



## UBC Alcohol Request Form: Catering Company

Request for university permission to hold an outdoor event  
where alcohol will be served by a catering company

The form is to be submitted at **least 30 days prior to the event** for verification of event details.

### 1. Catering Company

Full legal name of company: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_  
Postal code: \_\_\_\_\_ Email: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Contact name: \_\_\_\_\_  
  
Liquor License Number: \_\_\_\_\_

### 2. Event information

Event organizer/sponsor/host: \_\_\_\_\_  
UBC Faculty/Unit name (if applicable): \_\_\_\_\_  
Function: \_\_\_\_\_ Date of function: \_\_\_\_\_  
Outdoor location: \_\_\_\_\_ Event START time: \_\_\_\_\_  
Attendance expected: \_\_\_\_\_ Event END time: \_\_\_\_\_

### 3. This application must be authorized by the director/head/manager

On behalf of the University of British Columbia, I give permission to the above-named catering company to hold the above-noted function on the University premises identified above. This permission is conditional upon compliance with all applicable legislation, policies and procedures (including the policy entitled Policy SC9: [Serving and Consumption of Alcohol at University Events or on University Premises](#)).

Director/Head/Manager: \_\_\_\_\_  
Department/Unit: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Dean: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Faculty: \_\_\_\_\_

### 4. Approval – Community Development (Campus and Community Planning)

Outdoor Location Capacity: \_\_\_\_\_  
Confirmed By: \_\_\_\_\_  
Date: \_\_\_\_\_

#### Attach the following documentation:

- Certificate of Insurance
- LCLB Catering Authorization with license number and expiry date
- Copy of any conditions or requirements of director/head/manager of the department where event is to be held, or check if not applicable.