

## 3 Steps for a Successful UCI Event with Alcoholic Beverage Service

**Step 1** Submit a completed [Request to Serve or Sell Alcoholic Beverages](#) at least 20 business days before **each** event to Hospitality & Dining Services at G318 Student Center, Zot Code 3700, fax (949) 824-1657, email [food@uci.edu](mailto:food@uci.edu)

For events on University premises, include a detailed diagram of the UCI location (use form [ABC-253](#) if alcohol will be sold) that shows:

- Layout of the alcohol service area with approximate dimensions
- Barricade parameters (only for outdoor events). Barricade materials must be high enough to prevent the passing of alcohol to areas outside the approved event location.
- Clearly marked entrance and exit pathways. Signs stating “no alcohol beyond this point” must be posted at all exits.

Review [Section 900-13](#): Policy on the Sale, Service and Consumption of Alcoholic Beverages.

**Step 2** If planning to **sell** alcoholic beverages on University premises, determine who will obtain any California Department of Alcoholic Beverage Control (ABC) license required to sell at a UCI event. Only a [UCI Approved Caterer](#) with an existing ABC licensing or a co-sponsoring non-profit organization can obtain the license or authorization. UCI departments, units and groups cannot be licensed.

**Option 1:** Hire an Approved Caterer with a [Type 58 Caterer’s Permit](#) to serve both food and alcohol in unlicensed locations. The caterer must obtain an [ABC-218](#) Catering or Event Authorization for the event and provide Certified Professional Servers. Only UCI Catering can sell in licensed UCI locations.

**Option 2:** Have a co-sponsoring non-profit organization obtain the [ABC-221](#) Daily License Application/Authorization and hire Certified Professional Servers for the event.

**Option 3:** Consider not charging a fee for the event and hire an Approved Caterer with a [Type 58 Caterer’s Permit](#) to serve both food and alcohol with Certified Professional Servers.

UCI letters of approval required by the ABC are prepared by HDS to accompany ABC licensing applications. See [How to Obtain Required Licenses to Sell Alcoholic Beverages at UCI Events](#)

**Step 3** Submit copies of these documents to HDS for events on University premises:

- Caterer’s liquor liability insurance:
  - The policy limit must be at least \$1,000,000 per occurrence.
  - The Description of Operations should state:  
"The Regents of the University of California as additional insured."
  - The Certificate Holder should be listed as: The Regents of the University of California and Hospitality & Dining Services, G318 Student Center, Irvine, CA 92697-3700.
- Certifications for the Certified Professional Servers who must be over 21 years of age (1 per 150 attendees).
- **If alcohol will be sold**, either:
  - An Approved Caterer’s alcoholic beverage license [Type 58 Caterer’s Permit](#) and an ABC approved [ABC-218](#) Catering or Event Authorization **or**,
  - For a non-profit organization co-sponsoring the event, an ABC approved [ABC-221](#) Daily License Application/Authorization.

When all licensing, safety and security requirements have been satisfied, Hospitality & Dining Services will approve the Request and send copies to the Primary Event Representative, Event Location Approver, and UCI Police.