



ALCOHOL WAIVER – STUDENTS AND EXTERNAL COMMUNITY EVENTS AND RESPONSIBILITIES REGARDING THE SALE/SERVICE OF ALCOHOL ON CAMPUS

This document is applicable to all Faculty and Staff organized 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.

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: _____ Room Number: _____

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

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

Table with 3 columns: Additional Dates, Alcohol service start time, Alcohol service end time

Maximum expected attendance: _____

INVITATION TO EVENT IS:

1. OPEN

- Students
- Faculty/Staff
- General public (Internal and external members)

2. BY INVITATION LIST

- Internal Members
- Internal and External Members
- External Members

THE ALCOHOL COST WILL BE:

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

TYPE OF CLIENT	ALCOHOL SERVICE OPTIONS	Provide infor
STUDENTS	Only persons who have completed the Safe Server Intervention Program SSP SERVER or are a University Approved Caterer may serve the alcohol. Complete the information about the persons serving the alcohol at your event:	1. SSP SERVERS : Full Name(s): _____ SSP Server ID(s): # _____ OR APPROVED CATERER NAME : _____
EXTERNAL MEMBERS (companies, non-profits, personal events)	External members must use a University Approved Caterer to manger/serve the alcohol.	APPROVED CATERER NAME : _____

ACKNOWLEDGMENT OF RESPONSIBILITY

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

Event Organizer Signature: _____

Date: _____ Email: _____ Tel: _____

RESPONSIBILITIES REGARDING THE SALE/SERVICE OF ALCOHOL AT FACULTY OR STAFF EVENTS



When alcohol will be served and/or sold 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.

1. The Event Organizer must obtain a Notice of a Reception ("Notice") provided by Hospitality Concordia.
2. The Event Organizer (or their Representative) requesting the required Notice 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 Notice are respected
4. The alcohol served and/or sold at the event must be tagged alcohol, purchased through the University Alcohol Inventory via MyEvents Event and/or Alcohol Order forms
5. The Notice 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 Notice. The Event Organizer must ensure that the event is by invitation only (whereby a guest list exists).
6. Alcohol-related events in public spaces must be sectioned and/or closed off. 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.
7. Alcohol can only be served and/or sold and consumed during the time indicated on the Notice of a Reception.
8. The Event Organizer must be available to receive and confirm the alcohol delivered to the venue prior to the event unless alternate arrangements have been made with the Alcohol Coordinator.
9. The Event Organizer must ensure all alcohol bottles (opened/unopened) are accounted for at the end of the event, properly stored and/or, return the bottles, with complete packing slip as per instructions given by the Alcohol Coordinator.
10. The Event Organizer must make all alcohol delivery and/or pickup arrangements with the Alcohol Coordinator.
11. 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
12. No minors may be served and/or sold alcohol
13. The Event Organizer understands 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.
14. The Event Organizer must ensure that anyone serving or selling alcohol has either successfully completed the [Server Intervention Program](#) ("SSP") or hired a [University Approved Caterer](#) to provide alcohol service and will remain on site for the duration of the event. SSP servers must be wearing the SSP badge during the event.
15. Persons serving and/or selling alcohol may not consume any alcohol during the event.
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 alcohol is not permitted.
20. 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 514-848-2424 ext. 3717 or by advising the closest Security desk.
21. All advertising must be displayed in accordance with applicable provincial regulations (regulation respecting promotion, advertising and education programs relating to alcoholic beverages).

RESPONSIBILITIES REGARDING THE SALE/SERVICE OF ALCOHOL AT FACULTY OR STAFF EVENTS



22. 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’)
23. 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.
24. The Event Organizer shall be solely responsible for any fines or charges levied by the University or by the Province of Quebec.
25. 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.
26. The Event Organizer understands that a member of the police and/or la Régie des alcools, des courses et des jeux, Environmental Health & Safety Office, the Security Department of the University, the Designated Space Administrator have the authority to enter the Event Location for the purposes of inspecting any alcohol 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.