

If you are interested in having an event with alcohol please be advised:

The following buildings have liquor licenses and do not require any additional permits: Dana Center, Lacava, and Student Center.

For all other locations (inside or out) a permit must be obtained from the city of Waltham. The fee is $250 and will be charged back to your cost center. Please fill out the permit request below and send back to [Aamiot@bentley.edu](mailto:Aamiot@bentley.edu). All applications must be received 45 days prior to event.

\*\*Please Note: You will still need to work with Sodexo Catering for alcohol set up at your event.



LIQUOR PERMIT REQUEST FORM

Date Permit is Needed:

Location of Event:

Time of Bar Service:

Estimated Number of People:

Requestor:

Cost Code:

Signed:

Today’s Date:

Please return form to [aamiot@bentley.edu](mailto:aamiot@bentley.edu)

Please note you will still need to work with Sodexo Catering for alcohol set up at your event.

Form should be submitted a minimum of 30 days prior to the start of your event.