

 CAPILANO UNIVERSITY		POLICY	
Policy No.	Officer Responsible		
OP.414	Vice-President University Relations		
Policy Name			
Liquor Service and Consumption at University Events			
Approved by	Replaces	Category	Next Review
SLC	E.414 Alcohol Service and Consumption	University Relations	September 2028
Date Issued	Date Revised	Related Policies	
August 29, 2007	September 20, 2023	B.501 Standards of Conduct B.701 Student Code of Conduct	

1 PURPOSE

- 1.1 Capilano University (“the University”) seeks to create an environment in which Liquor is consumed responsibly and in moderation and discourages destructive Liquor-related behavior . The purpose of this policy is to set out the requirements for, and mitigate the risks associated with the service and consumption of Liquor during University events.

2 DEFINITIONS

“**Act**” in this policy means collectively, the *Liquor Control and Licensing Act (British Columbia)* and the *Liquor Control and Licensing Regulation*.

“**Employee**” means any person employed by the University.

“**Liquor**” means beer, wine, spirits or other product that is intended for human consumption and that contains more than 1% alcohol by volume as defined by the *Act*.

“**Manager UE&C**” is the Manager, University and Ceremonies, who is designated to approve University Events and authorize an application for a special event permit.

“**Member of the University community**” means employees, students, board members and volunteers.

“**Outside parties**” means an individual or organization who is not a member of the University Community.

“**Primary Event Organizer (PEO)**” is the designated individual responsible for ensuring that all Liquor-related laws, policies, guidelines and procedures are followed, including obtaining approvals and permits. The Primary Event Organizer must be a University employee.

“Serving It Right” is a self-study course that educates permit holders, managers and servers about their legal responsibilities. A Serving It Right certificate is required for all permittees and Liquor servers at an event with over 500 guests. If an individual has a valid Serving It Right certificate, they will not be required to complete Special Event Server training as well.

“Special Event Server” is an abridged training program developed specifically for special event permit events, and educates permittees, managers and servers about their legal responsibilities. A Special Event Server certificate is required for all permittees and Liquor servers at an event with fewer than 500 guests.

“Student” means an individual enrolled in any course (credit or non-credit) at the University

“University Event” is a University-sanctioned gathering on or off campus. “Sanctioned” means that the event has been organized by an authorized University Employee in the course of their duties.

“Visitor or guest” means non-University community members (including alumni and donors) visiting any University premises or property, or participating in a University-event.

3 SCOPE

- 3.1 This policy applies to any Students or Employees holding events at which Liquor will be served and/or consumed. This may include events taking place on University property or third party property when University representatives are serving the Liquor, and/or the event relates to University business or its activities.
- 3.2 This policy is to be read and understood in conjunction with existing University guidelines and procedures for organizing and holding events. Compliance with this policy does not guarantee approval will be granted for an event.

4 POLICY STATEMENT

- 4.1 Access to Liquor on campus is a privilege contingent on compliance with all statutory requirements and University policy.
- 4.2 Events on campus may be organized by the Capilano University Events team or the Capilano Students’ Union (see section 8). Other events may be organized by Student or Employee groups or by Outside Parties through the Space Booking process (see section 10).
- 4.3 The University does not encourage the consumption of Liquor. All events will take place in a manner that ensures the choice not to drink Liquor is included and supported and does not encourage destructive Liquor related behaviour.
- 4.4 A license or permit issued by the British Columbia Liquor and Cannabis Licensing Branch is required for any University event where Liquor will be served or consumed.

- 4.5 All sales and service of Liquor on campus are subject to compliance with the provisions of the Act. Wherever conflict may arise between any policy, guidelines or procedures of the University and the Act, the Act shall prevail.
- 4.6 The consumption or possession of open Liquor on campus is not permitted, except as permitted in designated areas or at approved special University Events.
- 4.7 Liquor may be served or consumed at a University Event only in accordance with this policy and all applicable laws, and with approval by the Manager, Special Events and Ceremonies (the “Manager UE&C”). Approval for Liquor service and consumption will be granted only if the primary purpose of the event is one or more of the following:
- a) to enhance the collegial interaction of Employees and Students;
 - b) to encourage the interaction of faculty and students with professionals in the fields studied at the University; or
 - c) to advance the University’s goals for interaction with the community.
- 4.8 Those who serve and those who consume Liquor on University premises must act in a responsible manner, with due regard to the safety and security of themselves and others.
- 4.9 No individual under 19 years of age is to be supplied with, or be in possession of, any Liquor at any University Event.
- 4.10 All advertising in respect of any University Event where Liquor will be served or consumed must comply with the requirements of the Act. In particular, advertising and promotion of a University Event will not promote Liquor or liquor consumption in any way.
- 4.11 Nothing in this policy is to be taken as creating or imposing any liability at law or in equity upon the University for violation of this policy or its associated procedure by any Member of the University community.

