



Glenpool Conference Center Request For Alcoholic Beverage Service

In keeping with the Glenpool Conference Center policy for service of alcoholic beverages in the Glenpool Conference Center, and all applicable legal requirements, please complete the form below to request approval for service of alcohol.

Name of Event _____ Date of Event _____

Time of Actual Event _____ Alcohol is served from _____ to _____

Event Contact _____ Phone _____

Licensed/Insured Bartender/Service _____ Phone _____

Bartender has provided copy of liquor license _____ and insurance _____ or Lessee provided insurance _____

Type(s) of Alcoholic Beverages to be Served:

Low Point Beer Beer (kegs or cans only) Wine
 Champagne Mixed Beverages (liquor and mixer)

Additional Comments or Requests: _____

I, the undersigned, have read and agree to abide by the following policies for the service of alcoholic beverages in the Glenpool Conference Center:

- **Alcohol will be served only by a licensed and insured bartender provided by the caterer or other equally qualified licensed and insured bartending services.**
- I agree to pay the security officer(s) provided by the Glenpool Conference Center \$40 per hour in cash, upon his arrival from the time alcohol is to be consumed until the event is over.

Up to 200 guests	1 officer
200 to 400 guests	2 officers
400 guests and up	3 officers

- No one under the age of 21 will have the opportunity, or under any circumstances be allowed, to consume alcoholic beverages.
- No one will become disorderly. Any person who does become disorderly will be requested to leave the event once safe transport has been assured. If such person resists, police may be called.
- No one will be allowed to leave the Glenpool Conference Center with an open alcoholic beverage or be allowed to drive a vehicle in an inebriated condition.
- I will ensure that the bartender provides the Glenpool Conference Center with a copy of his/her license and insurance before alcohol is served.
- I acknowledge no alcoholic beverages will leave the area designated for the event.
- I acknowledge no alcoholic beverages will be consumed in the parking area of the Glenpool Conference Center.
- I agree no alcoholic beverages will be brought in by guests or any other party, besides myself, the providing caterer, or equally qualified bartending service.
- I agree no alcoholic beverages will be allowed aside from the ones approved in the above request by the Glenpool Conference Center Director.

I understand and agree that any violation of the foregoing policies may result in immediate termination of the event and demand for evacuation of the premises without any refund of payments made, ejection from the Conference Center of the offending individual(s), and additional charges to the event host/sponsor and/or prosecution under the law.

Date Request Made _____

Lessee Name [Print] _____ Signature _____

Approved Denied Director _____