



**REQUEST TO HOLD AN OUTDOOR EVENT WHERE ALCOHOL WILL BE SERVED**

- 1) Complete Sections 1 and 2.
- 2) 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 Campus Programs and Animation, Campus + Community Planning to complete Section 4.
- 4) **At least 25 days prior the event date**, take this form in person to the RCMP detachment at 2990 Wesbrook Mall for approval.

**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 Occasion License (SOL) to the AMS Student Bookings representative (in SUB 230A).**

**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.<br><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.<br><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 am aware of and understand the SOL legislation that permits the BC Liquor Control and Licensing Branch to assess fines for failure to enforce my legal responsibilities as the event host.<br><input type="checkbox"/> I acknowledge that any fines imposed by the BC Liquor Control and Licensing Branch for SOL contraventions at my event will be my responsibility if the Organization is not a legal entity.<br><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/Residence 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 Occasion Licence pursuant to the Liquor Control and Licensing Act), all University policies and procedures, including [Policy #13 - Serving and Consumption of Alcohol at University Events or on University Premises](#), and all items in the Organizer’s Checklist following this application.

Department event is to be held: \_\_\_\_\_

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

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

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

Print name

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

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

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

Print name

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

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

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

Print name

**4. Campus Programs and Animation, Campus + Community Planning**

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

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