



United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, D.C. 20240

Memorandum

To: P. Michael Cyr
Chief, Division of Facilities Management Services
National Business Center

From: Name (of Management Official):
Title:
Organization:
Signature (of Management Official):

Subject: Authorization to Serve Alcoholic Beverages in the Main and South Interior Buildings
(Interior Complex)

This is a request for authorization to serve alcoholic beverages at a holiday season celebration or special event in the Interior Complex. As required, the following information is submitted for your consideration.

1. What is the purpose of the function?

Answer:

2. When will the function be held? What location? During what time?

Answer:

3. How will the serving of alcoholic beverages be controlled?

Answer:

A. What measures will be taken to ensure that minors are not served alcoholic beverages?

Answer:

B. Will the beverages be dispensed by a non-drinking bartender?

Answer:

C. What kind of alcoholic beverages will be served?

Answer:

D. What steps will be taken to limit the number of beverages served to attendees to avoid intoxication or impaired judgement/reflexes?

Answer:

4. Will an employee be designated to oversee the function? Name and title?

Answer:

5. Will, as a standard measure, food be served with the alcoholic beverages?

Answer:

6. What arrangement will be made to transport home persons who have overindulged?

Answer:

7. Will attendance at the function where alcoholic beverages is served be mandatory?

Answer:

If we have any other questions concerning this request, who should we contact:

Name:

Telephone # ((xxx) xxx-xxxx):

Fax # ((xxx) xxx-xxxx):

Approved ***Alcohol must be kept within the immediate vicinity of the event.** Please recycle plastic, glass, and aluminum beverage containers.

Disapproved

Chief, Division of Facilities Management Services (Signature)

Date (mm/dd/yyyy)

cc: Interior Complex Building Manager's Office
Interior Complex Security Office
National Business Center Conference and Special Events Office

Revised 6 Aug 07