provisions of this Addendum.

Required Signatures (to be obtained in the order listed):

- (1) **Renter:** By signing below, the undersigned individual acknowledges that he/she has read and understands each of the provisions included in this Alcohol Service Request and Addendum to Rental Agreement.

Signature: _____

Name & title, if applicable: _____

Signature Date: _____

- (2) **Venue Coordinator:**

Venue: _____

Signature: _____

Name (Print): _____

Title: _____

Signature Date: _____

- (3) **Approval of Cognizant Vice President/Cabinet Member or his/her designee¹**

Signature: _____

Name (Print): _____

Title: _____

Signature Date: _____

¹ For questions on required signatures, Main Campus units should contact the Office for Faculty at officeforfaculty@utah.edu, and Health Sciences units should contact the Office of the Senior Vice President for Health Sciences at OSVPHSSignature@hsc.utah.edu.

Approved University Buildings (or Spaces within Buildings)*

***Service of alcohol at an event is always subject to written permission as required by this Request for Permission for Service of Alcohol form**

- Natural History Museum of Utah
- Utah Museum of Fine Arts
- Cleone Peterson Eccles Alumni House
- Rice-Eccles Stadium West Tower (not the stadium itself)
- Rice-Eccles Stadium South End Zone (not the stadium itself)
- Orangerie, Martha Ann Healy Rose House, and Visitors Center at Red Butte Garden
- Officer's Club (Ft. Douglas)
- Commander's House (Ft. Douglas)
- University Guest House
- The Pointe at Huntsman Cancer Institute
- Jon M. Huntsman Center Lounge
- Kingsbury Hall
- James Levoy Sorenson Molecular Biotechnology Building
- Law School Conference Center and Atria
- Eccles Broadcast Center
- Thomas S. Monson Center (formerly the Wall Mansion)
- Pierre Lassonde House (105 Fort Douglas Boulevard)
- Bill and Pat Child Family Community Hall in the Spencer Fox Eccles Business Building
- Crimson View