



UBC Alcohol Permission Form

Request to hold an outdoor event where alcohol is being served

- 1) Complete Sections 1 and 2.
- 2) Obtain the authorizations required in Section 3 from the Department/Faculty.
- 3) **At least 30 business days prior to the date of the event**, submit the completed form to the Film & Events Office, Community Development for approval (Section 4.)
- 4) **At least 25 days prior the event date**, Film & Events Office will email the form to the RCMP to be attached to the online Special Events Permit (SEP). Information on the Permission Form must match the 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"/> Will underage attendees be permitted in the area where alcohol is being served? Yes [] No [] |
| <input type="checkbox"/> I am in possession of a Special Event Server certificate (required only if event has less than 500 attendees) | |

Signature of Organizer: _____

For events with 100+ attendees, an Event Safety Emergency Response Plan must be attached.



2. Function Information

Function Name: _____ 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 of the Faculty/Unit, and where applicable, the Head/Manager of the Department.

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: _____

Circle title and Print name

Signature: _____ Date: _____

Head/Manager: _____

Circle title and Print name

4. Confirmed by Film & Events Office, Community Development – C+CP

Signature: _____ Date: _____

Print name _____

[] 100+ attendees: Event Safety Emergency Response Plan (SERP) included