
SELLING, SERVING, AND ADVERTISING LIQUOR

AUTHORITY	President
PRIMARY CONTACT	Vice-President (Students)
RELATED POLICIES	Student Conduct (70)

PURPOSE

This policy aims to promote the safety of the campus community, its members, and the public; ensure that appropriate training and education are provided to those responsible for serving or providing liquor; and educate members of the university community on the issues of law and liability related to using, serving, and advertising liquor on campus.

The university recognizes the unique social needs of a campus community and strives to provide an environment where these needs can reasonably be met. To advance those efforts, the university seeks to create an environment in which alcohol is used responsibly and in moderation, and to discourage abusive and destructive alcohol-related behavior on campus.

POLICY

Access to alcohol on campus is a privilege contingent on compliance with all statutory requirements and university policy.

1. General

- 1.1. All sales and service of liquor on campus are subject to compliance with the provisions of the *Liquor Control and Licensing Act* (British Columbia) and the *Liquor Control and Licensing Regulation*, each as they may be amended from time to time (collectively, the “Act”). Wherever conflict may arise between any policy, rules or regulations of the university and the Act, the Act shall prevail.
- 1.2. Nothing in this policy or its procedures is to be taken as creating or imposing any liability at law or in equity upon the university for violation of this policy or UFV’s procedures by any member of the university population.
- 1.3. Those who serve and those who consume alcohol on university premises must act in a responsible manner, with due regard to the safety and security of themselves and others.
- 1.4. Liquor may be sold and served on campus only: (i) in a location which is a “licensed establishment” as defined in the *Act* or (ii) in locations where a special occasion license (a “SOL”) has been authorized and issued in accordance with this policy and the Act. The process for acquiring a SOL is set out in the document “Request to Hold an Event Where Alcohol Will Be Served,” which is an Appendix to this policy. Liquor may be served, but not sold, in such other locations and on such other occasions as are authorized by a responsible officer of the university (as defined in Appendix II below).

2. Special Occasion Licenses

- 2.1. All applications for a SOL must be reviewed and authorized in advance by a responsible officer of the university. Authorization to proceed to the Liquor Distribution Branch with an application for a SOL will be given only when the event meets the following conditions:
 - 2.1.1. the event or activity is a non-recurring special occasion;

- 2.1.2. liquor consumption shall be moderate and, where appropriate, served through a host bar;
- 2.1.3. the event or activity will be held at a designated venue which has been approved by the university acting reasonably, in light of its suitability for the event;
- 2.1.4. the event or activity does not unduly interfere with or disturb regular university programs or activities;
- 2.1.5. all persons serving alcohol have a valid Serving-It-Right serving certificate;
- 2.1.6. all persons serving alcohol will neither consume alcohol nor be under the influence of alcohol while on duty;
- 2.1.7. the applicant consents to all other conditions that may be reasonably required by the responsible officer to ensure compliance with this policy and the Act, and for the safety and security of persons and property; and,
- 2.1.8. the primary purpose of the event or activity is one or more of the following:
 - 2.1.8.1. to enhance the collegial interaction of faculty and students;
 - 2.1.8.2. to encourage the interaction of faculty and students with professionals in the fields studied at the university; or,
 - 2.1.8.3. to advance the university's goals for interaction with the community.
- 2.2. University events for which a SOL is requested must be sponsored by a university academic or administrative unit, or an employee group recognized by the university, or the University of the Fraser Valley Student Union Society. Despite the foregoing, the responsible officer may in his or her absolute discretion authorize an application for a SOL for a non-university event.
- 2.3. The applicant for a SOL is responsible for collecting and remitting all taxes payable in respect of the liquor, including, in particular, pursuant to the *Social Services Tax Act* (British Columbia) and the *Excise Tax Act* (Canada).
- 2.4. All events held under a SOL must be covered by adequate liability insurance to be determined by the responsible officer (or designate) in his or her absolute discretion. The primary organizer must provide, upon request, a certificate of insurance to the university.
- 2.5. The responsible officer must advise the director of campus security (or his or her designate) of the terms and conditions and hours of operation for all SOL events.
- 2.6. The director of campus security (or his or her designate) is empowered to inspect any SOL event and shall report any violations of this policy, the Act, or any rules or regulations of the university to the responsible officer for follow-up action.
- 2.7. The holder of a SOL shall comply with the orders of the director of campus security (or his/her designate).
- 2.8. Upon the occurrence of a breach of the Act or this policy, the director of campus security (or his/her designate), prior to or in the course of an event, may immediately close down the event and take all such other steps as are deemed by the director as necessary to preserve the safety and security of persons and property.

