

APPENDIX B

Application for a Function at Which Alcoholic Beverages will be Served

(Must be approved at least seven (7) working days in advance)

Group Requesting Permission

Address _____ Phone _____

Contact Person (must be in attendance at the event) _____

Contact Person Email Address _____ Phone _____

Purpose of Function

Date of Function

Location of Function

Start Time

End Time

(Building & room number, or outdoor location)

Number of Expected Attendees:

General Public

Restricted

Special Occasion Permit

Insurance

ALL FUNCTIONS REQUIRE:

Faculty Permission / Dean

(Name, please print)

(Signature)

(Date)

Approval of person authorizing the use of the space.

Space Use Authorization

(Name, please print)

(Signature)

(Date)

Student functions – Faculty advisor

(Name, please print)

(Signature)

(Date)

Type of Beverages to be Served:

Beer

Wine

Spirits

*Please list who is supplying alcohol

Food must be served (snack foods are not sufficient) – SIGNATURE BY CATERING AGENCY REQUIRED

1. Type of food to be provided (catered) by

University caterer, signature required

2. If not University caterer, authorized by

Director, Student Affairs Operations

*Serve it Right trained Servers – list on back

Signatures required

Alternative non-alcoholic beverages must be served.

I, _____, the undersigned, of the above named group, agree to the conditions of approval and all of the regulations listed on this form and overleaf.

Signed _____ Date _____

(Event contact person)

SECURITY

All functions serving alcohol must have this form approved by the Director of Security and Operations (or designate).

All security arrangements must be made at the Security Office, RIC 120.

Number of security required: _____

Security staff to be provided by: Campus Security The Owl

EVENT APPROVAL:

Director of Security and Operations _____ **Date** _____

A copy of this document **must be posted at the function.**

cc: Campus Security, Hospitality Services (fax 306-337-2903), Custodial Services

Regulations Governing Functions Where Alcohol is Served

(See Policy at <http://www.uregina.ca/policy/browse-policy/policy-OPS-110-005.html>)

The **sponsoring group** is responsible for ensuring that all provisions of the Saskatchewan Liquor and Gaming Authority and all other applicable laws and regulations are observed and enforced. Even with additional Security, **it is the responsibility of the event organizer to ensure ID checks take place, room capacities are obeyed, and all other regulations followed.**

1. The University reserves the right to refuse permission to hold a function on campus and to cancel an approved function upon the violation of any law, University regulation or condition of the application.
2. The sponsoring group shall accept all responsibility for any and all damages that can reasonably be demonstrated to have resulted from the function; additional labour and costs incurred if it is necessary to keep a building open beyond normal working hours, and any additional labour costs required to repair or clean the premises.
3. All functions in the Riddell Centre Multi-Purpose Room will be booked through The Owl management.
4. Arrangements for additional security may be required by Campus Security. Generally where groups exceed 100 people in attendance, or if recent incidents warrant extra security may be required, a minimum ratio of one security person to 100 people is required. This number may be increased at the discretion of the Director, Security and Operations. Costs of additional security are the responsibility of the hosting group. Security personnel must be in place for the entire duration of the function. In the case of a function authorized with a Special Occasion Permit, security personnel must be in place until the remaining alcohol is removed from the premises.
5. All events held on campus or paid for with University funds require trained servers with "Serve it Right" training.
6. Admission to Special Occasion Permit functions must be limited to those eligible for membership in the sponsoring group and a reasonable number of guests.
7. The function must not commence prior to the approved start time or extend beyond the approved end time. Alcohol must not be on site before event start time and removed completely from the University by event end time. If alcohol is catered by a University Caterer, then alcohol may be brought to or returned to an authorized, permanently licensed location (University Food Services or The Owl).
8. The location must be appropriate to the function and must conform to the University space use policy. Attendance must not exceed the rated capacity of the room used, or the limit approved, for the function. Room capacity limits may not be combined to increase attendance numbers. Functions must have the approval of the Dean, the person having responsibility for the space, and the Director, Security and Operations.
9. Using University administered funds to pay for catering services on-campus requires that "University Caterers" be used exclusively. University Food Services must be contacted regarding the food for any function before using an outside agency. Food and non-alcoholic beverages in reasonable quantity must be available to those attending.
10. The **group contact person must be present** throughout the entire event and available to meet with University officials, law enforcement officers and/or Saskatchewan Liquor and Gaming Authority inspectors.

FUNCTIONS HELD OUTDOORS:

- a) Special Occasion Permits must be obtained from a Liquor Board Store; however, if the event is held outdoors, Saskatchewan Liquor and Gaming Authority, Head Office (2500 – 8th Fl., Victoria Ave.) must provide the approval.
- b) Correspondence from Campus Security is forwarded to Provincial Capital Commission (PCC) notifying them of the event, so their permission can be granted.
- c) Fence outlining the area for use must be put up in conjunction with PCC.
- d) Where a barbeque is to be held, protective coverings must be placed under the barbeques.
- e) Where food is to be prepared, all requirements of the University Food Services Policy ([OPS-100-005](#)) must be followed.