A Fraternity or Sorority Garden rental is easy!

VISIT. Come to the Garden and see the possibilities of your event at the Garden’s open-air Heritage Pavilion.

CALL. Contact the Garden (912-871-1149) after your visit and to check date availability and schedule a booking appointment. Booking the Garden is made on a first-come, first-served basis with a paid Security and Safety Deposit and rental fee.

RESERVE. When you arrive for your scheduled appointment with Garden Staff bring a selection of event dates and your $500 Safety and Security and the rental fee. Booking the Garden is made on a first-come, first-served basis with a paid Security and Safety Deposit and rental fee. The Garden does not hold any date without a paid deposit and rental fee. Make check payable to The Garden. In an event of cancellation, your Safety and Security Deposit and the rental fee will be forfeited.

DATE CONFIRMED. Payment of the Safety and Security Deposit and rental fee reserves your date and confirms your event at the Garden.

I have read and understand the Facility Rental Agreement and agree to adhere to all of the policies. I warrant that the organization or individuals representing me, are responsible for any and all damages resulting from this event. ALL POLICIES AND PRICES ARE SUBJECT TO CHANGE WITHOUT NOTICE. For the most recent copy, visit georgiasouthern.edu/garden.

Name of Renter: ___________________________ Signature: ___________________________ Date: ___________________________
I have read and understand the Facility Rental Agreement and agree to adhere to all of the policies. I warrant that the organization or individuals representing me, are responsible for any and all damages resulting from this event. ALL POLICIES AND PRICES ARE SUBJECT TO CHANGE WITHOUT NOTICE. For the most recent copy, visit georgiasouthern.edu/garden.

Name of Renter:____________________________ Signature: _________________________ Date: _______________________

Name of Representative for Organization:____________________________

Name of Organization:________________________________________________________________________

Address: ____________________________________________________________________________________________

City: __________________ State: __________________ Zip: __________________

Phone: ____________________________________________________________________________________________

Cell: ____________________________________________________________________________________________

Email: ____________________________________________________________________________________________

Name of Coordinator:____________________________________________________________________________

Address: ____________________________________________________________________________________________

City: __________________ State: __________________ Zip: __________________

Phone: ____________________________________________________________________________________________

Cell: ____________________________________________________________________________________________

Email: ____________________________________________________________________________________________

Date of Event: ___________________________

Event Description:

______________________________________________________________________________________________

______________________________________________________________________________________________

Serving Alcohol? □ Yes □ No (If yes, see the Alcohol Service Permit for how to obtain approval.)

Will anyone under 21 be attending? □ Yes □ No

Number of Invitees to your event: ________________

Renting the Garden, you (and the organization) agree that the purpose of your rental is to hold an event for a predetermined number of invitees as indicated by this contract. The Garden has the right to shut down any party for any reason including but not limited to noise, irresponsible alcohol use, number of attendees in excess of the number indicated above, etc.

I have read and understand the Facility Rental Agreement and agree to adhere to all of the policies. I warrant that the organization or individuals representing me, are responsible for any and all damages resulting from this event. ALL POLICIES AND PRICES ARE SUBJECT TO CHANGE WITHOUT NOTICE. For the most recent copy, visit georgiasouthern.edu/garden.

Name of Renter: ___________________________ Signature: ___________________________ Date: ___________________________
I have read and understand the Facility Rental Agreement and agree to adhere to all of the policies. I warrant that the organization or individuals representing me, are responsible for any and all damages resulting from this event. ALL POLICIES AND PRICES ARE SUBJECT TO CHANGE WITHOUT NOTICE. For the most recent copy, visit georgiasouthern.edu/garden.

Name of Renter: ______________________________ Signature: __________________________ Date: ___________________

Name of Vice President you submitted your permit form: ________________________________
1. Date Submitted to Vice President: ________________________________
2. Date Approved Alcohol Services Permit submitted to Catering: ________________________________
3. Date Approved Alcohol Services Permit submitted to the Garden: ________________________________

Event Date: ________________________________ Number of Invitees to your event: ________________

Name of Representative for Organization: __________________________________________________

Name of Organization: ____________________________

Phone: ________________________________ Email: ___________________________________________

Rental Fee:

$ 500 Safety & Security Deposit
+ $ ____________________________ Rental Fee
+ $ ____________________________ Additional Fees
+ $ ____________________________ Add. Hours/$100 per hr

= $ ____________________________ Total rental fee

All fees due at time of booking.

