

# Request to Serve Alcoholic Beverages

Beer and Wine Only

Organization		Point of Contact Name	
Event Description		Estimated Attendance Count	
Event Location (Gilruth Center / Bldg. 207)	Event Date	Start Time	End Time
What alcoholic beverages will be served?	What quantity will be served?	Servers:	
List other food and beverage items available	Monitor 1.	Monitor 2.	Monitor 3.

All events must adhere to **Starport Expectations for Responsible Beverage Service**. 1.) Age Compliance: Only individuals 21 years or older may possess, distribute, consume alcohol. 2.) Over-Consumption Prohibited: Alcohol must not be served to visibly intoxicated guests. As a general guideline, consumption should not exceed 3 drinks per person over a 3-hour event. 3.) Alcohol Sales: Alcohol may not be sold at any event unless provided by a TABC-certified vendor. 4.) Required Provisions: Alcohol may only be consumed in designated areas, with no open containers outside those areas and no glass containers permitted. 5.) To prevent access by minors: check IDs, do not leave alcohol unattended, and store alcoholic beverages separately from non-alcoholic beverages.

Select the Right Plan Based on Event Size: Small Private Event Plan (≤75 People)  Large Event Plan (>75 People)

**Small Private Event Plan (≤75 People) | Self-serve beer and wine**

1. Assign roles
  - a. Name 1 Event Organizer and 2 Monitors
  - b. Ensure all are briefed on Starport Alcohol Policy
2. Guest & Alcohol Management
  - a. Invitation-only event; no BYOB or public access
  - b. Beer and Wine only; served in non-glass containers
  - c. Alcohol kept in designated, monitored area (not unattended)
3. Safety Protocols
  - a. Monitors:
    - i. Check IDs when needed
    - ii. Intervene if intoxication is observed
    - iii. Coordinate safe ride home if necessary
4. Clear Guest Messaging
  - a. Remind guests: drink responsibly, no underage drinking, no intoxicated service
  - b. Post visible signs at alcohol stations

**Large Event Plan (>75 People)**

1. Alcohol at large events must be served by a TABC-certified server and purchased from a TABC-licensed operator.
2. Follow **Starport Expectations for Responsible Beverage Service**
3. Follow guidance outlined for *Small Private Event Plan*

Approval and Signature: *As the sponsor for this event, I acknowledge by signature that I have read, understand, and agree to adhere to the regulations listed on this form. I have been given a copy of the Gilruth Center Alcohol Use policy, and I will make sure that they are enforced. I will have a signed copy of this Request to Serve Alcoholic Beverages Form available at the event as proof that it was obtained. I understand that information submitted herein will be relied upon by the Starport Management to determine if alcohol use procedures are being followed. I certify that the information in this registration form is complete and correct. I understand that the submission of false information and/or failure to follow federal, state, and local laws and Gilruth Center policies and procedures are grounds for appropriate disciplinary action. I understand that Starport or designee's signature is not confirming room reservation. These must be done separately. I understand the signature simply reflects an acknowledgement that alcohol is being served according to NASA Exchange-JSC Policy. NASA Exchange-JSC accepts no liability.*

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

**(Starport Use Only)**

Approval	Additional Information (if needed)
Yes	
No	