



**Campus Events Alcohol Request Form**

Please answer all questions completely before submitting your request.

Name: \_\_\_\_\_

Event: \_\_\_\_\_

Reservation Number: \_\_\_\_\_

Event Location: \_\_\_\_\_ Event Date: \_\_\_\_\_

Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_

Number of KSU guests: \_\_\_\_\_ Number of non-campus guests: \_\_\_\_\_

Please indicate the types of alcohol you plan on having:

Beer

Wine

- **I will attest that no guests under the age of 21 will be in attendance.**
- **KSU Catering is required as the event caterer and must provide food along with a licensed bartender at the Host's expense.**
- **A campus police officer will be required to be in attendance at the Host's expense.**
- **Event Host is required to comply with all of Kennesaw State University's alcohol policy requirements and the State of Georgia laws.**

Please sign this form and submit the completed version to [events@kennesaw.edu](mailto:events@kennesaw.edu). By providing your signature, you are confirming all of the above information to be true and accurate.

\_\_\_\_\_  
**Applicant's Signature**

\_\_\_\_\_  
**Date**

**Approved/Denied by the Office of the President**

**Your Request has been:**

**Approved**

**Denied**

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date