DATE: ________________________________

To:     Tedd L. Mitchell, MD  
        President  
        Texas Tech University Health Sciences Center  
        3601 4th Street, MS 6258  
        Lubbock, TX 79430

From: _______________________________  
        Contact: _______________________________

Department: _______________________________

RE: Authorization to Serve Alcohol

Requesting permission to serve alcohol (beer and wine) at the event listed below. PLEASE NOTE: THE PRESIDENT REQUIRELS THAT WATER AND SOFT DRINKS BE AVAILABLE AT ANY EVENT WHERE ALCOHOL IS SERVED.

Event name: ________________________________________________________________

Hosted by: ________________________________________________________________

Business Purpose: __________________________________________________________

Date: _____________________________  Location: ________________________________

Total approximate attendance:_____ ☑ all that apply: _____Students _____Faculty _____Staff _____Donors _____Other (please specify) _____________________________

Per HSC OP 72.16, ___________________________________________ (Name of Vendor) meets the following criteria:
   (a) Alcohol can only be served by vendors properly licensed by the Texas Alcoholic Beverage Commission (TABC) to serve/sell.
   (b) All servers must be TABC certified and follow the TABC rules concerning the serving and dispensing of alcohol.
   (c) The vendor is required to provide proof of licensure and to ensure all served are TABC certified.
   (d) The event agreement from the vendor/caterer must contain a clause indemnifying TTUHSC and TTUS along with evidence of insurance compliant with current TTUHSC and TTUS standards.

Approved by:

Department Head:  
        Name/Title:__________________________________________  _________________________

Dean/VP:  
        Name/Title:__________________________________________  _________________________

President:  
        Tedd L. Mitchell, MD – President  _________________________