



Alcohol Order Request Form (Faculty and Staff)

HOSPITALITY CONCORDIA

This form is for Faculty and Staff to order Alcohol from the University Bar Inventory for events held on campus.
Deadline to Submit: Minimum 10 business days prior to event.

1. Only tagged alcohol from the University Bar Inventory is permitted;
2. Events must be by invitation only (whereas an invitation/guest list will be on-site);
3. A Notice of Reception must be visibly posted on-site at your event (except for MB-9 E-F-G);
4. The Event Organizer is responsible to comply with the [CFO-10 Policy](#) and fill out the [Prior Approval form](#).
5. The Event Organizer must adhere to the Responsibilities regarding the Service of Alcohol on

All fields are mandatory

PERSON RESPONSIBLE FOR PLANNING THE EVENT (EVENT ORGANIZER)

First Name: _____ Last Name: _____

Title/Department: _____

Email: _____

Phone: _____ Cellular: _____

ON-SITE CONTACT PERSON (IF NOT EVENT ORGANIZER)

First Name: _____ Last Name: _____

Email: _____

Phone: _____ Cellular: _____

EVENT INFORMATION

Event Name: _____

Event Location: _____ Event Date: _____

Alcohol Service Start Time (HH:MM): _____ Alcohol Service End Time (HH:MM): _____

Number of expected attendance: _____

Event Reservation number, if applicable: _____

(Indicated on the space confirmation from Hospitality Concordia); OR,

You must attach a copy of the space confirmation provided by the Designated Space Administrator/DSA.

UNIVERSITY BAR INVENTORY

Beer. Select type and quantities:

- _____ Miller Genuine Draft - 341ml - **\$4.00**
- _____ Heineken - 330ml - **\$5.50**
- _____ Sol - 330ml - **\$5.50**
- _____ Belgian Moon - 341ml - **\$4.00**
- _____ Newcastle Brown Ale - 330ml - **\$5.50**

Sparkling Wine. Select quantities:

- _____ Ruffino Prosecco - **\$25.00**

White Wine. Select type and quantities:

- _____ Barzoli (Trebiano) - **\$14.00**
- _____ Liberado (Verdejo/Sauvignon Blanc) - **\$18.00**
- _____ Ruffino Lumina (Pinot Grigio) - **\$19.00**
- _____ Nobile (Sauvignon Blanc) - **\$23.00**
- _____ Inniskillin - Canada (Unoaked Chardonnay) - **\$20.00**
- _____ Versant Blanc - Quebec (Frontenac/Vidal) - **\$22.00**
- _____ Masi Passo Blanco - Organic (Pinot Grigio/Torrontes) - **\$20.00**

Red Wine. Select type and quantities:

- _____ Barzoli (Montepulciano d'Abruzzo) - **\$14.00**
- _____ Liberado (Tempranillo/Cabernet Sauvignon) - **\$19.00**
- _____ Pereira (Touriga/Syrah) - **\$18.00**
- _____ Ravage (Cabernet Sauvignon) - **\$24.00**
- _____ Inniskillin - Canada (Pinot Noir) - **\$23.00**
- _____ Versant Rouge - Quebec (Frontenac/Marquette) - **\$22.00**
- _____ Masi Passo Doble - Organic (Malbec/Corvina) - **\$22.00**

TIPS TO ESTIMATE ALCOHOL ORDER:

- Typically 6 glasses per bottle of wine. Standard calculation for a reception is 1.5 glasses per person.
- Beer is sold by the unit.
- The final invoice will be based on the number of bottles and cans opened. Unopened bottles are to be returned after the event.

Persons authorized to serve alcohol at the event

Include name of Safe Server Program persons (SSP) or University-Approved Caterer:

BILLING INFORMATION

Budget Code (required): _____

Acknowledgement of Responsibilities

___ I, the Event Organizer, confirm that an invitation/guest-list exists for the event, and will have it on-site.

___ I, the Event Organizer, understand and confirm that only tagged alcohol from the University Bar Inventory will be served.

___ I, the Event Organizer, agree that I am accountable for ensuring the responsible use of alcohol within my event.

___ I confirm that the Event Organizer, or Representative, will remain on-site for the duration of the event.

___ I, the Event Organizer, hereby confirm that I have read and shall abide by the Responsibilities Regarding the Service of Alcohol on Campus.

___ I, the Event Organizer, understand that failure to abide by these Responsibilities may result in legal implications.

Signature, Event Organizer: _____ **Date:** _____

Once completed, please return to Alcohol Coordinator at alcohol.coordinator@concordia.ca.

For events taking place in the Concordia University Conference Centre (MB 9):

1 A. The Event Organizer must:

- a. ensure that the event is by invitation only (whereby an invitation/guest list exists)
- b. only use tagged alcohol from the University Bar inventory and place the alcohol orders through MyEvents
- c. obtain a Notice of a Reception ("Notice") provided by Hospitality Concordia for all events (except for those taking place in the Concordia Conference Centre (MB 9) EFG)
- d. make all necessary arrangements for delivery/pickups and return of alcohol with the Alcohol Coordinator
 - N.B. For orders under 8 bottles, Faculty and staff have the option to pick up their orders themselves

For cash bars in the Concordia University Conference Centre (MB 9)

1 B. The Event Organizer must:

- a. Order the selection of alcohol through the University Bar inventory
- b. Obtain a Notice of a Reception ("Notice") provided by Hospitality Concordia for all events (except for those taking place in the Concordia Conference Centre (MB 9) EFG)
- c. Use the University Bar service staff to sell the alcohol

For all events taking place on campus (except the Concordia University Conference Centre (MB 9)):

1 C. The Event Organizer must:

- a. ensure that the event is by invitation only (whereby an invitation/guest list exists)
- b. complete, sign and return this Alcohol Waiver to the DSA when necessary
- c. select the option to use tagged alcohol from the University Bar inventory by placing the alcohol orders through MyEvents
- d. or place the alcohol orders directly with Alcohol Licensed University Approved Caterer (to serve or sell)
 - request that the caterer obtain the relevant alcohol permit ("Permit"), if applicable
 - provide a copy of the "Permit" to the DSA
2. For any event with alcohol, the Event Organizer is responsible to comply with the [CFO-10](#) policy.
3. The Event Organizer will supervise the event and must be present for the duration of the event.
4. The Event Organizer is responsible for and must ensure that all legal obligations associated with the Notice and/or Permit are respected
5. 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 "invited guests only" may be admitted.
6. Alcohol can only be served and/or sold and consumed during the time indicated according to the Notice of a reception and/or Permit provided.
7. Alcohol shall only be consumed at the location indicated on the "Notice" and/or "Permit".
8. The "Notice" and/or "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 to post on the walls.
9. The Event Organizer 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.
10. For events taking place in the Concordia University Conference Centre (MB 9) and where alcohol is sold i.e cash bar, only University Bar Service Staff are permitted to sell alcohol.
11. Persons serving and/or selling alcohol may not consume any alcohol during the event.
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. Donations of alcohol is not permitted.
14. No minors may be served and/or sold alcohol.
15. 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.
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. The Event organizer shall make food available for guests whenever serving alcohol to reduce the effects of the alcohol on the

bloodlevels.

18. Alcohol must be provided in glasses, plastic 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).
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](#) (RACJ), Environmental Health & Safety Office, the Security Department of the University or 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.