Paid in full Date: ________________________________

Alcohol and Bartender Policy
The Fraternity or Sorority will submit the Alcohol Service Permit to the appropriate GSU Vice President for approval. The Garden requires GSU Catering to handle all alcohol being served. All alcohol policies must be followed. Confirm with GSU Catering Bartenders to verify that they will be checking the IDs and that no one under 21 will be served alcohol. Have GSU Catering verify this agreement by emailing the Garden’s Director, Carolyn Altman at caltman@georgiasouthern.edu prior to the event. Make sure to notify catering of your booked arrival time in order to plan accordingly for delivery. To make arrangements, contact Stan Akins at GSU 912/478-5073.

I have read and understand the Facility Rental Agreement and agree to adhere to all of the policies. I warrant that the organization or individuals representing me, are responsible for any and all damages resulting from this event. ALL POLICIES AND PRICES ARE SUBJECT TO CHANGE WITHOUT NOTICE. For the most recent copy, visit georgiasouthern.edu/garden.
**University Police (Level 3 Security Required at the Garden, see Alcohol Service Permit Policy 2021):**
The Fraternity or Sorority will arrange for the required University Police Officers through UPD by calling 912/478.5234. Garden events are always level 3 on the Alcohol Service Permit Policy. Gate control is also required. See Gate Control for more information.

**Gate Control:** Add 2 officers for Gate control, one at the main gate 1505 Bland Avenue and another at the Service Entrance Gate on Georgia Avenue to ensure that the number of guests will be limited to ____________________ invitees.

**Parking Training:**
1 week before your event, arrange for (4) four people to be trained on how to park in the Garden’s parking lot. Contact Bob Randolph, Associate Director (912/486.7815) for training.

**Tables, Chairs, and Linens:** The Garden provides only the venue. The Garden does not provide tent, tables, chairs or linens. Contact Tammy at Fairy Tale Tents, 681.1205 or any other vendor of your choosing for your rental needs.

**ETS Tables/Chairs:** Contact Stacy at 912/478.5135 for more information regarding the use of GSU tables and chairs. Contact the Garden to make arrangements for delivery. After the event, the tables and chairs need to be returned to the Pavilion kitchen and picked up the next day at the agreed time below.

Date to be delivered: _____________________________ Time: _____________________________

Date to be picked up: _____________________________ Time: _____________________________

**Payment in Full:** Safety and Security Deposit plus rental fee is due at time of booking. Pricing is based on rental hours, number of guests, and wear and tear on the Garden. Funds raised through facility rentals support the Garden and its operations.

**Vendor List:** Submit a list of confirmed Vendors to the Garden and include business name, representative name, address and phone number. Email: garden@georgiasouthern.edu

**Catering:** You may use any outside vendor for catering or GSU Catering (912-478-5073). To schedule an appointment for outside vendors to see the Heritage Pavilion call the Garden 912.871.1149. If serving alcohol, see Alcohol and Bartender Policy.

**Band/DJ:** Some Bands/DJs have stage, electrical and access requirements. Contact the Garden to see if the Garden can meet their specific needs. All music must conclude by 11 p.m. to adhere to the City of Statesboro Sound Ordinance.

**Print Materials:** When printing signs, brochures, letters, invitations, fans or any other materials, the Garden should be listed as the Garden of the Coastal Plain at Georgia Southern University, 1505 Bland Avenue, Statesboro, Georgia.

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I have read and understand the Facility Rental Agreement and agree to adhere to all of the policies. I warrant that the organization or individuals representing me, are responsible for any and all damages resulting from this event. ALL POLICIES AND PRICES ARE SUBJECT TO CHANGE WITHOUT NOTICE. For the most recent copy, visit georgiasouthern.edu/garden.

Name of Renter: _____________________________ Signature: _____________________________ Date: ____________________________
Crowd Control/Parking/Sound Ordinance: Maximum capacity of the event is determined by rental choice. Garden renter must be on the premises for the entire event. The agreement does not permit access to restricted areas of the Garden. The Garden’s parking is limited parking to 75 vehicles. Parking arrangements for additional vehicles are up to the renter and must follow City of Statesboro ordinances. All music must conclude by 11 p.m. to adhere to the City of Statesboro Sound Ordinance. If the police arrive to notify us that your event is too loud, you will forfeit your $500 Safety and Security Deposit plus any additional cost accrued.

