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|  CAPILANO UNIVERSITY | | PROCEDURE | |
| Procedure No. | | Officer Responsible | |
| OP.414.1 | | Vice President, University Relations | |
| Procedure Name | | | |
| Liquor Service and Consumption at University Events | | | |
| Policy This Procedure is Under | | | Date of Next Policy Review |
| OP.414 Liquor Service and Consumption at University Events | | | September 2028 |
| Date Issued | Date Revised | Related Policies | |
| September 20, 2023 | NEW | 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.
- 1.2 These procedures outline the steps that must be followed for Liquor to be responsibly served and/or consumed at a University Event.

2 DEFINITIONS

The definitions contained in OP.414 Liquor Service and Consumption at University Events Policy are applied to these procedures.

3 SCOPE

- 3.1 This procedure applies to Capilano University 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 The University reserves the right to withhold approval for any event. Failure to comply with the policy or this procedure may result in the immediate cancellation of the event.

4 PROCEDURE

- 4.1 All University Events involving the sales or consumption of Liquor must have a Primary Event Organizer (the “PEO”). The PEO must be familiar with and comply with the OP.421 Liquor Service and Consumption Policy.

- 4.2 The Manager, University Events and Ceremonies (Manager, UE&C) is designated to approve University events and authorize applications for special event permits.
- 4.3 The PEO is responsible for obtaining the Manager, UE&C's approval for the special event permit at least ten (10) business days in advance of the date of the event.
- 4.4 The Manager, UE&C may withhold approval if an application is not completed by that date. No event involving the selling or serving of Liquor may be held without the Manager, UE&C's approval.

5 EVENT APPROVAL PROCESS

- 5.1 To obtain approval, PEOs must complete the following steps in the order written:
- a) Complete the Event Approval Form (available on Frontlines). Upon preliminary approval, the Manager, UE&C will contact the PEO within seven (7) days with the next steps for event approval. Preliminary approval does not guarantee the event will be formally approved.
 - b) 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 Liquor server(s) at the Event.
 - c) If the event will have over 500 guests, obtain a *Serving It Right* certificate and copies of valid *Serving It Right* certificates for all Liquor server(s) at the Event.
 - d) Complete an event risk assessment, event plan (and for events with more than 500 people a security plan) and submit, together with copies of the required *Serving It Right* or Special Event Server certificates to the Manager, UE&C. Templates for the plans and assessment can be found on Frontlines.
 - e) Make an appointment with the Manager, UE&C to review and approve the Event Approval Form, event plans, risk assessment and advertising for the event. At this meeting the PEO must provide the following:
 - i. the Event Approval Form;
 - ii. the risk assessment, event plan, and if required the security plan;
 - iii. a list of all food and beverages being served; and
 - iv. copies of all advertising proposed to promote the event, including flyers, emails, social media postings, posters, and websites.
 - f) If approval is granted, complete an application for a Special Event Permit from the Liquor and Cannabis Regulation Branch on the [Special Event Permits website](#) (unless advised by the Manager UE&C that a Special Event Permit is not be needed).
 - g) Send a copy of the Special Event Permit to the Manager, UE&C. The permit must be displayed in full view at the University Event.

5.2 The Manager, UE&C 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 employees and students;
 - ii. to encourage the interaction of faculty and students with professionals in the fields studied at the University; and/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) Liquor consumption shall be moderate and, where appropriate, served through a service provider or person deemed suitable by the PEO;
- 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 Liquor or Liquor consumption is prohibited;
 - ii. Advertising of events must be responsible, in good taste, and must not promote Liquor as the focus of the event;
 - iii. Shall not encourage any form of Liquor 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 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 Liquor have a valid Serving-It-Right or Special Event Server serving certificate:
 - i. A security plan has been put in place for any events with more than 500 attendees; and
 - ii. the PEO consents to all other conditions that may be reasonably required by the Manager, UE&C in order to ensure compliance with this policy and the *Act*, and the safety and security of persons and property.

6 EVENT LOGISTICS

- 6.1 The PEO will obtain approval from room booking authorities, and will provide them with all required information regarding the Special Event Permit 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, are enacted. The service area (the site or that part of an establishment or event site where a license, permit or authorization allows Liquor to be sold, served or consumed) must be surrounded by a barrier sufficient to contain the sale, service, and consumption of Liquor to that area.
- 6.2 The Manager, UE&C will direct the PEO to University resources (e.g. Contract Services and Facilities Capital Planning) as necessary for coordinating the event.
- 6.3 It may be necessary to obtain additional security for University Events where Liquor will be served or consumed. Security arrangements must be approved by and additional guards, if required, obtained through the Security Manager 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 will not be not permitted to enter the service area if they possess anything illegal or dangerous, such as weapons or drugs.

7 OFF-CAMPUS EVENTS

- 7.1 A PEO who wishes to hold a University Event involving Liquor off-campus must coordinate with the Manager, UE&C to ensure safety, licensing and/or other concerns have been appropriately addressed for the event. The Manager, UE&C will direct the PEO to University resources as appropriate.
- 7.2 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).

8 AT THE EVENT

8.1 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 Liquor does not leave the venue;
- d) Liquor is not served to under-age attendees, by arranging for identification checks;
- e) all persons serving Liquor will neither consume Liquor nor be under the influence of Liquor while on duty;
- f) a list of the *Serving It Right* or Special Event Server certificate numbers and expiry dates of all staff serving Liquor at the event is available to a Liquor inspector upon request; and
- g) The Special Event Permit is displayed in a prominent place in full view in the location where Liquor is being served.

8.2 The Director, Safety and Emergency Services, or designate, may inspect any University Event for violations of the *Act*, Policy O.414, or this Procedure. The Director, Safety and Emergency Services will report violations to the Vice-President Administration and Finance. The Director, Safety and Emergency Services may issue orders and the PEO must comply with those orders.

8.3 The Director, Safety and Emergency Services, or Security may immediately close down the event and/or take all such other steps as they deem necessary to preserve the safety and security of persons and property.

9 POST EVENT

9.1 After the event, the PEO is responsible for keeping records for the calendar year plus two years as required by the *Act*. The following records must be kept:

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

10. DESIGNATED OFFICER

The Manager, University Events and Ceremonies is responsible for the development, subsequent revisions to and operationalization of this procedure under the oversight of the Vice President, University Relations.

11 RELATED REFERENCES

Liquor Control and Licensing Act

Liquor Control and Licensing Regulation