3. Advertising

- 3.1. All advertising in respect of any licensed establishments or special occasion licenses (SOL), anywhere on campus must conform to the Act and all applicable university policies, rules and regulations.
- 3.2. The following restrictions apply to the advertising, in non-licensed areas, of events to be held in licensed establishments or other campus events where liquor will be served or sold.
 - 3.2.1. The promotion of either alcohol or alcohol consumption is prohibited. Mention of

alcohol shall be restricted to the information that the event is licensed.

3.2.2. Advertising of events must be responsible, in good taste, and must not promote alcohol as the focus of the event.

4. Pricing

4.1. Alcoholic beverages cannot be sold on campus at prices substantially below those at off campus licensed venues. Price discounts such as weekly or daily beverage specials are not permitted.

5. Scope

5.1. This policy applies to the sale, service, and advertising of liquor on or in:

5.1.1. all UFV campuses;

5.1.2. all university space, excluding private residences; and

5.1.3. UFV Student Union Society space on any UFV campus premises, including any licensed establishment.

6. Roles and Responsibilities

6.1. Immediately following the occurrence of any violations of this policy, the organizer of any event at which it has occurred must notify the director of campus security of such violation and what subsequent actions were taken to the director of campus security (or his/her designate) for information and follow up.

6.2. Each August, the director of campus security shall provide to the vice-president (students) a summary report of activity occurring under this policy and any policy violations filed.

7. Authority

7.1. This policy is administered under the authority of the vice-president (students).

DEFINITIONS

“**Liquor**” is defined in the *Licensing Control and Licensing Act* (British Columbia) as

1. fermented, spirituous, and malt liquors,
2. combinations of liquors, and
3. drinks and drinkable liquids that are intoxicating,

and includes beer, or a substance that, by being dissolved or diluted, is capable of being made a drinkable liquid that is intoxicating and that is declared by order of the Lieutenant Governor in Council to be liquor.

The terms “alcoholic beverage”, “alcohol”, and “liquor” are used interchangeably in this policy.

“**Responsible Officers**” are the individuals at UFV designated to authorize an application for a special occasion license. Responsible officers are listed in Appendix I.

PROCEDURES/GUIDELINES

see **Appendix II**

APPENDICES

Appendix I: Responsible Officers

Responsibility for authorizing an application for a special occasion license is delegated as noted below:

- Vice-President (Students), or designate

Appendix II

Procedure for requesting to hold an event at which liquor will be sold or served at the University of the Fraser Valley

REQUEST TO HOLD AN EVENT AT WHICH LIQUOR WILL BE SOLD OR SERVED AT THE UNIVERSITY OF THE FRASER VALLEY

Applicants seeking permission to hold an event where alcohol will be served must be familiar with the terms and conditions under which approval to hold or host such an event will be granted by the University of the Fraser Valley (UFV). In addition to the *Liquor Control and Licensing Act* (British Columbia) and the *Liquor Control and Licensing Regulation*, as they may be amended from time to time (the “Act”), the university’s rules, regulations and policies (and specifically the *Selling, Serving, and Advertising Liquor* policy), and any additional terms and conditions imposed by the university and set out in the SOL, the following shall apply:

