



**ALCOHOL REQUEST FORM**

PLEASE FILL OUT ALL AREAS BELOW AND SUBMIT TO:

ALI GAGNE  
 EVENTS COORDINATOR, HAVERHILL AND LAWRENCE CAMPUS  
 NORTHERN ESSEX COMMUNITY COLLEGE  
 100 ELLIOTT STREET, HAVERHILL, MA 01830  
 Phone: 978-556-3964

Today's Date: \_\_\_\_\_  
 Organization Name: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
 Date of Event: \_\_\_\_\_ Location: \_\_\_\_\_  
 Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_  
 No. of Persons Expected at Event: \_\_\_\_\_ Purpose of Event: \_\_\_\_\_

Please contact one of NECC's approved caterers/alcohol vendors and inform the Events Coordinator of your choices:

NECC's Approved Vendors: (Please select one)	Caterers	Alcohol
<ul style="list-style-type: none"> <li>Simply Elegant Catering - 978-372-7329  <a href="http://www.simplyelegantcatering.biz/">http://www.simplyelegantcatering.biz/</a></li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>NexDine - 978-897-2276  <a href="http://www.nexdine.com/">http://www.nexdine.com/</a></li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Salvatore's - 857-389-8534  <a href="http://www.salvatoresrestaurants.com/">http://www.salvatoresrestaurants.com/</a></li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Butler and Bars - 978-686-9084  <a href="http://www.butlersandbars.com/">http://www.butlersandbars.com/</a></li> </ul>		<input type="checkbox"/>
<ul style="list-style-type: none"> <li>North Shore Bartending - 978.766.4673  <a href="http://www.northshorebartenders.com/">http://www.northshorebartenders.com/</a></li> </ul>		<input type="checkbox"/>

THE NECC Events Coordinator will hire the following Campus Safety or Haverhill/Lawrence police, and will invoice the User for their services.

Number of Public Safety Officers needed: \_\_\_\_\_  
 Number of Police Officers needed: \_\_\_\_\_  
 Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

\_\_\_\_\_  
 President, Vice President of Admin. & Finance/CFO, or designee

\_\_\_\_\_  
 Date

The signature below indicates an understanding to abide by the laws of the Commonwealth of Massachusetts, Chapter 138, and the terms and conditions of the NECC Alcohol Policy.

\_\_\_\_\_  
 User

\_\_\_\_\_  
 Date