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: __________________________

☐ 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 Serving it Right certificate and I accept responsibility for the conduct of visitors and guests at this function. Copy of certificate attached.
☐ I am in possession of a Special Event Server certificate (required only if event has less than 500 attendees)

☐ 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.
☐ Will underage attendees be permitted in the area where alcohol is being served? Yes [ ] No [ ]

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