

The completed form must be submitted to Dining Services Box 19385 or fax to 817-272-3749, fifteen (15) working days prior to the scheduled event. A floor plan sketch must be attached.

Day & Date of Event: _____ Date Submitted: _____

Requested By: _____
Printed Signature Title

Email: _____ Phone: _____

Reservations Made For: An Organization A Non-University Group, Individual, Association, or Corporation
 A University Budgeted Office Account # to be charged: _____

Address: _____
Street (UTA Dept. & Box, if applicable) City State Zip

Description of Event (include why the serving of alcoholic beverages is desired): _____

Who will be attending event? _____

Expected # of Attendees: _____ Location: _____
Room Building

Alcoholic Beverage Service Time: _____ Begin: _____ End: _____
(Maximum of 4 hours) AM/PM AM/PM

Type Beverage(s) to be Served: Wine Beer Champagne Mixed Drinks

Type of Service required by Dining Services: Cash Bar Catered Beverages

NOTE: Food and alternative beverages (e.g. soft drinks, coffee, tea, non-alcoholic punch) must be made available when alcoholic beverages are served.

STUDENT ORGANIZATIONS ONLY:

The following person(s) will be responsible for seeing that no alcoholic beverages enter or leave the designated area. This person(s) should be the organization's faculty/staff advisor or his/her delegate (another UTA faculty or staff member).
The faculty/staff advisor or his/her delegate must be present for the duration of the event

Name Address Phone

Name Address Phone

Faculty/Staff Advisor Signature (Organization) Title Phone

Approve Disapprove

Student Activities/Student Governance & Organizations Date

Dining Services Catering Manager Fax #: 817-272-3749 Approve Disapprove Security Required:# _____ Date

David Albart, Director for University Center Operations Approve Disapprove Date

Approved by the President Approve Disapprove Date

You may be entitled to know what information UT Arlington collects concerning you. You may review and have UT Arlington correct this information according to procedures set forth in UT System Administration UTS139. The law is found in sections 552.021, 552.023 and 559.004 of the Texas Government Code.

Save and e-mail to ucrequest@uta.edu & catering@uta.edu.