



ALCOHOL WAIVER – FACULTY AND STAFF EVENTS
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.

Person responsible for planning the event (Event Organizer).

First name: _____ Last name: _____

Title/Department: _____

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: _____

Maximum expected attendance: _____

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:

Additional Dates	Alcohol service start time	Alcohol service end time

Only persons who have completed the Safe Server Program or are a University Approved Caterer may serve the alcohol. Complete the information about the persons serving the alcohol at your event:

SSP Server Name: _____ Badge number: _____

OR

University Approved Caterer: _____

Important: A Notice of a Reception which is required for all faculty/staff alcohol related events, will only be provided for events where guests are invited by invitation only, and where an invitation list exists.

I confirm that the event will be **by invitation only** – and an invitation/guest list exists
Check box to confirm.

I confirm that only **tagged** alcohol will be onsite and available at the event.
Check box to confirm.

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 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: Faculty/Staff cannot purchase alcohol directly from the SAQ and/or stores.
Only **tagged** alcohol is permitted at Faculty/Staff events.

Tagged alcohol purchased from the University operated Bar Inventory.

1A. The Event Organizer must:

- a. ensure that the event is by invitation only (whereby an invitation/guest list exists).
- b. Place the alcohol orders through Myevents
- c. Ensure the alcohol purchased through the University is served only and not sold (i.e. no cash bar).
Only Alcohol Licensed University Approved Caterers may provide cash bar service at events.
- d. obtain a Notice of a Reception (“Notice”) provided by Hospitality Concordia.
- e. Make all necessary arrangements for delivery/pickups and return of alcohol with the Alcohol Coordinator

Tagged alcohol purchased from an Alcohol Licensed University Approved Caterer.

1B. The Event Organizer must:

- a. ensure that the event is by invitation only (whereby an invitation/guest list exists).
- b. place the alcohol orders directly with the Caterer
- c. complete, sign and return this Alcohol Waiver to the DSA
- d. request that the caterer obtain the relevant alcohol permit (“Permit”)
- e. Provide a copy of the “Permit” to the DSA.

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



2. The Event Organizer will 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 and/or Permit are respected
4. 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.
5. Alcohol can only be served and/or sold and consumed during the time indicated according to the Notice and/or Permit provided.
6. Alcohol shall only be consumed at the location indicated on the "Notice" and/or "Permit".
7. 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.
8. The Event Organizer must ensure that anyone serving alcohol has either successfully completed the [Server Intervention Program](#) ("SSP") or hired a [University Approved Caterer](#) to provide bar service and will remain on site for the duration of the event. SSP servers must be wearing the SSP badge during the event.
9. Persons serving and/or selling alcohol may not consume any alcohol during the event.
10. 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.
11. Donations of alcohol will not be permitted.
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 shall be inclusive and supportive of those members of the University community who do not drink alcohol and shall provide non-alcoholic beverages.
15. Self-service of alcohol is not permitted.
16. Alcohol must be provided in glasses, plastic or cans. Glass bottles/mugs are not allowed.
17. The use of kegs or pitchers to serve and/or sell alcohol is not permitted.
18. 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.
19. All advertising must be displayed in accordance with applicable provincial regulations (regulation respecting promotion, advertising and education programs relating to alcoholic beverages).
20. 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')
21. 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.
22. The Event Organizer shall be solely responsible for any fines or charges levied by the University or by the Province of Quebec.
23. 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.
24. 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.