



OFFICE OF THE GENERAL COUNSEL

TABC PERMIT REQUEST

If your department is hosting an event on campus where alcohol will be served, you must obtain authorization from our office permitting the service of alcohol. Upon receipt of your TABC permit request, our office will prepare an authorization letter for the Rice sponsor to share with the outside vendor.

If you have any questions about submitting this form, you may contact our office at (713) 384-5237.

Date of Request: _____

Event Details

Date of Event: _____ Time of Alcohol Service: _____

Department: _____ Date Letter Required: _____

Rice Sponsor Name: _____ Ext. No.: _____

E-Mail: _____ Fax No.: _____

Specific location of the event (e.g. McMurty Hall at Jones Graduate School):

Vendor

Contact Name: _____ Company: _____

Address (Street address, City, State, Zip):

Phone No. _____ Fax No. _____

Event Description:
