



# Alcohol Order Request Form (Student Groups and External Clients)

## HOSPITALITY CONCORDIA

This form is for Student Groups and External clients to order Alcohol from the University Bar Inventory for events held in the Concordia University Conference Centre MB-9.

**Deadline to Submit: Minimum 10 business days prior to event.**

1. Only tagged alcohol from the University Bar Inventory is permitted at the events organized in the Conference Centre;
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 must adhere to the Responsibilities regarding the Service of Alcohol on Campus.

All fields are mandatory

### PERSON RESPONSIBLE FOR PLANNING THE EVENT (EVENT ORGANIZER)

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Student Group/Organization: \_\_\_\_\_

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: \_\_\_\_\_

*(Indicated in your space confirmation from Hospitality or Schedule B of the signed Lease agreement)*

## 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:

\_\_\_\_\_ *\*SSP option is only applicable for Student Groups*

**BILLING INFORMATION**

**For Student Groups**

Budget Code (required)\*: \_\_\_\_\_

*\*If you do not know what your budget code is, indicate your Umbrella Association.*

**For External clients:**

Note that all costs will be included in the **Schedule B** provided by the Hospitality Event Coordinator for your approval and final billing.

**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](mailto:alcohol.coordinator@concordia.ca).

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



When alcohol is 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:** For most events on campus, **Student and External groups are required to apply for and use an Alcohol Reunion Permit** from the [Régie des alcools, des courses et des jeux \(RACJ\)](#). Reunion Permit events, must be by invitation only whereby an invite/guest list exists (can include list-serve/e-blasts).

**Exception:** A 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.

**NB:** An Alcohol Reunion permit is not required is for events taking place in the Concordia University Conference Centre (MB 9) where the University permanent permit exists

1. The Event Organizer must obtain a Reunion Permit provided by the [Régie des alcools, des courses et des jeux \(RACJ\)](#) for all locations on campus other than events held at the Concordia University Conference Centre (MB 9). For events in MB 9, a Notice of a Reception will be provided when ordering from the University bar inventory.
2. The Event Organizer (or the onsite representative of the organizer) requesting the required Reunion Permit/Notice of a reception 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/Notice of a reception are respected.
4. The Reunion Permit/Notice of a Reception 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/Notice of a reception 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/Notice of reception, by the Event Organizer. When using a Reunion permit, 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. For events in the Concordia University Conference Centre (MB9), Alcohol must be purchased through the University Bar Inventory.
8. Student Event Organizers must ensure that anyone serving or selling alcohol has successfully completed the SafeServe Program ("SSP") or hired a University Approved Caterer to manage alcohol service.
9. 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 allowed to sell alcohol.
10. 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.
11. Persons serving and/or selling alcohol may not consume any alcohol during the event.
12. External clients must use a University Approved Caterer to provide the alcohol service whenever served free of charge to participants.
13. 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.
14. No minors may be served alcohol.
15. Donations of alcohol are not permitted under any circumstance.
16. 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.
17. 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.

18. Self-service of alcohol is not permitted.
19. Alcohol must be provided in glasses, plastic or cans. Glass bottles/mugs are not allowed.
20. The use of kegs or pitchers to serve and/or sell the alcohol is not permitted.
21. The selling and/or servicing of alcohol must be terminated thirty minutes prior to the end of the event.
22. 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.
23. At all events alcohol may not be sold below prices set by the RACJ.
24. All advertising must be displayed in accordance with applicable provincial regulations (regulation respecting promotion, advertising and education programs relating to alcoholic beverages).
25. 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').
26. 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.
27. At the end of the event, the Event Organizer must ensure that all alcohol is removed from the premises.
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. Event-related charges