



<b>Title</b>	<b>Alcohol Policy – Service and Consumption</b>
<b>Policy Area</b>	Operations – Facilities and Business Services
<b>Policy Number</b>	E.3.2
<b>See also</b> <i>(related policies)</i>	Facility Rental Policy Hospitality Policy

<b>Effective Date of Policy:</b>	September 5, 2018
<b>Approval Date:</b>	September 5, 2018
<b>Applies to:</b>	Employees, Students, Visitors and Guests
<b>Approving Body:</b>	President
<b>Supersedes:</b>	Alcohol – Serving and Consumption of Alcohol July 1, 2005
<b>Authority:</b>	<a href="#">College and Institute Act</a> <a href="#">Liquor Control and Licensing Act</a>

The following are responsible for the administration of this policy:

<b>Primary Office</b>	<b>Contact</b>
Vice President, Employees and Corporate Services	Director, Facilities and Business Services

### **Policy Statement**

1.0 The intent of this policy is to ensure the responsible service of alcohol at all Okanagan College events and on Okanagan College campuses. The College recognizes the consumption of alcoholic beverages is a matter of personal choice and expects each person to be responsible for his or her own conduct and to be mindful of the rights of others.

### **Policy Details**

2.0 Scope of Policy

2.1 This policy applies to all events on College campuses where alcohol will be served. The events include:

- a) a function organized or hosted by the College (by an employee, group or entity contracted by the College); and

b) a function not organized or hosted by the College.

2.2 Alcohol may be served on College campuses subject to the BC *Liquor Control and Licensing Act* and *Liquor Control and Licensing Regulation*, (collectively, the “Act”), any other applicable laws and the terms of this policy.

### 3.0 Service Areas

3.1 Alcohol may only be served at the following locations:

a) an area licensed as a Service Area under the Act. At the College there are two Service Areas:

- i) Kelowna Campus cafeteria; and
- ii) Kelowna Infusions Restaurant and Patio;

b) a location where a special event permit (a “Special Event Permit”) has been issued in accordance with the Act. The process for acquiring a Special Event Permit is set out on the website in the BC government document entitled “Request to Hold an Event Where Alcohol will be Served” (<https://specialevents.bcldb.com/help#aclicencetype>);

c) a location approved by the College for an event organized by the College for College guests and/or employees where a Special Event Permit is *not* required (<https://specialevents.bcldb.com/help#aclicencetype>); and

d) a location approved by the College and for a College course or program in which the tasting of alcohol is part of the curriculum, for example, sensory evaluation of alcohol held in the Penticton campus Wine Sensory Lab.

3.2 All food and beverage services in a Service Area and in any location with a Special Event Permit must be provided or authorized by the College.

3.3 For an event organized by the College that requires a Special Event Permit, the organizing employee (or delegate) is responsible for acquiring the Special Event Permit and for compliance with its terms, including the duty of care outlined under the Special Event Permit requirements.

3.4 For an external event the College’s involvement shall be limited to the granting of permission to hold a licensed event on its premises. The event organizer shall be responsible for acquiring the Special Event Permit and for compliance with its terms, including the duty of care outlined under the Special Event Permit requirements.

## Procedures

### 4.0 Organizer Obligations

4.1 An event organizer for an external event or an event organized by the College that requires a Special Event Permit will:

- a) reserve space using the Facility Rental Policy;
- b) obtain a Special Event Permit from the BC Liquor Licensing Branch;

- c ) complete the College Campus Liquor Application Form and submit it to the Manager, Security and Crisis Management at least 10 days in advance of the event. See attached form: *Campus Liquor Application Form*;
  - d ) provide a copy of the Special Event Permit to the Manager, Security and Crisis Management at least 3 days in advance of the event;
  - e) comply with all licensing and regulations under the Act, Special Event Permit terms, College policies and any other procedures on alcohol consumption, such as the Continuing Studies' *Alcohol for Education Policy* (please contact Continuing Studies for this policy);
  - f) post a copy of the Campus Liquor Application Form and the Special Event Permit in a visible location at the event;
  - g) be present throughout the entire event and available to meet College officials, law enforcement officers and Liquor Board Inspector if necessary;
  - h) ensure no alcohol is taken outside of the location where the event is held;
  - i) be and remain responsible for the conduct of the event attendees; and
  - j) have food and non-alcoholic beverages available during the time alcohol is served.
- 4.2 For external events, the Manager, Security and Crisis Management will determine if security is required. The event organizer will be responsible for the costs.
- 4.3 For external events the organizer shall be required to indemnify the College and provide evidence of liability insurance as outlined in the Facility Rental Policy.
- 4.4 For an event organized by the College that does not require a Special Event Permit, the employee organizing the event must consult with the Manager, Security and Crisis Management to ensure compliance with College policies.



# CAMPUS LIQUOR APPLICATION FORM

*This application must be filled out and submitted to the Manager, Security and Crisis Management as outlined in the Okanagan College Alcohol Policy – Service and Consumption*

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)

Serving it Right Application Number: \_\_\_\_\_

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

Beverages served:  Beer  Wine  Spirits (please check all that apply)

The undersigned agrees to adhere to the *BC Liquor Control and Licensing Act* and *Liquor Control and Licensing Regulation* and all College policies.

Name: \_\_\_\_\_  
(Please print)

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

## Manager, Security Services

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

Extra Security Required: \_\_\_\_\_

Approved by:

Name: \_\_\_\_\_  
(Please Print)

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

*This document must be posted at the approved event with a valid Special Event Permit under the Liquor Control and Licensing Regulation.*