IF you are planning an University of Idaho event (sponsoring) and wish to include alcohol, please be aware of the following:

- If event is sponsored by the University of Idaho, whether on or off campus and includes alcohol it MUST be permitted
- If event is sponsored by non-UI group but held on UI property it MUST be permitted
- Event must be approved at various levels up to & including the President’s Office
- Food and alcohol provider must also be approved and meet UI/SBOE requirements
Sponsor must apply for permit at least 30 days prior to event and provide:
  - Agreements
  - Certificates of Insurance
  - Licenses

All permitted events will include:
  - Food and non-alcoholic beverages
  - Liquor license, catering permit and insurance documentation posted in conspicuous space
  - Occur pursuant to a signed alcohol permit agreement
  - Event purpose must be for other than food or alcohol
  - Paid admission, a fee, or written personal invitation
  - Consistent with image and mission of the institution

Contact Auxiliary Services 208-885-5500 to begin the process to obtain an Alcohol Permit or visit [https://www.uidaho.edu/finance/auxiliary-services/services](https://www.uidaho.edu/finance/auxiliary-services/services)