



Office of Events approval:

Initials

Date

Process this form through Adobe Sign to obtain signatures. ABC requires additional approvals in the form of a letter issued by UPD and the President.

CSUB Event Alcohol Use Application

Please allow at least 6 weeks to process alcohol request to Office of Events, appropriate cabinet member(s), Office of the President, University Police Department and Alcohol Beverage Control (ABC). Forms submitted without sufficient time will not be accepted.

Title of Event: _____ 25Live Reference #: _____

Event Description: _____

Event Date(s): _____ Event Time(s): _____ Event Location: _____

Sponsoring Department: _____

(Organization or Campus Department)

Event Contact: _____

(Name/Email/Phone Number)

Approved Alcohol Vendor(s): _____

(Specify who will be providing and serving all alcoholic beverages)

Guests Include (approximate #) Total: _____ (# Students: _____ # Faculty/Staff: _____ # Other: _____) Under 21: _____

List of Activities at Event: _____

Requesting to Serve: Beer Wine Liquor/Distilled Spirits

Is there a cost to attend? Yes No Is the event open to the public? Yes No

Will alcohol be sold or free of charge? Sold Free

A liquor license is required anytime money is solicited to cover expenses of an event where alcoholic beverages are included, either by donation or by admission charge.

List Non-alcoholic Beverages to be Served: _____

List Caterer & Food Served: _____

All events serving alcohol are required to properly check identification and show visible verification (wristbands, hand stamps, etc)

Responsible Host(s) Assigned to Event:

By signing below, the responsible host/event organizer agrees to 1-8 on page 3.

Responsible Host Name: _____

Responsible Host Signature: _____ Date: _____

Required Signatures (Acknowledgment and Support of Event)

Cabinet Officer (Hosting Department)

Date

Cabinet Officer (Facility/Venue)

Date

President or Designee

Date

University Police Department, Chief

Date

THE FOLLOWING SHOULD BE COMPLETED BY UNIVERSITY POLICE DEPARTMENT ONLY:

CSUB on-campus events serving alcohol are required to have a UPD officer on-site. Officers at off-campus events will be at the discretion of UPD.

UPD Officer Required Yes No Number of Officers Required _____



The event organizer/responsible host identified on page 1 is any person responsible for the conduct of the event attendees and is committed to being present during the entire period in which alcohol is consumed.

By signing on page 1, the event organizer/responsible host agrees to the following:

1. Abide by University, state and federal regulations regarding alcohol use and distribution.
2. Ensure that a caterer approved by CSUB handles any distribution of alcohol at an open event.
3. Ensure that any sale of alcohol is handled by a CSUB approved caterer. The caterer must be licensed by ABC for alcohol sales and the event must hold the appropriate liquor liability coverage.
4. Ensure that the sale or distribution of alcohol to individuals under 21 years of age will not be permitted and that appropriate authorities hold oversight for this requirement.
5. Provide non-alcoholic beverages to event participants and volunteers
6. Provide food to all in attendance at the event serving alcohol.
7. Accept responsibility for all damages incurred during the event and provide restitution for damages.
8. Must personally abstain from alcohol consumption for the duration of the event serving alcohol.

Reference the California State University, Bakersfield Free Expression, The Use of University Property, and Time, Place and Manner Regulations.

DAILY LICENSE APPLICATION

Complete all applicable items. Submit this application to your local ABC district office with the required fee (cashier's check or money order) payable to ABC. Once the daily license is issued, fees cannot be refunded. Listing of ABC district office is available at <https://www.abc.ca.gov/contact/district-offices/>. Please visit <https://www.abc.ca.gov/abc-221-instructions/> for further instructions.

ABC USE ONLY		
License #	Receipt #	Fee \$
Conditions Requested ☐ Yes ☐ No		Diagram Requested ☐ Yes ☐ No
License Type ☐ B & W ☐ General ☐ Special		

SECTION 1. ORGANIZATION AND LICENSE TYPE INFORMATION

Organization Name	Tax ID
Organization Mailing Address	

LICENSE TYPE

☐ Special Daily Beer and Wine (\$50.00) ☐ Amateur Sports Organization ☐ Charitable ☐ Civic ☐ Cultural ☐ Fraternal ☐ Political ☐ Religious ☐ Social ☐ Other:	☐ Daily General (\$75.00) ☐ Political Party/Affiliate Supporting Candidate for Public Office or Ballot Measure ☐ Organization Formed for Specific Charitable or Civic Purpose ☐ Fraternal Organization in Existence over Five Years with Regular Membership ☐ Religious Organization ☐ Vessel per Section 24045.10 B&P (\$50.00)	☐ Special Temporary License (\$100.00) ☐ Television Station per Section 24045.2 or 24045.9 B&P ☐ Non-profit Corporation per Section 24045.4 and 24045.6 B&P ☐ Person Conducting Estate Wine Sale per Section 24045.8 B&P ☐ Women's Educational and Charitable Organization per Section 24045.3 B&P ☐ Other Special Temporary License Per Section: License #: Amount:
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SECTION 2. EVENT DETAILS

Event Dates	Total # of Days	Hours of Alcoholic Beverage Sales, Service and/or Consumption To		Virtual Event ☐ Yes ☐ No	Mark Yes, if the event is 100% virtual
Event Address (Street #, Name, and City)		Event Location Description (Jones Park, Pavilion A, etc.)		Location Within the City Limit ☐ Yes ☐ No	
Event Type ☐ Barbeque ☐ Dinner ☐ Sporting Event ☐ Birthday ☐ Festival ☐ Social Gathering ☐ Concert ☐ Lunch ☐ Wedding ☐ Carnival ☐ Mixer ☐ Other: ☐ Dance ☐ Picnic		Type of Entertainment		Event Open to Public ☐ Yes ☐ No	
		Estimated Attendance	Security Guard If Yes, How Many ☐ Yes ☐ No	Outdoor Event ☐ Yes* <i>*If Yes, a diagram of the event area is required</i> ☐ No	

REQUIRED

☐ By checking this box, you are certifying that you understand the requirements detailed in Business and Professions (B&P) Code Section 25682(c) which state that a nonprofit organization that has obtained a temporary daily license from the department must designate a person(s) to receive RBS training certification prior to the event, and that designated person(s) shall remain onsite for the duration of the event.

SECTION 3. CONTACT INFORMATION

Contact Person	Phone Number	Email Address
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SECTION 4. SIGNATURES AND APPROVALS

I attest that I am authorized by the organization named above to make this application on its behalf.

Organization's Authorized Representative Name	Phone Number	Signature	Date Signed
Property Owner Approval By (Name) Required	Phone Number	Signature	Date Signed
Law Enforcement Approval By (Name), If applicable	Phone Number	Signature	Date Signed
District Office Approval By (Name)	Phone Number	ABC Employee Signature	Issuance Date

The above named organization is hereby licensed, pursuant to the California B&P Code Division 9 and California Code of Regulations, to engage in the temporary sale of alcoholic beverages for consumption at the abovenamed location for the period authorized above. B&P Code Section 25682(c) requires that a designated RBS-trained person(s) shall remain on site for the duration of the event. Failure to comply with this requirement will result in immediate cancellation of the permit. **This license may be revoked summarily by the department if, in the opinion of the department and/or the local law enforcement agency, it is necessary to protect the safety, welfare, health, peace and morals of the people of the State.**