



### UBC Alcohol Request Form

Request to hold an outdoor event where alcohol is being served

- 1) Complete Sections 1 and 2.
- 2) If applicable obtain the authorizations required in Section 3 from the department/Faculty/Residence where the event is to take place.
- 3) **At least 30 business days prior to the date of the event**, submit the completed form to Community Development for approval (Section 4.)
- 4) **At least 25 days prior the event date**, Community Development will then email the form to RCMP so that they can attach this form to the online Special Events Permit (SEP).

**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 Events Permit (SEP) to the AMS Student Bookings representative.**

#### 1. Organizer

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

- |   |   |
|---|---|
| <input type="checkbox"/> I represent an organization that has organized and meets regularly or occasionally for a common purpose.   | <input type="checkbox"/> 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. |
| <input type="checkbox"/> 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. | <input type="checkbox"/> 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.   |
| <input type="checkbox"/> I am in possession of a Serving it Right certificate and I accept responsibility for the conduct of visitors and guests at this function. Copy of certificate attached.                | <input type="checkbox"/> 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: _____



**3. Authorizations**

**This application must be authorized by the Dean/Director/Residence Life Manager (RLM) of the Faculty/Unit 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 Events Permit pursuant to the Liquor Control and Licensing Act), all University policies and procedures, including [Policy SC9 - Serving and Consumption of Alcohol at University Facilities and Events](#), and all items in the Organizer’s Checklist following this application.

Outdoor location where event will be held: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Dean/Director: \_\_\_\_\_

Print name

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Head/Manager: \_\_\_\_\_

Print name

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Faculty/Unit: \_\_\_\_\_

Print name

**4. Community Development - Campus and Community Planning**

Confirmed by: \_\_\_\_\_

Date: \_\_\_\_\_