



ALCOHOL REQUEST FORM

PLEASE FILL OUT ALL AREAS BELOW AND SUBMIT TO:

Allison Gagne, Director of Auxiliary Services
NORTHERN ESSEX COMMUNITY COLLEGE
100 ELLIOTT STREET, HAVERHILL, MA 01830
Phone: 978-556-3964

Date:

Organization Name:

Contact Person:

Title:

Phone:

Email Address:

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 NECC of your choice:

NECC's Approved Vendors: (Please select one)	Caterers	Alcohol
<ul style="list-style-type: none">• Simply Elegant Catering - 978-372-7329 http://www.simplyelegantcatering.biz		
<ul style="list-style-type: none">• Michael Patrick Catering -978-259-3431• michaelpriley@comcast.net		

THE NECC Director of Auxiliary Services will hire the following NECC Police 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: _____

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