Decorating, Set-up and Clean up: Decorating for your event is allowed only during your rental period. Additional hours at an additional fee can be arranged at your 3 month meeting. Candles or flames are not allowed. Flameless candles are approved. All deliveries (floral/tables/chairs/tents) must be coordinated within your rental period. Any delivery outside your rental period must be approved by the Garden in advance of your event and may be subject to additional charges. Decorations should be temporary, and not glued, nailed, stapled, etc. to any trees, buildings or to the Heritage Pavilion. Failure to follow these rules will result in forfeiture of the Security and Safety Deposit plus additional charges due to damages. Include ample time to arrive, decorate for event, hold the event, dancing, dining, clean-up, and exit. Clean-up happens during the time of your rental.

Garden Security Officers: Security Officers are hired by the Garden for the Garden. They are not available to assist with decorating, supplying or adjusting items for your event. In case of an emergency, the Security Officer and Staff should be notified immediately to ensure the notification of the proper authorities. Music must conclude by 11 p.m. to observe the City of Statesboro Sound Ordinance. If the Police arrive to notify the Garden that your event is too loud or alcohol or other ordinances are not being followed, you will forfeit your $500 Security and Safety Deposit.

No Smoking: The Garden is a non-smoking facility. No smoking in the Garden, Bland Cottage, under the Heritage Pavilion, Pavilion Kitchen, or restrooms. The Garden will provide containers for outdoor events.

Trash: The Garden must be returned to its original state by the end of the rental period. Trash bags are provided in the Heritage Pavilion Kitchen. Tie all bags and place in bins outside the Pavilion on the Service Entrance side. If you run out of trash bags, notify the Security Officer or Staff. It is the renter's responsibility to make sure all trash throughout the Garden, parking area, flower beds, and buildings has been removed, including beer bottles and caps, soda cans, napkins and cigarette butts. If trash, for any reason, is not removed, you forfeit your $500 Safety and Security Deposit.

Equipment: The Garden does not have tents, tables, chairs or linens for rent. You must use an outside vendor. Renter is responsible for any damage or stolen plant material, signage, or other Garden property. Electricity is limited; see the Assistant Director for details. Pesticide application to premises is prohibited.

Prohibited items in the Garden: The use of pesticides, fireworks, fire crackers, fire circles, fire pits, fire bowls, sparklers, candles, fabric or plastic floral petals, glitter, paper confetti, rice, birdseed, or anything other than bubbles and Ecofetti are prohibited. To order Ecofetti visit, http://www.ecoparti.com/toec.html

Cancellation Policy: Once you have paid in full, cancellation at any point will result in forfeiture of the deposit and rental fees. Cancellation due to weather or conditions beyond the Garden's control results in the forfeiture of all fees paid. To cancel, notify the Garden immediately and request an Event Cancellation Statement. This must be signed and returned to close your account.

I have read and understand the Facility Rental Agreement and agree to adhere to all of the policies. I warrant that the organization or individuals representing me, are responsible for any and all damages resulting from this event. ALL POLICIES AND PRICES ARE SUBJECT TO CHANGE WITHOUT NOTICE. For the most recent copy, visit georgiasouthern.edu/garden.

Name of Renter: ______________________________ Signature: ______________________________ Date: ______________________________
Deposit Return: To receive your deposit, complete the following steps:

1. The deposit will be returned, by mail, after the event minus any damages and if the facility has been returned to its original state.

2. Submit ten (10) 300 dpi quality images of your event with photographer permission form to use the submitted images for Garden publications, promotion, advertising and web development in describing previous private events. All submitted photographs/images become the property of the Garden. Photographer may email the images and permission form to garden@georgiasouthern.edu.

Upon receipt of the photographs/images, the Garden will email the RETURN DEPOSIT FORM to the renter to the email address provided above. Mail the signed form to the Garden, P. O. Box 8039, Statesboro, GA 30460. Upon receipt of original signed document your return deposit processing will begin.

- Ten (10) 300 dpi quality images from the photographer Mail to: The Garden, P. O. Box 8039, Statesboro, GA 30460 or email garden@georgiasouthern.edu
- Photographer Permission Form or Letter
- RETURN DEPOSIT FORM Date received: ________________________________

I have read and understand the Facility Rental Agreement and agree to adhere to all of the policies. I warrant that the organization or individuals representing me, are responsible for any and all damages resulting from this event. ALL POLICIES AND PRICES ARE SUBJECT TO CHANGE WITHOUT NOTICE. For the most recent copy, visit georgiasouthern.edu/garden.

