



REQUEST FOR UNIVERSITY PERMISSION TO HOLD A FUNCTION WHERE ALCOHOL WILL BE SERVED BY A CATERING COMPANY

1. Catering Company

Full legal name of company: _____
 Address: _____ City: _____
 Postal code: _____ Email: _____
 Telephone: _____ Contact name: _____
 Liquor License Number: _____

2. Event information

Event organizer/sponsor/host: _____
 UBC Faculty/Unit name (if applicable): _____
 Function: _____ Date of function: _____
 Building: _____ Room number/name: _____
 Attendance expected: _____ Start and end time alcohol is to be served: _____

3. This application must be authorized by the director/head/manager of the department or facility where the event is to be held.
 On behalf of the University of British Columbia, I give permission to the above-named catering company to hold the above-noted function on the University premises identified above. This permission is conditional upon compliance with all applicable legislation, policies and procedures (including the policy entitled "Serving and Consumption of Alcohol at University Events or on University Premises").

Director/Head/Manager: _____
 Department/Unit: _____
 Signature: _____ Date: _____
 Dean: _____
 Signature: _____
 Faculty: _____

4. Scheduling Services

Event Room Capacity: _____
 Confirmed By: _____
 Date: _____

Required Documentation

- Certificate of Insurance
- LCLB Catering Authorization with license number and expiry date
- Copy of any conditions or requirements of director/head/manager of the department or facility where event is to be held, or check if not applicable

Email the completed form to room.bookings@ubc.ca