

**Appendix II to UNC Charlotte Policy Statement #57, Alcoholic Beverages**

**UNC Charlotte Special Circumstances Approval Form**

Individual or Group \_\_\_\_\_

Telephone Number of Requestor \_\_\_\_\_

Date of Event \_\_\_\_\_

The following exceptions to the UNC Charlotte Alcoholic Beverages Policy ([Policy Statement #57](#)) are requested:

**Service Request**

\_\_\_\_\_ Service, possession, or consumption of Spirituous Liquor, Fortified Wine, or Mixed Beverages at an event in one of the following locations:

- |                                    |   |
|------------------------------------|---|
| _____ Cone University Center rooms | _____ the cafeterias  |
| _____ Cone Center Plaza            | _____ the Rathskeller   |
| _____ Student Activity Center      | _____ Other (complete Alternative Event Location Request below) |

\*A Limited Special Occasion Permit must be obtained from the North Carolina ABC Board and attached to this form prior to University approval of the above-requested exception to the provisions of the Alcoholic Beverages Policy. For information about obtaining a Limited Special Occasion Permit, call the local Alcohol Law Enforcement (ALE) office at 342-6322, visit the NC Alcoholic Beverage Control Commission website at <http://www.ncabc.com/>, or call the NCABCC in Raleigh at (919)-779-0700.

\_\_\_\_\_ ABC permit attached

**Alternative Event Location Request**

\_\_\_\_\_ Service, possession, or consumption of Alcoholic Beverages at an event on University property other than the Cone University Center rooms, Cone Center Plaza, Student Activity Center, the cafeterias, or the Rathskeller:

Alternative Event Location Requested \_\_\_\_\_

\_\_\_\_\_ Other Exception Requested: \_\_\_\_\_

Signature of Requestor \_\_\_\_\_ Date of Request \_\_\_\_\_

THE REQUESTOR SHOULD RETURN THIS FORM TO THE UNIVERSITY RESERVATIONS OFFICE, ALONG WITH A COMPLETED "[ACKNOWLEDGMENT OF RESPONSIBILITY](#)" FORM AND AN ABC PERMIT, IF APPLICABLE. THE RESERVATIONS OFFICE WILL SUBMIT THIS FORM TO THE VICE CHANCELLOR FOR BUSINESS AFFAIRS FOR APPROVAL.

THE ABOVE-REQUESTED EXCEPTIONS TO THE PROVISIONS OF THE ALCOHOLIC BEVERAGES POLICY SHALL NOT BE ASSUMED TO BE APPROVED BY THE VICE CHANCELLOR FOR BUSINESS AFFAIRS UNTIL A SIGNED COPY HAS BEEN RETURNED TO THE REQUESTOR.

Approved:

Signature of Vice Chancellor \_\_\_\_\_

Date: \_\_\_\_\_