Name of Renter: ___________________________ Signature: ___________________________ Date: ___________________________
Name of Organization: ____________________________________________________________

Name: _______________________________________________________________________

Phone: ______________________________________________________________________

Email: _______________________________________________________________________

**Rental Time Line**

Your rental period begins at the time specified below. Vendors may only arrive between the hours listed. Discuss arrival and set up needs with your vendors prior to scheduling your Arrival and Departure times. Additional rental hour fees ($100 per hour) must be paid and scheduled as soon as possible. Plan for your vendor arrival and departures when figuring your Time Line. Failure to depart at the agreed time will result in forfeiture of the $500 Safety and Security Deposit.

Option B Tent Rental: Call the Garden 912/871.1149 to coordinate tent delivery.

Delivery Date: _______    Size: ________________________

**Event Rental Arrival and Departure**

Total Event hours: _______                                           Event Date: ________________

Arrival (Staff arrives and opens/vendors arrive/decorating begins): __________________________

  Caterer arrival: ________________________________________________________________

  Bartender arrival: _____________________________________________________________

  Band arrival: __________________________________________________________________

Event Start Time: _________________________________________________________________

Conclusion of event (music ends at 11 p.m.): ____________________________

  Caterer departure: _____________________________________________________________

Clean up (Renter returns Garden to pre-event condition): ____________________________

Departure (Staff closes the Garden/leaves the Garden): ________________________________

I have read and understand the Facility Rental Agreement and agree to adhere to all of the policies. I warrant that the organization or individuals representing me, are responsible for any and all damages resulting from this event. ALL POLICIES AND PRICES ARE SUBJECT TO CHANGE WITHOUT NOTICE. For the most recent copy, visit georgiasouthern.edu/garden.

Name of Renter: __________________________ Signature: ___________________________ Date: _______________________
Heritage Pavilion Rental for Fraternity or Sorority Events

For Fraternity or Sorority events

The Heritage Pavilion is an open air structure with restrooms and kitchen (freezer, refrigerator, sink and counter space).

Pricing includes:
Heritage Pavilion, Kitchen, Restrooms and Farmyard are included in your rental.
6, 8 or 12 reception rental hours. Plan for at least 2 hours for decorating and 2 hours for clean-up of your event.
Increase the hours for more elaborate decorating or larger guest size.
The Garden’s Security Officer

**GSU Alcohol Policy will require additional Officers at the Fraternity or Sorority cost.**

Tent, tables, chairs, linens and catering not included. Use the vendor of your choice or ETS.

<table>
<thead>
<tr>
<th>Rental Hours:</th>
<th>6 hours</th>
<th>8 hours</th>
<th>12 hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Heritage Pavilion: <strong>Guests 1-125</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Sunday-Thursday</td>
<td>$ 850</td>
<td>$1,100</td>
<td>$1,450</td>
</tr>
<tr>
<td>b. Friday-Saturday</td>
<td>$1,600</td>
<td>$2,100</td>
<td>$2,600</td>
</tr>
</tbody>
</table>

Tent space is not included. To add a tent space to option A, choose option B or C, regardless of number of guests.

| B. Tent space includes use of The Heritage Pavilion, kitchen and restrooms |
|---------------------------------|-----------------|-----------------|
| c. 40 x 80 Guests: **126-250**  |
| d. 40 x 100 Guests: **251-400** |

**GSU Alcohol Permit:**

GSU Policy on Events requires that an Alcohol Service Permit be submitted to the appropriate Vice President for permission to serve alcohol at an event. A copy of the approved Alcohol Services Permit must be submitted to GSU Catering and the Garden before the event. No alcohol will be served unless the permit is turned in to all required organizations. Policy and Form attached or visit http://jobs.georgiasouthern.edu/pdf/2021%20Alcohol%20Policy.pdf

Contact Stan Akins at GSU Catering for scheduling & fees, 912-478-5073.

It is the responsibility of the renter to ensure that alcohol is not served to minors.

Pricing is based on rental hours, number of guests, wear and tear on the Garden. Funds raised through facility rentals support the Garden and its operations.

*Event rental by GSU faculty staff, administration, students, and other GSU affiliated organizations, alumni, Garden members, other non-profits, educational institutions, and other similar individuals or organizations is priced the same as above due to operational cost. *Fundraising events by non-profits other than the Garden are not permitted.

