University of Regina

APPENDIX B

Application for a Function at Which Alcoholic Beverages will be Served

(Must be approved at least seven (7) working days in advance; Send completed form to hospitality.services@uregina.ca)

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)*

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 REQUIRED

1. Type of food to be provided (catered) by University Food Services, authorized by University Food Services _____

2. If not University Food Services, authorized by Manager, Hospitality and Consumer Services or Designate _____

*Serve it Right Trained Servers – list on back _____

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)

University of Regina Protective Services

All security arrangements must be made at RIC 120

Number of security required: _____

Security staff to be provided by: Protective Services ☐ Event Host ☐ _____

(Protective Services Approval)

EVENT APPROVAL:

Manager, Hospitality & Consumer Services or Designate _____ **Date** _____

Revised October 2026

A copy of this document MUST be posted at the function

cc: University of Regina Protective Services, 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 Hospitality Services.
4. Arrangements for additional security may be required by Protective Services. 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 Protective Services Designate. 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).
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 Protective Services Designate.
9. Using University administered funds to pay for catering services on-campus requires that University Food Services 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 submitted online via the SLGA website.

b) Correspondence from Hospitality Services 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.