

BMCC Events Form

Request must be submitted at least ten (10) days prior to the date of the event

Date Request Submitted to President: _____

President's Decision: _____ Approved _____ Denied/Reason _____

President's Signature: _____ Date: _____

Organization responsible for the event: _____

Contact name/phone: _____

Date and Time of Event: _____ Location: _____

Describe event – purpose/ control measures/ID checks

Fundraising proceeds will be used for: _____

Who will be invited to attend?

Name of licensed food service contractor: _____

Items to be served: _____ beer _____ wine _____ food (provide type of food):

Is this event covered under OLCC? Yes _____ No _____

Server Permit Holders Name(s): _____

Are security personnel required? Yes _____ No _____

Names of College administrator(s) to be in attendance: _____ How is
this event being funded? _____

Does the college's general liability policy cover the event? (Please list time/date this is confirmed with
agent.) _____