

## **GUIDELINES FOR HOLDING A UNIVERSITY EVENT INVOLVING ALCOHOL**

*Questions regarding holding a university event should be directed to the Manager, Special Events and Ceremonies.*

### **1 OVERVIEW**

- 1.1 Capilano University seeks to create an environment in which alcohol is used responsibly and in moderation, and discourages destructive alcohol-related behavior on campus. Please refer to OP.414 Service and Consumption of Alcohol for the University's official alcohol policy and definitions.
- 1.2 These guidelines describe the steps that must be followed in order for alcohol to be served and/or consumed at a University Event.
- 1.3 Primary Events Organizers (as defined in OP.414) of University Events must be familiar with and comply with the policy and these guidelines in order to receive approval for an event involving alcohol from the Manager, Special Events and Ceremonies (the "Manager"). No event involving the selling or serving of alcohol may be held without the Manager's approval.
- 1.4 Primary Event Organizers (the "PEO") should obtain approval at least 10 business days in advance of the date of the Event. The Manager may withhold approval if an application is not completed by that date.
- 1.5 The University reserves the right to withhold approval for any event. Failure to comply with the policy or these guidelines may result in the immediate cancellation of the event.

### **2 OBTAINING APPROVAL**

- 2.1 To obtain approval, PEOs must complete the following steps in the order written:
  - (1) Complete the Event Approval Form (the "Form") found online.
  - (2) If the event will have over 500 guests, obtain a Serving It Right certificate and copies of valid Serving It Right certificates for all alcohol server(s) at the Event.
  - (3) If the event will have fewer than 500 guests, obtain a Serving it Right certificate or a Special Event Server certificate, and copies of all valid Serving It Right or Special Event Server certificates for all alcohol server(s) at the Event.
  - (4) Complete and submit a risk assessment, event plan, and required Serving it Right or Special Event Server certificates to the Manager. Templates for assessments can be found online.
  - (5) Make an appointment with the Manager (contact information available online) to review and approve the forms, event plans, and advertising for the event. At this meeting the PEO must provide the following:
    - i. the Form;

- ii. the event plan, security plan (necessary for events with more than 500 people), risk assessment, floor plan, and a list of all food and beverages being served; and
  - iii. copies of all advertising proposed to promote the event, including flyers, emails, social media postings, posters, and websites.
- (6) If approval is granted, complete an application for a Special Event Permit (“SEP”). The application is available on the Special Event Permits website (<https://specialevents.bcladb.com/>). Permits are regulated by the Liquor Control and Licensing Branch and issued by the Liquor Distribution Branch. In limited circumstances, an SEP may not be needed (e.g. if the event is held at a private home).
- (7) Send a copy of the SEP to the Manager. The SEP must be displayed in full view at the University Event.

### 3 GRANTING APPROVAL

3.1 The Manager will grant approval only in the following circumstances:

- a. the primary purpose of the event or activity is one or more of the following:
  - i. to enhance the collegial interaction of faculty and students;
  - ii. to encourage the interaction of faculty and students with professionals in the fields studied at the University; or,
  - iii. to advance the University’s goals for interaction with the community.
- b. the event or activity is a special event under the definitions in the *Liquor Control and Licensing Regulation*;
- c. alcohol consumption shall be moderate and, where appropriate, served through a host bar;
- d. the event will be held at a designated venue which has been approved by the University acting reasonably, in light of its suitability for the event;
- e. the event does not unduly interfere with or disturb regular University programs or activities, or operate contrary to public interest;
- f. all advertising materials for the event complies with the following restrictions:
  - i. The promotion of either alcohol or alcohol consumption is prohibited;
  - ii. Advertising of events must be responsible, in good taste, and must not promote alcohol as the focus of the event;
  - iii. Shall not encourage any form of alcohol abuse, nor shall it place emphasis on quantity or frequency of use;
  - iv. Shall not portray drinking as a solution to personal or academic problems of students, or as necessary to social, sexual, or academic success; and
  - v. Shall only target Capilano University students and their invitees and not in such a way as to attract the general public from off-campus.
- g. the PEO holds a valid Serving-It-Right serving certificate or Special Event Server certificate;
- h. all persons serving alcohol have a valid Serving-It-Right or Special Event Server serving certificate; and

- i. the PEO consents to all other conditions that may be reasonably required by the Manager to ensure compliance with this policy and the *Act*, and the safety and security of persons and property.