1. **No event involving the selling or serving of liquor (beer, wine, coolers, spirits, etc.) shall be held without university approval, and if approved, will be held in accordance with the terms and conditions of such approval.**
2. Liquor shall only be sold and served in a venue covered either by one of the existing liquor licenses or by a special occasion license. Liquor may be served, but not sold, in such other locations and on such other occasions as are authorized by a responsible officer of the university (as defined in the *Selling, Serving, and Advertising Liquor* policy, appendix II).
3. BC’s liquor laws require that a wide variety and generous supply of food and non-alcoholic or de-alcoholized beverages be made available for consumption during the event. Whenever possible, light foods (e.g., chips, popcorn, etc.) will be made available for all attendees. Other food items such as pizza, salads, sandwiches, wraps, hotdogs, etc., should be available for purchase.
4. The person whose name appears on the event’s special occasion license (the “primary event organizer”) must possess a Serving-It-Right licensee certificate and must be present throughout the licensed event. All servers shall have a Serving-It-Right serving certificate.
5. As directed by a responsible officer of the university:
 - a. The primary event organizer shall provide security at the doors to check and monitor proof of age. No minors are permitted to enter the venue. Depending on the size of the event, the primary event organizer may be required to hire security staff to be present at the event. Security must be bonded and licensed pursuant to the “*Security Services Act*” (British Columbia) and be appropriately trained in bar/event security techniques.
 - b. The primary event organizer shall ensure that the venue allows for entry and exit control. Liquor shall not leave the venue and shall not be passed to people outside the venue for consumption.

- c. For events in open areas, the primary event organizer shall make arrangements for temporary fencing of at least 6' in height to control access and will contact facility services to arrange for same.
 - d. The primary event organizer shall ensure that the approved number of attendees for the approved space is not exceeded.
6. Advertising of the event:
- a. Shall not involve the promotion of alcohol or alcohol consumption. Mention of alcohol shall be restricted to the information that the event is licensed.
 - b. Shall not be focused on the promotion of liquor or liquor consumption.
 - c. Shall not encourage any form of alcohol abuse, nor shall it place emphasis on quantity or frequency of use.
 - d. Shall not portray drinking as a solution to personal or academic problems of students, or as necessary to social, sexual, or academic success.
 - e. Shall target UFV students and their invitees and not in such a way as to attract the general public from off-campus.

Please note: Compliance with all of the above is required for permission to hold an event. Events in progress that violate any of the above will be “shut down.”

Instructions:

Please follow the steps outlined below. The process should be **completed** at least **10 business days in advance of the date of the event.**

Step 1: The primary event organizer completes Section 1.

Step 2: The primary event organizer takes this form to the room booking authority for the event and obtains authorization as required in Section 2.

Step 3: With Step 2 complete, the primary event organizer must make an appointment with the responsible officer to review the form.

See contact information below. The responsible officer reserves the right to refuse approval if the event is less than 10 days away. The Act does limit the frequency of SOL permits issued and the responsible officer has the discretion, acting reasonably, to limit the number of events held on campus during a given week.

At this meeting with the responsible officer, the primary event organizer must provide the following:

- A copy of this document, “**Appendix II: Request to hold an event at which liquor will be sold or served**” with sections 1 and 2 already completed.
- A copy of valid Serving-it-Right certificates for each of the individuals serving liquor at the event.
- A copy of the event plan, security plan, risk assessment, furniture location, details about food being provided, and list of alcoholic and non-alcoholic beverages.
- Copies of all advertising proposed to promote the event, including flyers, copies of emails, posters, and websites.

Step 4: With Step 3 complete, the primary event organizer takes the completed form to campus security for approval.

Step 5: With Step 4 complete, the primary event organizer takes this form to a BC Liquor Store to obtain an “application for a special occasion license.”

