



IMPORTANT

Requests to the University must be made at least **TWENTY** business days before the requested event date.
The Régie des alcools, des courses et des jeux requires reception of permit applications along with University Letter of Permission at least **FIFTEEN** days prior to event date.

*This document is applicable to all Student and External Community events taking place on campus at Concordia University where alcohol is served and/or sold. A copy of this waiver form must be submitted with your space request to the [Designated Space Administrator](#) for the venue you wish to book at least **TWENTY** business days before the requested event date.*

Name of the Event Organizer (Event Organizer).

First name: _____ Last name: _____

Registered Student Association or External Organization planning event (Event Organization)

If you will not be at the event, indicate the name of the person for whom you are responsible and will remain onsite for the duration of the event. (Onsite Representative)

First name: _____ Last name: _____

EVENT INFORMATION

Event Title: _____

Description: _____

Event Location: _____ Campus _____ Building: _____ Venue: _____

Event Date / / Alcohol service start time: _____ Alcohol service end time: _____
YEAR MONTH DAY

Maximum Expected Attendance _____

For multi-day events where all event details are the same (event description, attendance, location) please list additional dates and alcohol service times below:

Additional Dates	Alcohol service start time	Alcohol service end time	Max. attendance expected

TYPE OF ATTENDEES:

- Open to public (*you must have an NEQ number*)
- Open to internal community
- By invitation:
 - Internal Members
 - Internal and External Members
 - External Members

ALCOHOL WILL BE:

- Free of charge
- Sold at Event
- Included in registration fee
- Per donations accepted at event

Important: Events must be by invitation only whereby an invite/guest list exists (can include listservs/eblasts).

Only exception is: Only registered, legally constituted, non-profit organizations (with an NEQ #) can host an open event (i.e. general invite to public without an invitation/guest list), and/or make a profit from the alcohol sales.

An Alcohol Reunion Permit is required from the [Regie des alcools, des courses et des jeux \(RACJ\)](#) in all cases.

TYPE OF CLIENT	ALCOHOL SERVICE OPTIONS	PROVIDE INFORMATION
Students	<p>Only persons who have completed the Safe Server Intervention Program SSP Serve or are a University Approved Caterer may serve the alcohol.</p> <p>Complete the information about the persons serving the alcohol at your event:</p>	<p>SSP Serve Full Name(s):</p> <p>OR</p> <p>Approved Caterer Name:</p>
<p>External Members (companies, non-profits, personal events)</p>	<p>External members must use a University Approved Caterer to manage/serve</p>	<p>Approved Caterer Name:</p>

ACKNOWLEDGMENT OF RESPONSIBILITY

Please sign below if you have read and agreed to the conditions and regulations attached that accompany the sale and service of alcohol on campus. The Event Organizer is responsible for ensuring the responsible use of alcohol at your event. Failure to abide by these regulations may have legal consequences.

Event Organizer Signature: _____

Date: _____ Email: _____ Tel: _____

RESPONSIBILITIES REGARDING THE SALE AND SERVICE OF ALCOHOL AT STUDENT EVENTS AND AT EXTERNAL COMMUNITY EVENTS



When alcohol will be served at an Event, the Event Organizer is responsible for ensuring that all guidelines below are adhered to. Failure to do so may, pursuant to the [Policy on the Sale and Service of Alcohol on Campus](#), result in the *immediate cancellation* (without notice) of the event by a representative of the University. It will also affect your future booking privileges.

Important: Events must be by invitation only whereby an invite/guest list exists (can include listservs/eblasts).

Only exception is: Only registered, legally constituted, non-profit organizations (with an NEQ #) can host an open event (i.e. general invite to public without an invitation/guest list), and/or make a profit from the alcohol sales.

An Alcohol Reunion Permit is required from the [Regie des alcools, des courses et des jeux \(RACJ\)](#) in all cases.

