APPENDIX III: REQUEST TO HOLD AN EVENT AT WHICH LIQUOR WILL BE SOLD OR SERVED

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. Please read the following:

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

1. The University will not typically approve Special Occasion License 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 Occasion Licenses to two per week and one per day. Choose your event day early and consider alternative dates prior to seeking approval.

2. 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 Occasion License.

3. BC’s liquor laws require that a wide variety and generous supply of food and non-alcoholic or de-alcoholized beverages be made available for consumption during the event. We encourage light foods (e.g., chips, popcorn etc.) be made available for all attendees. Other food items such as pizza, salad, sandwiches, wraps, hotdogs etc., should be available for purchase.

4. The person whose name appears on the event’s Special Occasion License must possess a Serving It Right Licensee Certificate and must be present throughout 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.

5. Door Control & Proof of ID checking:
   a. 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.
   b. 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.
   c. 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.
   d. You shall ensure that you do not exceed the approved number of attendees for the approved (that is, the “licensed”) space.

6. Advertising your event:
   a. 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.
   b. Events should be promoted to SFU students and not in such a way as to attract the general public from off-campus.
   c. 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.
   d. 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.
   e. The name of the sponsoring student group shall be larger than any other wording.
   f. The promotion of specific “brands” of alcoholic beverages is not allowed under any circumstances.

Please note: 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.”
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 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 Terri Pattinson (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 takes this form to a BC Liquor Store to obtain an “Application for a Special Occasion License.”
- **Step 7:** For ALL Events at Burnaby, the Event Organizer must take the completed “Application for a Special Occasion License” form NOT LATER THAN 7 DAYS BEFORE THE EVENT to the RCMP, 6355 Deer Lake Ave, Burnaby, BC.
- **Step 8:** The Event Organizer takes the approved “Application for a Special Occasion License” back to the BC Liquor Store to obtain your Special Occasion License.
- **Step 9:** The Event Organizer takes a copy of:
  (i) approved “Application for Special Occasion License”
  (ii) the BC Liquor Store “Special Occasion License”
  (iii) the receipt of liquor purchase;
  to Campus Security for signature approval.
- **Step 10:** Take a copy of the completed Special Occasion License to the Responsible Officer (section 3)
- **Step 11:** **You are required to display your Special Occasion License throughout your event.**

RESPONSIBLE OFFICERS

Responsibility for authorizing an application for a Special Occasion License is delegated as noted below.

<table>
<thead>
<tr>
<th>Burnaby Campus</th>
<th>Director Administration, Student Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vancouver Campus — Harbour Centre</td>
<td>Meeting, Event &amp; Conference Services</td>
</tr>
<tr>
<td>Vancouver Campus — Centre for Dialogue</td>
<td>Meeting, Event &amp; Conference Services</td>
</tr>
<tr>
<td>Vancouver Campus — Segal School for Graduate Studies</td>
<td>Meeting, Event &amp; Conference Services</td>
</tr>
<tr>
<td>Surrey Campus</td>
<td>Executive Director, Surrey Campus</td>
</tr>
</tbody>
</table>
Simon Fraser University Primary Organizer & Event Information for Special Occasion License

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  ☐ Non-SFU
☐ 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: __________

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 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: __________________

SFU Policy AD 1.12, Selling, Serving and Advertising Liquor, Appendix III and Special Occasion License Event Approval Form (September 2010)
**Section 3: Responsible Officer**
The Responsible Officer or designate (see Policy AD 1.12, Appendix II) 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 Occasion License 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 Liquor”).

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 Occasion License for the event:

Name: ____________________________________  Department: ____________________

Signature: _________________________________  Date: __________________________

**Section 6: Completion of Process**
Primary Event Organizer:
Provide a copy of the completed form and Special Occasion License to the Responsible Officer who completed Section 3 of this form.