

**ALCOHOL REQUEST FORM - Spring 2014**

Please submit this to request funding for alcohol along with your completed contingency request form **at least four (4) weeks** prior to the event date to *Meghan Haenn, WSA Treasurer* at [mlh466@nyu.edu](mailto:mlh466@nyu.edu) and CC [wagner.events@nyu.edu](mailto:wagner.events@nyu.edu).

Please explain the purpose of alcohol at this event:

**NOTE:** You will be charged for the total amount of alcohol that is provided for the event. Be prepared to spend $5 per bottle of wine and $9 for kosher wine. If you plan to offer beer at your event, contact the Office of External Affairs at [wagner.events@nyu.edu](mailto:wagner.events@nyu.edu) for pricing information.

**TO BE COMPLETED BY STUDENT GROUP TREASURER:**

Student Group:       Treasurer Name:

Name of Event:       Treasurer Email:

Date of Event:       Anticipated Attendance:

Beer:       Quantity approved:       Price/Bottle:       Total:

White Wine:       Quantity requested:       Price/Bottle:       Total:

Red Wine:       Quantity requested:       Price/Bottle:       Total:

Any Special Requests/Comments:

**TO BE COMPLETED BY WSA TREASURER:**

Beer:       Quantity approved:       Price/Bottle:       Total:

White Wine:       Quantity approved:       Price/Bottle:       Total:

Red Wine:       Quantity approved:       Price/Bottle:       Total:

TOTAL COST: