



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