REQUEST TO HOLD AN OUTDOOR EVENT WHERE ALCOHOL WILL BE SERVED

The organizer of the function should complete Sections 1 and 2, and obtain authorizations in Section 3 from the department/faculty/residence where the outdoor event is to take place.

Email the completed and signed form to Community Development (outdoor.events@ubc.ca) at least 30 business days prior to the date of the event.

All AMS-constituted student organizations holding events on-campus where alcohol will be served are required to submit a copy of the event’s Special Occasion License (SOL) to the AMS Student Bookings representative in the AMS Nest 3500.

1. Organizer (please print legibly)

Name: ______________________________ Organization: ______________________________
Email: ______________________________ Address: ______________________________
Contact Phone: ______________________________ City: ______________________________
Alternate Phone: ______________________________ Postal Code: ______________________________

☐ I represent an organization that has organized and meets regularly or occasionally for a common purpose.

☐ I certify that the above-noted function is consistent with the purposes of the University and that I have addressed all items on the Organizer’s Checklist following this application.

☐ I am in possession of a Serving It Right certificate and I accept responsibility for the conduct of visitors and guests at this function.

☐ I am aware of and understand the SOL legislation that permits the BC Liquor Control and Licensing Branch to assess fines for failure to enforce my legal responsibilities as the event host.

☐ I acknowledge that any fines imposed by the BC Liquor Control and Licensing Branch for SOL contraventions at my event will be my responsibility if the Organization is not a legal entity.

☐ I acknowledge that there will be no underage attendees admitted to this event.

Signature of Organizer: ______________________________

2. Function Information

Function: ______________________________ Date of Function: ______________________________
Purpose: ______________________________ Time of Function: ______________________________
Location: ______________________________ Time Alcohol to be Served: ______________________________

Attendance Expected: ______________________________

Outdoor events with 100+ attendees require a Safety and Emergency Response Plan (SERP) attached to this application.
3. Authorizations

This application must be authorized by the Dean/Director/Residence Life Manager (RLM) of the Faculty/Unit/Residence and, where applicable the Head/Manager of the Department where the event is to be held.

On behalf of the University of British Columbia, I give permission to the Organizer to hold a function on the University premises as identified in section 2. This permission is conditional upon compliance with all applicable legislation (including the obtaining of a Special Occasion Licence pursuant to the Liquor Control and Licensing Act), all University policies and procedures, including Policy #13 - Serving and Consumption of Alcohol at University Events or on University Premises, and all items in the Organizer’s Checklist following this application.

Department event is to be held: __________________________________________________________

Signature: ___________________________________________ Date: __________________________
Dean/Director/RLM: ________________________________
Print name

Signature: ___________________________________________ Date: __________________________
Head/Manager: ________________________________
Print name

Signature: ___________________________________________ Date: __________________________
Faculty/Unit/Residence: ________________________________
Print name