Appendix A: Procedure for Requesting an Event at which Liquor will be Sold or Served

SIMON FRASER UNIVERSITY Policies and Procedures

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Policy Authority: Vice President Finance and Administration

Parent Policy: Selling, Serving and Advertising of Controlled Substances

1.0 PURPOSE

1.1 The purpose of this appendix is to outline the procedure to request an event at which liquor will be sold or served.

2.0 PROCEDURE

2.1 Applicants seeking permission to hold an event where alcohol will be served must be familiar with the terms and conditions under which approval to hold or host such an event will be granted by the University. Holding an event with alcohol is not a right and the University reserves the right to withhold approval for any event.

2.2 No event involving the selling or serving of liquor (beer, wine, coolers, spirits, etc.) may be held without University approval.

2.3 The University will not typically approve Special Event Permit requests that the Burnaby Campus for Thursdays where a “pub night” event is being held in the Highland Pub. Also, the University may limit the number of Special Event Permits to two per week and one per day. Choose your event day early and consider alternative dates prior to seeking approval.

2.4 Liquor shall only be sold or served in a venue covered either by one of the University’s existing Liquor Licenses or by a Special Event Permit.

2.5 The University requires that a supply of food and non-alcoholic or dealcoholized beverages be made available for consumption during the event. We encourage light foods (e.g. chips, fruit and cheese etc.) be made available for all attendees. Other food items such as pizza, salad, sandwiches, wraps, hotdogs etc., should be available.

2.6 The University requires the person whose name appears on the event’s Special Event Permit must possess a Serving It Right Certificate and must be present for the duration of the licensed event. All servers shall have a Serving it Right Serving Certificate. The ratio of servers to guests for large events should be a minimum of 1 per 75 guests attending.
2.7 Door Control & Proof of ID checking

2.7.1 The Primary Event Organizer shall ensure there is security at the doors to check and monitor proof of age. No minors are permitted to enter the venue. Depending on the size of event you may be required to hire Campus Security staff to be present at the event. Campus Security must approve your event plan.

2.7.2 The venue shall allow for control of entry and exit. Liquor shall not leave the area and shall not be passed to people outside the venue for consumption.

2.7.3 For events in open areas (e.g., Convocation Mall) arrangements shall be made for temporary fencing of at least 6' in height to control access. Contact Facilities Services to make arrangements.

2.7.4 You shall ensure that you do not exceed the approved number of attendees for the approved (that is, the “licensed”) space.

2.8 Advertising your event:

2.8.1 Posters, flyers or announcements to the public shall not have liquor advertising as their primary focus. “All-inclusive” pricing for an event (i.e., “all you can drink,” “open-bar”) advertising is prohibited. It is prohibited to advertise the price of liquor/drinks. The use of phrases like “cheap drinks,” “kegger”, “wipeout” and “beer garden” are prohibited.

2.8.2 Events should be promoted to SFU students and not in such a way as to attract the general public from off-campus.

2.8.3 The promotion of beverage alcohol (“liquor”) shall not encourage any form of alcohol abuse, nor shall it place emphasis on quantity or frequency of use.

2.8.4 Liquor advertising that promotes an event as well as a product or brand shall not portray drinking as a solution to personal or academic problems of students or as necessary to social, sexual or academic success.

2.8.5 The name of the sponsoring student group shall be larger than any other wording.

2.8.6 The promotion of specific "brands" of alcoholic beverages is not allowed under any circumstances.

2.9 Compliance with all of the above is required for permission to hold an event. Events in progress that violate any of the above will be “shut down”.

3.0 FORMS AND TEMPLATES

3.1 Request to Hold an Event at Which Liquor will be Sold or Served.
REQUEST TO HOLD AN EVENT AT WHICH LIQUOR WILL BE SOLD OR SERVED

Instructions:

Please follow the steps outlined below. The process should be completed at least **14 business days in advance of the date of the event**.

- **Step 1:** The Primary Event Organizer completes Section 1 including their Special Event Server/Serving-It-Right Certificate number.

- **Step 2:** The Primary Event Organizer takes this form to the room booking authority for the event and obtains authorization as required in Section 2. Room booking is different for each space and at the different campuses. Student Services at each campus can assist you in locating the proper booking authority.

- **Step 3:** The Primary Event Organizer books an appointment to meet with the Responsible Officer to review the form, event plan, and advertising for the event. At the Burnaby Campus, call Melissa Lee (778-782-6710), Secretary to the Director to book an appointment with one of the designated people who may approve the event.

- **Step 4:** With Section 2 complete and copies of any on-line or print advertising for the event, the Primary Event Organizer meets with the Responsible Officer (by appointment) to complete Section 3. Responsible Officers for each campus are noted below.

- **Step 5:** With Section 3 complete, the Event Organizer takes the completed form to Campus Security for approval.

