

# CAMPUS LIQUOR APPLICATION

*This application must be filled out and submitted 10 days prior to any event(s) held on Campus in which alcoholic beverages will be served. Licensed premises not included.*

Event Location: \_\_\_\_\_  
Campus Building Room

Event Description: \_\_\_\_\_  
 \_\_\_\_\_

Event Details: \_\_\_\_\_  
Date Start Time (a.m./p.m.) Finish Time (a.m./p.m.)

Faculty / Staff Attendance:      Yes                  No                  Food Services:      Yes                  No

Person in Charge of Event: \_\_\_\_\_ Maximum Attendance: \_\_\_\_\_  
(Please Print)

Group/Person(s) in Charge of Security: \_\_\_\_\_  
(Please Print) Please attach a list of person(s) expected to provide security services.

Serving It Right Person: \_\_\_\_\_ Serving It Right #: \_\_\_\_\_  
(Please Print)

Signature: \_\_\_\_\_

Beverages served: Beer	Quantity	Unit (i.e. kegs, bottles)	Cost per drink
Wine	Quantity	Unit (i.e. kegs, bottles)	Cost per drink
Spirits	Quantity	Unit (i.e. kegs, bottles)	Cost per drink

*Maximum quantity is 4 servings per person as per OC policy.*

The undersigned, on behalf of the sponsoring organization, agrees to conform to the conditions of approval and all regulations listed on the back of this form, including any and all attachments hereto.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Please print)

Signature: \_\_\_\_\_

Staff Functions: Approval of "A" only is required and "B" to be notified of the event.

Other Functions: Approval of "B" is required and Facilities Management will advise if "A" approval is required also.

**A. Principal, Dean, Director, Manager**

Remarks / Restrictions \_\_\_\_\_  
 \_\_\_\_\_

Approval - Signature \_\_\_\_\_ Date: \_\_\_\_\_  
(Please Print)

Signature: \_\_\_\_\_

**B. Campus Development & Facilities Management**

Remarks / Restrictions \_\_\_\_\_  
 \_\_\_\_\_

Approval: Director Campus Development & Facilities Management or designate \_\_\_\_\_  
Signature

Date: \_\_\_\_\_

*This document is to be posted at the approved function with a valid Liquor Board special occasion license.*