



togetherforbetter

Department of Business License

Vincent V. Queano, Director

500 SOUTH GRAND CENTRAL PKY, 3RD FLOOR

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<http://www.clarkcountynv.gov/businesslicense>

UNIVERSITY LIQUOR PERMIT APPLICATION

ALL APPLICATIONS REQUIRE THE FOLLOWING:

COMPLETED APPLICATION FOR A UNIVERSITY LIQUOR PERMIT PURSUANT TO CLARK COUNTY CODE 8.20.355

A completed *University Liquor Permit Application* signed by the President of the University and the responsible party overseeing the event (attached) will contain the following:

- Event location, date(s), and time(s)
- Description of event and estimated attendance
- Number of service locations at event
- Contact information for the Responsible Person on-site
 - Responsible Person must be a university employee or faculty.
- List of *all* employees serving or supervising alcohol distribution; including work card number and Alcohol Awareness Training information.
 - If more room is necessary to list all employees for the event, please either include additional copies of this form or provide a list of all employees with all applicable information (work card and training) as required by this permit application.

UNIVERSITY LIQUOR PERMIT WITH A LIQUOR CATERER. Applicants seeking a University Liquor Permit for an event, using a liquor caterer, the liquor caterer must already hold a valid and current liquor caterer license pursuant to Clark County Code Chapter [8.20.020.185](#).

FEES. There are no fees for a University Liquor Permit.

Notice: Incomplete documentation will be returned without being processed.

OTHER ACTIVITIES

If there are other activities conducted with your event you may be required to obtain additional business licenses/permits from Business License or other agencies in addition to this University Liquor Permit application. This application is supplemental to special event(s) permitting. If your special event activity will impact the normal flow of traffic of any public street or right-of-way within unincorporated Clark County, please ensure that you have (or event management has) also completed the appropriate special event permit application with [Clark County Public Works](#).

PROCESS & APPROVALS

Once the "Application for the University Liquor Permit" has been submitted, Clark County Business License will issue a copy of the approved "University Liquor Permit" application *subject to approval* by the department and inspecting agencies as necessary, or as required, for the special event. A business license specialist will be in contact with any additional necessary information or next steps.

All University Liquor Permits are subject to provisions and prohibitions as outlined in [Clark County Code Chapter 8.20.355](#).

PERMIT & CODE REQUIREMENTS

8.20.355 University liquor permit.

- The event serving alcoholic liquor must occur upon the campus or property of the university.
- Alcoholic liquors are consumed only on the site of said sale or distribution.
- The responsible person on-site shall be a member of the university classified staff or faculty who shall oversee the sale or distribution of the alcoholic liquors and ensure strict compliance with all the provisions of Clark County Code, especially the nonservice of minors as provided in Section 8.20.340.
- The responsible person is considered the "licensee" or "employee" and shall be criminally liable for violations of State and local law. The responsible person must also sign this application as assumption of said responsibility.



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UNIVERSITY LIQUOR PERMIT APPLICATION

- Please fill out form completely; use black ink only; *incomplete, illegible, or altered application forms will be returned.*

BUSINESS INFORMATION

Date of Application:	Name of University and President:		
University Phone #:	University Email:		
Are you using a Liquor Caterer? (Check one)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Liquor Caterer Business License #:	
Liquor Caterer Contact Name:		Liquor Caterer Phone Number:	

EVENT INFORMATION

Event Sponsor (if any):		Associated Business Name (if any):	
Location/ Address of Event (Include Suite Number):		City/ State:	Zip Code:
Event Start Date:	Event End Date:	Event Start Time:	Event End Time:
		Liquor Service Start Time:	Liquor Service End Time:
Description of Event:			
Estimated Attendance:		Number of Liquor Service Locations:	
Type of Alcoholic Liquors Served: <input type="checkbox"/> Beer <input type="checkbox"/> Beer & Wine <input type="checkbox"/> Full Liquor			

RESPONSIBLE UNIVERSITY EMPLOYEE INFORMATION

On-site Contact Information

Responsible University Employee at Event: (First, M.I., Last, University Title)	
Primary Phone:	Alternate Phone:

List all employees serving or supervising alcohol distribution

Name	Work Card Number	Work Card Expiration Date	Alcohol Awareness Training Expiration Date

If you need more room for more employees, submit the information on an additional form or a separate sheet of paper.

SIGNATURES (requires signatures of University President and Responsible University Employee)

_____ University President Signature	_____ University President's Printed Name and Title
_____ Responsible University Employee Signature	_____ Responsible University Employee Printed Name and Title

FOR OFFICIAL USE ONLY

CCBL Director	<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove	Signed:		Date:	
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