



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)

Serving It Right Person: _____ Serving It Right #: _____
(Please Print)

Signature: _____

Beverages served: Beer _____ Wine _____ Spirits _____ (please check)

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.

Name: _____ Date: _____
(Please print)

Signature: _____

Inter-departmental socials will not require a Special Occasion License, rather only a Campus Liquor Application filed with Security Services Office.

Other Functions where the general public is invited, or liquor is being sold will require a Special Occasion License and A Campus Liquor Application approved through the Security Services Office.

Manager, Security Services

Remarks / Restrictions: _____

Extra Security Required: _____

Approval – Name _____ Date: _____
(Please Print)

Signature: _____

Date: _____

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

REGULATIONS GOVERNING SPECIAL OCCASION LICENCE FUNCTIONS

1. Special Occasion Licenses are issued to bona fide groups or organizations for social and recreation functions and may be attended only by members and invited guests.
2. OC reserves the right to withhold approval and may cancel any function without notice.
3. There may be a limit imposed on the frequency with which these functions may be sponsored by any one organization.
4. The sponsoring organization shall save harmless OC from any and all damages that can reasonably be demonstrated as resulting from the function. Liability Insurance coverage may be required and proof presented of its existence.
5. Campus Security personnel may be required or waived for this event by the Office of Security Services.
6. The sponsoring organization is responsible for ensuring that all provisions of the Liquor Act and the Regulations thereunder are observed and enforced.
7. Admission to these functions must be limited to those eligible for membership in the sponsoring group plus a reasonable number of invited guests, and any advertising must so indicate. Reference to the availability of alcohol at these functions is not permitted on advertising materials.
8. The function must not commence prior to the approved starting time or extend beyond the approved finishing time.
9. If the function is a "Wine and Cheese" type reception the requirements for Security services may be waived.
10. The sponsor group will pay any additional labour required to repair or clean up the premises.
11. The location must be appropriate to the function, and conform to OC space use policy.
12. Attendance must not exceed the rated capacity of the room to be used, or the limit approved for the function. Functions held in buildings where occupancy limits are not known may obtain occupancy limits from the Department of Facilities Management.
13. The sponsoring organization is to ensure no liquor is permitted to leave the building or area in which the function is held, and ensure that patrons vacate the area in a timely manner after the finishing time.
14. The person named in the Special Occasion License (Serving it Right Person) must be present throughout the entire event and available to meet OC officials, law enforcement officers and Liquor Board Inspectors. Once the liquor permit is obtained, a copy is to be delivered to the Security Services Office during normal OC business hours prior to the event.
15. OC designated officials are empowered to terminate a special occasion function if violations of the law, OC Policy or conditions of the application approval occur.