- **Step 6:** With Section 4 complete, the Event Organizer goes on-line to [https://specialevents.bclldb.com/](https://specialevents.bclldb.com/) to fill out the Special Event Permit form.

- **Step 7:** For ALL Events at Burnaby, the Event Organizer must take the completed “Application for a Special Event Permit” online form NO LATER THAN 7 DAYS BEFORE THE EVENT to the RCMP, 6355 Deer Lake Ave, Burnaby BC

- **Step 8:** The Event Organizer takes the approved “Online Application for a Special Event Permit” back to the BC Liquor Store to obtain your Special Event Permit.

- **Step 9:** The Event Organizer takes a copy of:
  (i) approved “Application for Special Event Permit”
  (ii) the BC Liquor Store “Special Event Permit”; and
  (iii) the receipt of liquor purchase;
  to Campus Security for signature approval.

- **Step 10:** Take a copy of the completed Special Event Permit to the Responsible Officer (section 3)

- **Step 11:** You are required to display your Special Event Permit throughout your event.
Simon Fraser University Primary Organizer & Event Information for Special Event Permit

Section 1: Primary Organizer & Event Information

Primary Event Organizer’s Name: ____________________________
Student # (if applicable) __________________________

Primary Phone #: _____________________ Cell # _______________

Email: _____________________________

Event Name: ________________________________

Event Date: ___________________________

Location: _____________________ Room Capacity: ________

Expected Attendance: ___________________

Start & End of Alcohol Service START Time: ______________
END Time: ____________________________
(cannot exceed 6 hours or end after 10PM in open spaces)

Organization Affiliation:

☐ SFSS/SFSS Club/SFSS Student Union
☐ GSS or GSS Club (event requires GSS certificate of insurance)
☐ Other: _____________________
☐ SFU Department (event requires approval of Dean, Chair or Director)

Alcohol Servers: 1 server minimum for events with 75 persons or less attending; 1 additional server per additional 75 attending (attach additional sheet if necessary):

Name: __________________________

Serving It Right #: ________________

Signature: _________________________

Date: ____________________________

Name: __________________________

Serving It Right #: ________________

Signature: _________________________

Date: ____________________________

As the Primary Event Organizer, I certify that I have read and understand Simon Fraser University Policy AD 1.12. Further, I affirm that this event is consistent with the purposes of the University and accept personal responsibility for ensuring that the liquor laws of the Province of British Columbia, and the policies and procedures of the University, are fully complied with during the event. I possess a Special Events Server/Serving-It-right certificate and I accept personal responsibility for the conduct of visitors and guests at this event.

Name: __________________________

Serving It Right #: ________________

Signature: _________________________

Date: ____________________________
Section 2: Confirmation of Room Booking

SFSS or SFSS Club bookings of open space on campus (e.g. Convocation Mall, 3rd Floor WMX, James Douglas Room, etc.) require completion of a room booking form with the SFSS General Office.

I am authorized to book the specified room on the date above and confirm the booking for the purposes of the event in Section 1. Further, I confirm that the venue can accommodate the number of expected to attend the event.

Name: ___________________________________ Department: _____________________________

Signature: ___________________________ Date: _____________________________

Section 3: Responsible Officer

The Responsible Officer or designate (see Policy AD 1.12, Appendix III) has reviewed this application and documented any additional conditions that must be met for this event to proceed.

Certificate of insurance with SFU as additional named insured: Confirmed ☐ N/A ☐

Specify any additional conditions required in order for the event to proceed:

________________________________________________________________________________________

________________________________________________________________________________________

As the Responsible Officer for the University, I have reviewed the event information and room booking, and have discussed the event with the Event Organizer, and affirm that the event complies with SFU Policy AD 1.12

Name: _______________________________ Department: ___________________________

Signature: _____________________________ Date: _____________________________

Section 4: Security

Campus Security (or its designate at Vancouver/Surrey campuses) has reviewed this application and documented any additional conditions that must be met for this event to proceed. Permission is conditional upon compliance with applicable legislation (including obtaining a Special Event Permit pursuant to BC’s Liquor Control and Licensing Act) and all applicable University policies and procedures (including Policy AD 1.12, “Selling, Serving and Advertising of Controlled Substances”).

Is additional Security required for this event? NO ☐ YES ☐ If yes, how many Security officers? __________

Name: _______________________________ Department: ___________________________

Signature: _____________________________ Date: _____________________________
Section 5: Security

Campus Security (or its designate at Vancouver/Surrey campuses) has received a copy of an approved Special Event Permit for the event:

Name: _______________________________  Department: _______________________

Signature: ___________________________  Date: ___________________________

Section 6: Completion of Process

Primary Event Organizer:
Provide a copy of the completed form and Special Event Permit to the Responsible Officer who completed Section 3 of this form.