

Alcohol Licenses

ALCOHOL LICENSE APPLICATION

Application for alcohol to be submitted by host/beneficiary - Cabinet Member for University events or guest for non-University events - to the SC Department of Revenue.

Questions on determining host - contact Vice President for Finance or General Counsel.

Applicant responsible for delivery, setup, and removal of alcohol.

Alcohol license applications are more restrictive than beer and wine applications.

SERVICE AND PROCESS

Alcohol must be served by the University's food service vendor unless there's a scheduling conflict - if there's a conflict, the Vice President for Finance must approve. Only the Vice President for Finance may approve an exception for another vendor.

All alcohol shall be purchased or donated from an authorized wholesaler/manufacturer. The purchase of the alcohol must be in accordance with state law and ABL regulations.

It's best to apply for the alcohol license at least 20 days prior to the event. A copy of the alcohol license application must be provided to the University's food service vendor as soon as it's filed.

A copy of the alcohol license must be provided to the Vice President for Finance 3 business days prior to the event. Without adequate proof, alcohol will **NOT** be served.

INSURANCE REQUIREMENTS AND CONTACTS

The University's Vice President for Finance will determine the appropriate and necessary insurance requirements and if additional coverage is necessary.

University Events: Contact the University's Insurance Liaison to complete an Inter-Departmental Transfer and submit the alcohol license 3 business days prior to the event.

Non-University Events: Contact the University's Insurance Liaison to submit the alcohol license and proof of general liability and special event liquor insurance naming the University as an additional insured 3 business days prior to the event.

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