5 RESPONSIBILITIES OF THE PRIMARY EVENT ORGANIZER

- 5.1 For every University Event involving the sale or consumption of Liquor, a Primary Event Organizer (PEO) must be designated .
- 5.2 The PEO is responsible for informing themselves of their legal responsibilities under the Act and of the liabilities that can arise from the service and consumption of Liquor. PEOs must be aware that, if they fail to take reasonable steps to prevent overconsumption of Liquor, they can be held personally liable for the conduct of event attendees who consume Liquor.
- 5.3 The PEO’s responsibilities include but are not limited to:
- a) Complying with all requirements set out in this Policy and the accompanying Procedure and any instructions provided by Special Events and Ceremonies relating to approval to serve or consume Liquor at the event;
 - b) Obtaining all authorizations, licenses and permits (e.g. the Special Event Permit) required by this policy and the Act;

- c) Making sure that the event offers alternatives to Liquor consumption and that the event is welcoming to those not drinking Liquor;
- d) Being present at the event from the beginning to the end of Liquor service;
- a) Making sure that measures are in place to check and monitor proof of age of visitors or guests purchasing or consuming liquor;
- e) Keeping records as required by the *Act*, including but not limited to the amount of and price of Liquor purchased or sold, receipts for the purchase of Liquor from a distributor, as well as the name of each server and their Serving It Right or Special Event Server certificate number; and
- f) Complying with all other obligations under the *Act* and any other Liquor-related laws or regulations.

6 RESPONSIBILITIES OF THE MANAGER, SPECIAL EVENTS AND CEREMONIES

- 6.1 The Manager UE&C will maintain OP414.1 Liquor Services and Consumption at University Events Procedure which sets out the requirements for obtaining approval for Liquor service and consumption. Compliance with this Procedure does not guarantee approval will be granted.
- 6.2 If the Manager UE&C grants approval to serve or consume Liquor at a University Event, the Manager UE&C will contact the PEO with the next steps in the event approval process.
- 6.3 The Manager UE&C will not approve service and consumption of Liquor at University Events in the absence of full compliance with the *Act* and this policy.
- 6.4 The Manager UE&C may in their absolute discretion authorize an application for a University Event involving Liquor

7 EMPLOYEE ORGANIZED EVENTS

- 7.1 Employees wishing to organize events involving Liquor should follow OP414.1 Liquor Services and Consumption at University Events Procedure.

8 CAPILANO STUDENTS' UNION EVENTS

- 8.1 Students may only organize events involving the sale or consumption of Liquor under the remit of the Capilano Students' Union
- 8.2 The Capilano Students' Union (CSU) has an application and approval process in place that must be used by any student group wishing to host an event involving Liquor sale or consumption. The executive director of the CSU or their designate from among CSU employees is the permit holder for all CSU or student group events at which Liquor is served.

9 STUDENT RESIDENCE EVENTS

- 9.1 Capilano University Student Housing Services supports responsible and safe practices regarding the consumption of Liquor by students who are of legal drinking age and make the choice to consume Liquor. Acceptable consumption of Liquor is set out in the Capilano University Residence Standards handbook. University Events organized by students involving the serving and consumption of Liquor in public residence spaces are not permitted.

10 EVENTS ORGANIZED BY OUTSIDE PARTIES

- 10.1 Outside parties booking University space to hold events must comply with the terms of the Temporary Rental of Space Agreement.
- 10.2 The University may exceptionally approve the rental of University spaces for events involving Liquor service and consumption. Outside parties approved to rent space for events involving the sale and consumption of Liquor must comply with all requirements under the Act and provide proof of compliance at least 30 days prior to the event or as agreed with the University.

11 DESIGNATED OFFICER

The Vice President, University Relations is the Policy Owner, responsible for the oversight of this Policy. The Administration of this Policy and the development, subsequent revisions to and operationalization of any associated procedures is the responsibility of the Manager, University Events and Ceremonies.

12 REFERENCES

Liquor Control and Licensing Act (British Columbia)

Liquor Control and Licensing Regulation.