

When alcohol will be served and/or sold at an Event, the Event Organizer is responsible for ensuring that the following conditions are met. Failure to do so may result in the immediate cancellation (without notice) of the event by a representative of the University. The Event Organizer is also responsible for obtaining an alcohol reunion permit (as required) from *La Régie des Courses et des jeux* (RACJ). In addition, the Event Organizer is responsible for obtaining all alcohol for any event held at the University where it is being served or sold.

Conditions specific for an alcohol permit:

1. The Event Organizer requesting the required Permit must supervise the event and must be present for the duration of the event.
2. The Event Organizer or permit holder is responsible for and must ensure that all legal obligations associated with the reunion permit are respected.
3. The alcohol 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.
4. The alcohol served and/or sold at the event must be purchased from a valid permit-holder.
5. The Event Organizer must ensure that anyone serving or selling alcohol has successfully completed the Server Intervention Program (“SIP”).

Conditions specific to all alcohol-related events:

6. All alcohol that is served or sold must be obtained by the Event Organizer, or a representative for the department/group hosting the event unless the organizer has hired a licensed caterer to serve/sell at the event. Alcohol must be acquired from:
 - SAQ.com or any SAQ outlet for wine, spirits or specialty beers
 - Any licensed convenience store or grocery store for all other brands of beer.
7. Donations of alcohol are not permitted under any circumstance.
8. The alcohol waiver must be kept on-site during the event.
9. Persons selling or serving alcohol must have available appropriate identification during the planned event.
10. The person serving and/or selling the alcohol may not consume any alcohol during the event.
11. No minors may be served alcohol.
12. The organizer shall be inclusive and supportive of those members of the University community who do not drink alcohol and shall offer non-alcoholic beverages at a reasonable price.
13. Self-service of alcohol is not permitted.
14. Alcohol must be provided in glasses, plastic or cans. Glass bottles/mugs are not allowed.
15. The use of kegs or pitchers to serve and/or sell the alcohol is not permitted.
16. 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.
17. At all student events alcohol may not be sold below prices set by the RACJ.
18. 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’)
19. Alcohol may not be removed from the venue where the alcohol is being served and/or sold.

20. Alcohol can only be served and/or sold and consumed during the time of event indicated on the space booking confirmation.
21. The selling and/or serving of alcohol must be terminated thirty minutes prior to the end of the event.
22. All on-campus events shall end no later than the booking confirmation indicates.
23. A guest whose conduct is disruptive, violent and/or threatening or poses any other risk to the guests or to the University will be removed from the premises immediately.
24. The Event Organizer shall ensure that advertising and promotional material relating to the use of University space for non-University events does not, in any way, state or imply that the University is connected with or endorses the event. Should the Event Organizer wish to use the name of the University as part of the location address for the event, the advertising and promotional material must be authorized in accordance with applicable University policy.
25. All advertising must be displayed in accordance with applicable provincial regulations (Regulation respecting promotion, advertising and educational programs relating to alcoholic beverages c. P-9.1, r.7.1)
26. The number of guests present at the event must be maintained in accordance with the capacity of the venue and the limits associated with the permit.
27. 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.
28. 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.
29. The Event Organizer shall be solely responsible for any fines or charges levied by the University or by the Province of Quebec.
30. Any 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.
31. Cancellation of the event must be made in writing at least one week prior to event date; otherwise event-related costs may be levied against the Event Organizer's budget code.