



## Alcohol Permit Packet

### GENERAL INFORMATION

#### Where can I get the application?

Application packets are available through Auxiliary Services located at Wallace Complex, 1080 W. 6<sup>th</sup> St. Room 121, Moscow, ID. 83844.; by calling 208-885-5500, or by emailing Auxiliaries Services @ [auxiliaries@uidaho.edu](mailto:auxiliaries@uidaho.edu).

#### Who may serve alcohol?

- For events occurring on the University of Idaho Campus, hospitality and catering services are exclusively provided by Sodexo. Sodexo complies with the licensing, indemnity and insurance requirements stated in the application.
- *If your event is Non-Sodexo, additional documentation and information will be required.*
- All events serving alcohol also require the service of food and non-alcoholic beverages.
- Events taking place outside a Public Building on Campus will require a Privatization letter.

Auxiliary Services will draft the letter and General Counsel will approve.

#### Who approves the application?

The application will be reviewed by the Assistant Vice President of Auxiliary Services and approved by the President. **Your event cannot take place without this Presidential approval, and must arrive at the President's office at least 2 weeks prior the event.**

#### How much time should I allow for the approval process?

A fully completed application form and all required documents (including all insurance certificates) must be delivered to Auxiliary Services **at least thirty (30) business days prior** to the event. We cannot consider incomplete applications or applications submitted less than 30 business days prior to the event.

#### If I have questions, where can I get help?

Questions are welcome.

Call Auxiliary Services at (208) 885-5500.