



ALCOHOL SERVICE REQUEST AND ADDENDUM TO CONFERENCE AGREEMENT

PERTAINING TO THE SERVING OF ALCOHOL IN UNIVERSITY OF UTAH FACILITIES RENTED BY PRIVATE PARTIES FOR EVENTS HOSTED BY PRIVATE PARTIES

This Alcohol Service Request Addendum to Conference Agreement (this “Addendum”) is entered into by the University of Utah, on behalf of **The University Guest House and Conference Center** (“we” or “University of Utah”) 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 **The University Guest House & Conference Center**.

Thank you for choosing _____ (The Officers’ Club, The Commander’s House, The University Guest House & Conference Center) for your event (the “Event”). By completing and signing this form, you are requesting permission from the University of Utah to serve alcoholic beverages at your Event. The serving of alcoholic beverages at private events is permitted on a case-by-case basis by the University of Utah. When you complete, sign, and initial this request where indicated, and return this request with your signed Conference Agreement, we will forward your request to the University of Utah administration (“Administration”). Our signature on this Addendum evidences that you have been granted permission by the University of Utah to have alcohol served at your Event, subject to all of the following terms and conditions.

1. A certified, licensed and bonded bartender employed by one of the caterers appearing on the attached list of caterers must handle, transport and serve all alcoholic beverages served at your Event. Your selected caterer is _____.
2. All alcohol service and consumption must comply with Utah state liquor laws.
3. Employees of our Facility may not have any contact with the alcoholic beverages served at your Event and may not serve any alcoholic beverages to any guest of your Event.
4. Alcohol may be served at your Event from _____ until _____.
5. During the Event, the Facility must be available only to your invited guests.
6. No University of Utah students under the age of 21 may be present at the Event, unless they are family members or invited guests and the event is sponsored and planned by private individuals.
7. No alcohol may be served at an event if the Renter is a University of Utah department or its employees or if the attendees at the event are primarily University of Utah faculty/staff/students. The only exception to this policy is for private events such as weddings, family reunions etc. where the attendees are not primarily University of Utah faculty/staff/students. *Your initials:* _____
8. The building, or room(s), must be rented to a third party who is sponsoring the event in the University building. No University entities or departments may rent or host events in University buildings at which alcohol is served.
9. Only the following portions of our Facility may be used for your Event:
_____.
10. There may be no charge of any kind for alcoholic beverages served at the Event or for entry to the Event.
11. 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

