



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

The Organizer of the function should complete Sections 1 and 2 and then obtain authorization as required in Section 3 from the department/ faculty/residence where the event is to take place.

Once authorized, email the form to Scheduling Services (room.bookings@ubc.ca) at least 30 days before the event date for verification of authorizing signature(s) and attendance expected for the function where alcohol is to be served (Section 4).

All AMS-constituted student organizations holding on-campus events where alcohol will be served are required to submit a copy of the event's Special Event Permit (SEP) to the AMS Student Bookings Representative in the Nest 3500.

1. Organizer

Organization: _____ Organizer (print name): _____
 Address: _____ City: _____
 Postal Code: _____ Email: _____
 Contact tel: _____ Business: _____

- 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 Responsible Beverage Service certificate and I accept responsibility for the conduct of visitors and guests at this function.

- I am aware of and understand the SEP 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 SEP 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: _____

2. Room information

Function: _____ Date of function: _____
 Building: _____ Room number or name: _____
 Attendance expected: _____ Time alcohol to be served: _____
 Event Room Capacity: _____

3. 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 above-named organizer to hold the above-noted function on the University premises identified above. This permission is conditional upon compliance with all applicable legislation (including the obtaining of a Special Event Permit pursuant to the Liquor Control and Licensing Act), all University policies and procedures (Including the policy entitled "Serving and Consumption of Alcohol at University Events or on University Premises"), and all items in the Organizer's Checklist following this application.

Dean/Director/RLM: _____ Faculty/Unit/Residence: _____
print name
 Signature: _____ Date: _____
 Head/Manager (if applicable): _____ Department: _____
print name
 Signature: _____ Date: _____

4. Scheduling Services

Above Signatures Confirmed by: _____ Date: _____

- 100+ attendees: Safety and Emergency Response Plan attached
- Copy of Responsible Beverage Service Certificate and Gov't ID attached