#### **4 EVENT LOGISTICS**

- 4.1 The PEO is the Capilano University employee sponsor of an event, and will obtain approval from room booking authorities and Director of Facilities (the “Director”), and will provide them with all required information regarding the SEP and hours of the event. The PEO is responsible for booking all necessary spaces for the event and ensuring security controls, such as perimeter fencing, and enacted. The service area (the site or that part of an establishment or event site where a license, permit or authorization allows alcohol to be sold, served or consumed) must be surrounded by a barrier sufficient to contain the sale, service, and consumption of alcohol to that area.
- 4.2 The Manager will direct the PEO to University resources (e.g. Contract Services and Capital Planning) as necessary for coordinating the event. For example, events occurring off-campus may require additional liability insurance and contractual agreements.
- 4.3 It may be necessary to hire security for a University Event where alcohol will be served or consumed. Security must be hired through the Director and must be bonded and licensed under the *BC Security Services Act*. Events with over 500 attendees require a security plan and must have security controls at entry points to ensure compliance with permit requirements and building maximum occupant loads. Attendees are not permitted to enter the service area if they possess anything illegal or dangerous, such as weapons or drugs.

#### **5 OFF-CAMPUS EVENTS**

- 5.1 A PEO who wishes to hold a University Event involving alcohol off-campus must coordinate with the Manager to ensure safety, licensing and/or other concerns have been appropriately addressed for the event. The Manager will direct the PEO to University resources as appropriate.
- 5.2 Off-campus events may be held only at the following locations:
  - a. a location licensed in accordance with the British Columbia *Liquor Control and Licensing Act*;
  - b. a location for which a Special Event Permit has been granted in accordance with the British Columbia *Liquor Control and Licensing Act*;
  - c. a location catered by the holder of a catering license or catering endorsement from the British Columbia Liquor Control and Licensing Branch that has been approved by Contract Services; or
  - d. in their private home (note that events at private residences are not eligible for a Special Event Permit).

## 6 AT THE EVENT

6.1 At the Event, the PEO must ensure that

- a. the number of attendees does not exceed the approved maximum;
- b. access is controlled when an Event is held in the open, including erecting fencing at least 6 feet high;
- c. entrances and exits are controlled so that alcohol does not leave the venue;
- d. alcohol is not served to under-age attendees, by arranging for identification checks;
- e. all persons serving alcohol will neither consume alcohol nor be under the influence of alcohol while on duty;
- f. a list of the Serving It Right or Special Event Server certificate numbers and expiry dates of all staff serving alcohol at the event is available to a liquor inspector upon request; and
- g. The SEP is displayed in a prominent place in full view in the location where alcohol is being served.

6.2 The Director, or designate, may inspect any University Event for violations of the *Act*, policy O.414, or these guidelines. The Director will report violations to the Vice-President Administration and Finance. The Director may issue orders and the PEO must comply with those orders.

6.3 The Director or designate, or Security may immediately close down the event and/or take all such other steps as are deemed by the Director as necessary to preserve the safety and security of persons and property.

## 7 AFTER THE EVENT

7.1 After the event, the PEO is responsible for keeping records for at least two years as required by the *Act*. The following records must be kept:

- The special event permit and any records submitted with the application
- Records showing the amount of and price paid for alcohol purchased
- Records showing the amount of alcohol sold or served
- Records showing the prices charged and the revenue from alcohol sales (if applicable)
- Records showing the name of each staff member or volunteer, their Serving-It-Right or Special Event Server certificate number and the expiry date