



Campus Services and Activities

Northern Arizona University
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Alcohol Waiver Policy

adopted March 4, 2011

amended July 17, 2011

University and non-University sponsors hosting events with service of alcoholic beverages, beer and wine only, follow the guidelines below. For service of spirits, events must be scheduled at the High Country Conference Center or 1899 Bar and Grill.

1) NAU and non-NAU event sponsors must procure a Special Event License from the Arizona Department of Liquor Licenses and Control *only if* event requires admission, collects donations, and sponsors a raffle or silent auction. Allow 60 days prior to submission of Request to Serve Alcoholic Beverages at a University Event.

2) NAU event sponsor contacts NAU Foundation for:

- Foundation fund for alcohol purchase
- certificate of insurance

Cheryl.Heitz@nau.edu / Kelly.Robertson@nau.edu 523-3711

Non-NAU event sponsors procure their own insurance certificate.

3) All NAU and non-NAU event sponsors schedule catering and beverage/bar service on campus:

- catering service: Linda Carter catering@nau.edu 523-3975 (NAU Catering)
- beverage / bar service: Rachel.Cole@nau.edu 523-5694 (NAU Campus Services and Activities)

4) Event sponsor submits all required documents to Campus Services / Dining and Card Administration: Union Bldg 30, Room 209 / 928-523-2391

- special event license (if needed)
see <http://www.azliquor.gov/series15.html>
- alcohol waiver (see back)
- catering service agreement
- beverage / bar service agreement