



Liquor Licence Exempt Event Application Form

This application applies to events where alcohol will be served at UBC and qualify as a Licence Exempt Event as established by the provisions of Board of Governors' Policy #13 Serving and Consumption of Alcohol at University Facilities and Events. Please submit completed Application Form to the Director of Planning, Development Services, UBC Vancouver. Upon verification that the event is in conformity with the Licence Exempt Event provisions of Policy #13, you will receive written confirmation that your event qualifies as a Licence Exempt Event.

Applicant: _____

Phone: _____ Email: _____

Faculty/Dept/Unit: _____ Date of Event: _____

Name of Event: _____ Start/End Time: _____

Location of Event: _____

(Building Name/Address/Room Name/Room Number)

Venue Approval attached: YES NO

Applicant's undertaking that the event complies with Policy #13 Procedures (4.1), including:

- 4.1.1 Alcohol will not be sold YES NO
4.1.2 Event contained in a University-controlled building (not outdoors) YES NO
4.1.3 Area is not visible to the public YES NO
4.1.4 Event will not draw public attention (maximum 75 attendees) YES NO
4.1.5 Event is by invitation only YES NO
4.1.6 Entry control to ensure no admittance to uninvited members YES NO
4.1.7 Attendance restricted to UBC employees and their guests YES NO
4.1.8 No fees charged for entry, entertainment, alcohol or related services YES NO
4.1.9 No outside alcoholic beverages YES NO

SIGNATURE OF APPLICANT: _____ DATE: _____

THIS SECTION FOR C+CP USE ONLY

Venue occupant load: _____ Venue Approval checked by: _____

Date: _____ Event criteria checked by: _____