1. The Event Organizer must obtain a Reunion Permit provided by the [Regie des alcools, des courses et des jeux \(RACJ\)](#).
2. The Event Organizer (or the onsite representative of the organizer) requesting the required Reunion Permit must supervise the event and must be present for the duration of the event.
3. The Event Organizer is responsible for and must ensure that all legal obligations associated with the Reunion Permit are respected.
4. The Reunion Permit must be prominently displayed onsite where the event is taking place. In order to avoid damaging University premises, it is expected that non-permanent adhesives are used when posting the permit.
5. You must send a copy of your Reunion Permit to the Designated Space Administrator.
6. Alcohol can only be served and/or sold and consumed during the time of event indicated on the space booking confirmation.
7. The alcohol served and/or sold at the event must be purchased, in accordance with the rules regarding Reunion Permits, by the Event Organizer. Alcohol must be purchased from the SAQ for wine, spirits or specialty beers, any licensed convenience store or grocery store for all other brands of beer, unless you are purchasing the alcohol directly from an Alcohol Licensed University Approved Caterer.
8. Student Event Organizers must ensure that anyone serving or selling alcohol has successfully completed the Safe Serve Program ("SSP") or hired a University Approved Caterer to manage alcohol service.
9. The Event Organizer is responsible for ensuring that persons certified within the Safe Serve Program will be on site for the duration of the event.
10. Persons serving and/or selling alcohol may not consume any alcohol during the event.
11. External clients must use a University Approved Caterer to provide the alcohol service.
12. All alcohol served and/or sold will be handled in accordance with all relevant University policies, municipal, provincial and federal law and regulations concerning the sale and service of alcohol.
13. No minors may be served alcohol.
14. Donations of alcohol are not permitted under any circumstance.
15. The Event Organizer understands and accepts that Security has final authority to determine the Security requirements of the Event including how many agents must be assigned and present at the Event. All such related costs will be at the expense of the Event Organizer.
16. The Event Organizer shall be inclusive and supportive of those members of the University community who do not drink alcohol and shall provide non-alcoholic beverages.
17. Self-service of alcohol is not permitted.
18. Alcohol must be provided in glasses, plastic or cans. Glass bottles/mugs are not allowed.
19. The use of kegs or pitchers to serve and/or sell the alcohol is not permitted.
20. The selling and/or servicing of alcohol must be terminated thirty minutes prior to the end of the event.
21. Persons who are intoxicated or appear close to being intoxicated must be refused any alcohol. If any safety risk exists as a result of the situation, the Security Department must be advised immediately at 514-848-3717 or by advising the closest Security desk.
22. At all events alcohol may not be sold below prices set by the RACJ.

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23. All advertising must be displayed in accordance with applicable provincial regulations (regulation respecting promotion, advertising and education programs relating to alcoholic beverages).
24. Alcohol may not be part of a door prize or contest (example: "free beer for first 100 persons") and event organizers may not make alcohol the focal point of the event advertising. (i.e. 'All-u-can drink Party').
25. Alcohol-related events in public spaces must be sectioned and/or closed off. The event may only be accessible to participating members or invitees and/ or guests of the event. Appropriate signage should be visible at the location. It is recommended to include the name of the event and an indication that "guests only" may be admitted.
26. At the end of the event, the Event Organizer must ensure that all alcohol is removed from the premises.
27. The space used must be returned to a good, clean condition at the end of the event. Otherwise, the individual/group may be refused any future permission to use the premises and charged the cost of clean-up.
28. The Event Organizer shall be solely responsible for any fines or charges levied by the University or by the Province of Quebec.
29. Event-related charges may be levied against the Event Organizer as a result of the event such as maintenance fees, cost of repair to damaged property or the cost of replacement of lost property.
30. The Event Organizer understands that a member of police and/or the Régie des alcools, des courses et des jeux, Environmental Health & Safety Office, the Security Department, the Designated Space Administrator have the authority to enter the Event location for the purpose of inspecting any alcohol sales and/or service at any time, to ensure the correct permit is visible and is being respected and may shut down operations at their sole discretion if, in their opinion, any and/or all applicable procedures and policies are not being followed.
31. The Event Organizer and its Association (where applicable) hold the University harmless, without liability, in the event of any complaint or legal action undertaken against the University as a result of the sale and/or service of alcohol at the aforementioned Event.
32. The Event organizer shall make food available for guests whenever serving alcohol to reduce the effects of the alcohol on the blood levels.