I have read and understand the Facility Rental Agreement and agree to adhere to all of the policies. I warrant that the organization or individuals representing me, are responsible for any and all damages resulting from this event. ALL POLICIES AND PRICES ARE SUBJECT TO CHANGE WITHOUT NOTICE. For the most recent copy, visit georgiasouthern.edu/garden.

Name of Renter: __________________________ Signature: __________________________ Date: _______________________

The Garden of the Coastal Plain
P. O. Box 8039, 1505 Bland Avenue
Statesboro, Georgia 30460
912.871.1149
I. Purpose

The purpose of this policy is to manage and regulate the use of alcohol at events on campus and other areas controlled by the University.

II. Policy Statement

Georgia Southern University recognizes that members of the campus and surrounding communities may wish to have alcoholic beverages served at various events and functions on the University’s campus or other areas under the control of the University. However, the University is firmly committed to allowing alcoholic beverages to be served only at events where it is appropriate to do so in keeping with the academic mission of the University, and only in a manner that is responsible, legal, safe, and in moderation. In accordance with these commitments, the University has adopted this Policy on Events with Alcohol Service.

III. Exclusions

These are exclusions and exceptions to the policy.

- This policy does not apply to the use of alcohol by persons of legal drinking age on the premises of residence halls owned and/or operated by the Department of University Housing, which through its policies, promulgates and enforces rules applicable to such circumstances.

- This policy does not apply to service of alcohol to guests of the President at official University functions.

- This policy does not apply to the service or use of alcohol at any skybox at Paulson Stadium which shall be subject to the supervision and control of the persons or businesses entitled to use such skyboxes, or their designees.

- This policy does not apply to the service or use of alcohol in the Paulson Stadium parking lot and other campus parking lots used for “tailgating” activities before and/or after official University (NCAA sanctioned) sporting events which shall be subject to the supervision and control of the persons hosting any gatherings there.
IV. Procedures

1. All activities relating to the use of alcohol shall comply with all applicable local, state and/or federal laws.

2. No alcohol may be served or used by any person at any time on the campus of the University, or in any area under the control of the University, except as provided in this policy.

3. Notwithstanding any other provision of this policy, no alcohol may be served or used by any person at any time on the campus of the University, or in any area under the control of the University, in any manner that violates local, state or federal law.

4. The issuance of an Alcohol Service Permit (attached) is at the discretion of the appropriate Vice President (or person designated by the Vice President), who shall consider all relevant circumstances, including but not limited to those listed in this policy. No organization, group, or individual has the right to serve alcohol on campus. Rather, an Alcohol Service Permit is a privilege.

5. This policy applies to all areas under the control of Georgia Southern University, whether such areas are owned or leased. This policy also applies to any location which is rented or reserved by persons acting on behalf of the University, such as hotels or banquet halls used for University events.

6. All venues which host or allow alcohol service events must provide a staff member who will serve as the Event Manager. This person will be the representative of the Department or campus entity responsible for the event location and will be listed as such on the Alcohol Service Form. He/she must be present during the entire event and will ensure that all University and location specific policies, guidelines, and procedures are followed.

7. Provided that an Alcohol Service Permit is first obtained from the appropriate Vice President (or person designated by that Vice President), the service and use of alcohol is permitted in areas temporarily rented, licensed, or occupied by the University pursuant to contract.

8. Campus departments and organizations or off-campus groups or organizations must obtain an Alcohol Service Permit by applying to the Vice President (or the person designated by that Vice President) in charge of the area in which the event is to occur. Applications must be made on the Alcohol Service Permit form attached to this policy, and all information must be provided. The Vice President shall determine whether it is in the best interest of the University for the event to occur and whether to impose any special restrictions thereupon.

A. Event Security

Each event will be handled on a case-by-case basis to determine what level of security is needed, if any. The final determination rests with the appropriate Vice President/designee. The Vice President may make a determination that the event does not require security. If security is required, the number of officers needed to work the event will be determined by University Police. Staffing is based on several factors to include the type of event, location, times, number of attendees, age of attendees*, etc. Event sponsors will be responsible for all costs for security staffing and any other costs/fees as required.
Understanding that all events will not require security staffing and those that do may not require the same level of staffing, there are three levels of security staffing available to the appropriate Vice President.

