

### Remote Bar Service Request Form

The Student Union  
Nova Southeastern University  
(954) 262-7288

Date of Event: \_\_\_\_\_ Name of Event: \_\_\_\_\_

Anticipated # of people at event: \_\_\_\_\_ Beginning Serving Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Specific location of event: \_\_\_\_\_ Staff Attire Requested:  Formal (Shirt & Bowtie)  
 Casual (Collard Shirt)

**Serve the following alcoholic beverages:** *(select three or fewer types of beer if under 100 attending)*

- Wine:       Cabernet Sauvignon    Chardonnay    Merlot    White Zinfandel
- Bottled Beer: Amstel Lite\_\_\_ Budweiser\_\_\_ Bud Light\_\_\_ Corona\_\_\_ Heineken\_\_\_  
Landshark Lager\_\_\_ Michelob Ultra\_\_\_ Miller Lite\_\_\_ Presidente\_\_\_  
Sam Adams Boston Lager\_\_\_ Sam Adams Cherry Wheat\_\_\_ Sam Adams Light\_\_\_  
Smirnoff Ice\_\_\_ Smirnoff Triple Black\_\_\_ Smirnoff Watermelon\_\_\_  
Smirnoff Wild Grape\_\_\_ Stella Antois\_\_\_

*Note: The University will not authorize the use of **student activity fees or other student funds collected and administered by the University** to provide alcoholic beverages for any student event.*

**Serve the following non-alcoholic beverages:** *(select four or fewer beverages if under 100 attending)*

- Pepsi\_\_\_ Mug Root Beer\_\_\_ Pink Lemonade\_\_\_ Lemon/Lime Gatorade\_\_\_  
Diet Pepsi\_\_\_ Lipton Iced Tea\_\_\_ Lemonade\_\_\_ Fruit Punch Gatorade\_\_\_  
Dr. Pepper\_\_\_ Fruit Punch\_\_\_ Sierra Mist\_\_\_  
Diet Dr. Pepper\_\_\_ Aquafina Water\_\_\_ Cool Blue Gatorade\_\_\_

Don't bring non-alcoholic beverages, our group will provide them. (Note: if The Student Union serves alcohol, an adequate amount of food and alternative beverages, such as water and assorted sodas must be available throughout the entire event; this food and beverage must be provided at the cost of the organization holding the event.)

**Select All That Apply:**

**\* Note: For all remote bars there is a \$75.00 service fee.**

- Bill all alcoholic beverages **AND** *(if selected above)* non-alcoholic beverages to my NSU Account or Group's Outside Account *(Student Groups may not use Student Activity fee to pay for alcohol. Therefore this option may not be selected.)*
- Bill *only non-alcoholic beverages* to my NSU Account or Group's Outside Account and sell all alcoholic beverages to my event attendees.
- Sell non-alcoholic beverages to my event attendees *(no alcohol service requested)*. Bill my NSU Account or Group's Outside Account.
- Bill both alcoholic and non-alcoholic beverages to my NSU Account or Groups's Outside Account.

Please provide a complete description of location, set-up information, and any needed notes regarding request:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Please attach a sheet of paper for additional set-up requirement notes, or to draw a picture of desired configurations.*

**Requestor Information:** *This section must be completed by requestor.*

**Student Organization** – Name of Group: \_\_\_\_\_

Your Name \_\_\_\_\_ Phone #: \_\_\_\_\_ Email \_\_\_\_\_

Advisor Name \_\_\_\_\_ Phone #: \_\_\_\_\_ Email \_\_\_\_\_

If graduate organization, indicate Program & School: \_\_\_\_\_

**NSU Department** – Name of Office or Program: \_\_\_\_\_

Your Name \_\_\_\_\_ Phone #: \_\_\_\_\_ Email \_\_\_\_\_

**Billing Information:** *This section must be completed.*

- My group has an account with Student Activities & Leadership Development (NSUSGA Funds) that I authorize be billed (*Cannot bill for alcoholic beverages*).
- I authorize the following University departmental account number be billed: \_ - \_ - - - -

Object code explanation: \_\_\_\_\_  
*Please explain which object codes you would like transferred for various charges that will be billed (alcohol, non-alcoholic beverages, Remote Bar Fee, etc.).*

Name of Approver of Budget Transfer Form: \_\_\_\_\_  
*Please indicate who should receive and sign the Banner Budget Transfer Form and invoice.*

- Other (Please explain): \_\_\_\_\_

\_\_\_\_\_  
*Please provide names, addresses, etc. for billing purposes.*

**Remote Bar Service Fee:** There is a fee of \$75.00 per each remote bar service provided. This is in addition to any beverages that may be selected to serve at your organization's expense.

**Cancellations:** Groups will be fined \$50.00 plus additional costs above normal operations (i.e. security, equipment, staff, etc.) for canceling a remote bar reservation less than 72 hours in advance of the date reserved. *We reserve the right to refuse requests not submitted 10 days prior to the event date.*

**Policies:** All individuals and groups must adhere to all state and federal laws and University and Student Union policies. Students and student organizations must abide by the Code of Student Conduct, found in the *NSU Student Handbook* (available at <http://www.nova.edu/cwis/studentaffairs/>).

**Mandatory Meeting:** If alcohol is to be served, a meeting with the Assistant Director of The Student Union must take place at least 10 days prior to the event, after which an Application for Exemption from the University Alcohol Policy must be completed (and subsequently approved by the Dean of Student Affairs before the event is approved).

Please sign and print your name below to confirm that you have read and understand the above policies & procedures.

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

**Form submission:** *You should receive an email confirmation of your request once this form is processed; if you do not, please contact our office.*

Please submit this request via fax at (954) 262-7289 or by campus mail to the Student Union Office, Mail Code: STU.

**In-person submissions:** Please deliver to a Student Union employee.

**Office use only:** Date request received: \_\_\_\_\_ Received by: \_\_\_\_\_

Office Notes: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_