

# Alcohol Service Flow Chart

Are attendees being charged in any way to attend your event?

No, this event is completely free for attendees

Yes, attendees are being charged

There is a no direct or indirect sale of alcohol. Attendees are not being charged to attend for ANY part of the event. **(no exchange of funds)**

**Requirements for Alcohol Service:**

1. **Campus Alcohol Permit (from CES\*)**
2. **Alcohol Service MUST be done by either:**
  - o **RBS Certified Server**
  - o **Licensed Bar Service /Caterer**

How are you supplying the alcohol for your event?

Please note a One-Day Sale License will be required for your event.

We're buying the alcohol from an Approved Registered Caterer or An Approved Registered Caterer is providing a cash bar

The alcohol is donated or our department chair is providing the alcohol or we're buying it ourselves etc.

What is your group's non-profit status?

We're a campus department with no outside non-profit affiliation

We have our own non-profit tax ID number or An outside non-profit group is co-sponsoring this event with us

Visit <https://ces.ucdavis.edu/food-and-services-events> to make sure your caterer is eligible to sell alcohol.

**Requirements for Alcohol Service:**

1. **Campus Alcohol Permit (from CES\*)**
2. **ABC Letter (from CES)**
3. **One-day Sales License (from ABC) which the caterer will get for you**
4. **Alcohol Service MUST be done by Licensed Bar Service/Caterer**

Since campus departments are state entities, they are not eligible to purchase One-day Sales License from the ABC. **Your alcohol permit will not be approved if your event falls in this category.**

Your options are to do one of the following:

- Buy your alcohol from an Approved Registered Caterer
- Change your event so attendees are not being charged in any way to attend
- Find an outside non-profit group to cosponsor your event so they can obtain the One-day Sales License from the ABC

When filling out the Campus Alcohol Permit, list your department and the name of the co-sponsoring group

Examples: You're the Math Department and Cal Aggie Alumni Association or the Ag Leadership Foundation is co-sponsoring your event

**Requirements for Alcohol Service:**

1. **Campus Alcohol Permit (from CES)**
2. **ABC Letter (from CES)**
3. **One-day Sales License (from ABC) which the non-profit will get for you**
4. **Alcohol Service MUST be done by either:**
  - o **RBS Certified Server**
  - o **Licensed Bar Service /Caterer**

ABC – Alcohol Beverage Control of the State of California: [www.abc.ca.gov](http://www.abc.ca.gov)  
 \*CES – Conference and Event Services at UC Davis: [ces.ucdavis.edu/alcoholpermits](http://ces.ucdavis.edu/alcoholpermits)  
 If you have any questions about alcohol on the UC Davis campus, please email [ues@ucdavis.edu](mailto:ues@ucdavis.edu)