**Level 1**  
No security staffing needed

**Level 2**  
Officer(s) will not be assigned to staff the event. However, University police, or other security as approved by the appropriate Vice President, will monitor the event and perform random checks of the venue throughout the event to insure policy compliance.

**Level 3**  
Officer(s) will be assigned to staff the event. The officer(s) will be present for the duration of the event and will assist catering staff with any issues that may develop.

*Due to the opportunity for abuse, it is highly recommended that alcohol service events having attendees under the age of 21 be designated as level 2 or level 3 events.

University employees working events must be mindful to address and/or report all policy violations to the appropriate manager no matter what level the event. It is imperative that all problems/issues are addressed immediately. If the incident requires a police response, notify the officer working the event. If an officer is not present, the Event Manager should immediately contact University Police, or the local police agency having jurisdictional authority over the event location and report the incident.

**B. Prohibited Activities**

1. No kegs are permitted under any circumstances.

2. No drinking games or other activities that promote excessive use of alcohol are permitted.

**C. Event Guidelines**

1. The attached form shall be used for all events where alcohol will be served. The form must be completed and submitted to the appropriate Vice President/designee at the same time the event venue is booked. A minimum of two weeks’ (14 days’) notice is required to provide ample time for scheduling security and other special restrictions (if necessary). Exceptions may be allowed by the approval of the appropriate Vice President/designee; however, these should be the exception not the rule.

2. The customer must identify one person who will be in charge of the event. This person will be responsible for complying with this policy and operating as the organization/sponsor’s agent. This person must complete and sign the Alcohol Service Permit form no later than 14 days prior to the event. This person must also agree to be present at the event venue during the entire event and may not consume alcohol.
3. All bar service personnel must be trained in the safe and responsible service of alcohol. Georgia Southern University Catering will provide bar service personnel for all on-campus events as well as any event utilizing their services. No alcohol can be brought into the event.

4. No person shall be served alcohol if he/she is judged to be intoxicated by any bartender, waiter, or the designated responsible person.

5. Appropriate amounts of non-alcoholic beverages and food shall be provided. The customer/event sponsor is responsible for scheduling and paying for non-alcoholic beverages and food through Catering Services.

6. No advertisements used to promote the event, whether printed or broadcast, shall promote the irresponsible use of alcohol in any manner.

7. Alcohol consumption/possession must be restricted to the area reserved for the event.

8. No person shall be served alcohol until they have provided the server with an approved picture identification proving they are 21 years of age or older.

9. Only the customer is allowed to remove surplus alcohol from the premises at the end of the event. Any alcohol left with Georgia Southern Catering over 48 hours will be discarded.

10. The Catering Manager and/or the Event Manager have the authority to stop alcohol service at any time.

11. It is recommended that each location that hosts events where alcohol may be served, compile a set of guidelines to govern events at that specific location. These location specific guidelines should be posted on the applicable University Department’s web site and be accessible to the public.
Georgia Southern University
Alcohol Service Permit

Date: ______________________

Organization/Sponsor (if applicable): __________________________________________________

Customer Name: ___________________________ Phone: ______________________
E-mail: ___________________________
Address: ___________________________ City/State/Zip: ___________________________

Will someone else be acting as your agent at the event? Yes  No

If so, list the person who will be responsible for handling the event as your representative.

Name: ___________________________ Phone: ______________________
E-mail: ___________________________
Address: ___________________________ City/State/Zip: ___________________________

Type of Event: ___________________________

Event Date: ___________________________ Location: ___________________________

Starting Time: _________ Ending Time: _________

Will persons under 21 years of age be attending? Yes  No

I affirm that I have been given a copy of the Georgia Southern University Policy on Events with Alcohol Service and any associated location specific guidelines. I agree to abide by all policies and guidelines governing my event. I or my representative, if so listed, will personally attend the entire event and will not consume any alcohol. I authorize my representative, if so listed, to make any and all decisions relating to this event and agree to be bound by any decision made.

Print Name/Signature (Customer) ___________________________ Date ___________________________

Print Name/Signature (Representative) ___________________________ Date ___________________________

When signed by the appropriate Vice President/designee, a copy of this permit shall constitute written permission for the above person/organization to serve alcohol at the listed event. All Georgia Southern Policies must be followed including any and all event specific guidelines as well as any special restrictions/guidelines listed below.

Special restrictions/guidelines: __________________________________________________________

Is Security required for this event? Yes  No  Level: ______________

Event Manager: ___________________________

Print Name/Signature ___________________________ Date ___________________________