- Step 6: The primary event organizer takes the completed “application for a special occasion license” to the law enforcement agency having jurisdiction for approval.
- Step 7: The primary event organizer takes the approved “application for a special occasion license” back to the BC Liquor Store to obtain the special occasion license.
- Step 8: The primary event organizer takes a copy of the special occasion license to each of the following: campus security, room booking authority (section 2) and responsible officer (section 3).
- Step 9: **The special occasion license must be prominently displayed throughout the event.**

RESPONSIBLE OFFICERS

Access to alcohol on campus is a privilege contingent on compliance with all statutory requirements and University of the Fraser Valley policy.

Responsibility for authorizing an application for a special occasion license is delegated as noted below. These individuals are empowered by the university to ensure that the policy is followed in accordance with the *Liquor Control and Licensing Act of British Columbia* (the “Act”) and the *Liquor Control and Licensing Regulation* (the “Regulation”).

Responsible officer for the University of the Fraser Valley: Vice-President (Students), or designate	Contact Office of the Vice-President (Students) Room A271, Abbotsford Campus (604) 864-4616
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1. Organizer & Event Information

Organization:	Primary organizer:
Address:	
City:	Postal code:
Home phone:	Business:
Cell phone where you can be reached during the event:	
Email address:	

Event name:	
Event date:	
Event location:	Expected attendance:
Hours of alcohol service: From: AM/PM	To AM/PM

Name of person serving alcohol (print name):	Serving-It-Right cert #:
Signature:	Date:
Name of person serving alcohol (print name):	Serving-It-Right cert #:
Signature:	Date:

As the primary event organizer, I certify that I have read and understand the *Liquor Control and Licensing Act* (British Columbia), the *Liquor Control and Licensing Regulation* and the University of the Fraser Valley policy 110.22 (Selling, Serving, and Advertising Liquor). Further, I affirm that this event is consistent with the purposes of the university, and I accept personal responsibility for ensuring that the liquor laws of the Province of British Columbia, and the policies and procedures of the university are fully complied with during the event. I possess a valid Serving-It-Right licensee certificate and I will ensure that all persons serving alcohol possess a valid Serving-It-Right serving certificate.

Signature:	Date:
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2. Confirmation of Space Booking

Date of event:	
Building / Room:	
Capacity of the room or venue:	
Room booking authority (print name):	Department:

Bookings of rooms or open space on campus require completion of a room booking form with the office responsible for room or space booking.

I am authorized to book the specified room or space on the date above and confirm the booking for the purposes of the event outlined in section 1. Further, I confirm that the venue can accommodate the number expected to attend the event.

Signature:	Date:
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3. Responsible Officer

The responsible officer or designate (see Selling, Serving, and Advertising Liquor policy, appendix I) has reviewed this application and documented any additional conditions that must be met for this event to proceed.

Certificate of insurance with UFV as additional named insured: Confirmed ____ (or Not Applicable _____)

Specify any additional conditions required for the event to proceed:

As the responsible officer for the university, I have reviewed the event information and room booking, and have discussed the event with the event organizer, and affirm that the event complies with UFV Selling, Serving, and Advertising Liquor Policy

Responsible officer (print name):	Title:
Signature:	Date:

4. Security

Campus security has reviewed this application and documented any additional conditions that must be met for this event to proceed. Permission is conditional upon compliance with all applicable legislation (including obtaining a special occasion license pursuant to the *Liquor Control and Licensing Act* (British Columbia)) and all applicable university policies and procedures (including Selling, Serving, and Advertising Liquor policy).

Is additional security required for this event? No ____ Yes ____ If yes, please specify. _____

Security (or delegate) (print name):	
Signature:	Date:

5. Distribution of Special Occasion License copies:

Campus security has received a copy of an approved special occasion license for the event:

Security (or delegate) (print name):	
Signature:	Date:

The event organizer must also provide copies of this completed form and the special occasion license to the room booking authority and to the responsible officer who completed sections 2 and 3 of this form.

Reference: The Board policy on Development and Review of Administrative Policies (BRP-220.06) empowers the President to create and revise policies and procedures consistent with Policy Directions of the Board. This policy is guided by Board policy direction Risk Management (BPD-220) and section 27 (2) (t) of the University Act.