

**REQUEST TO SERVE / SELL ALCOHOL  
ON UNIVERSITY PREMISES**

Name of Student Organization \_\_\_\_\_

Name of Authorized Representative \_\_\_\_\_

Internal Address \_\_\_\_\_ Telephone \_\_\_\_\_ E-mail \_\_\_\_\_

Event Date(s) \_\_\_\_\_ Location \_\_\_\_\_

Type of Event \_\_\_\_\_

Attendance (approximate) \_\_\_\_\_ Hours From \_\_\_\_\_ Until \_\_\_\_\_

At this event(s) Beer \_\_\_\_\_ Liquor \_\_\_\_\_ Wine \_\_\_\_\_

Alcohol will be Served \_\_\_\_\_ Sold \_\_\_\_\_

\_\_\_\_\_  
Date Submitted

\_\_\_\_\_  
Signature of Authorized Representative

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**Before your request can be considered, the following must be submitted**

1. Completed alcohol request form
2. Occasional Alcohol Server Agreement signed by the appropriate representative from your organization
3. Confirmation of room reservation
4. Signature of authorized University Security Officer (see below)

**Please note the following important information:**

- **The Dean of Students Office requires 5 working days to process alcohol requests, as does the Security department. No letters will be written unless they have been submitted to the Dean of Students' office 21 days before the event.**
- An approved application for a liquor permit must be submitted to the Régie d'alcool, 1 Notre Dame E., 9<sup>th</sup> floor, 873-3577. As of January 3<sup>rd</sup> 2003, the Régie requires a **MINIMUM of 15 days (20 is preferable)** prior to the event to process a liquor permit. Organizations are responsible for adherence to provincial and University regulations. The organization must purchase its own alcoholic beverages and maintain books respecting the purchases and sales of alcoholic beverages for possible audit by provincial authorities.
- If you wish to cancel your event, the Dean of Students office must be informed of this at least one week prior to the event. Failure to do so could cost your association security & cleaning costs.
- University security may be assigned for your event. Maintenance charges may be levied against your organization for clean-up after the event. Your organization will be invoiced for the cost of these services. Any damage to property resulting from this event will be invoiced to your organization.
- **THE REGIE WILL ONLY ALLOW A GROUP TO SELL ALCOHOL IF IT IS A REGISTERED NON-PROFIT GROUP. According to the Régie, selling tickets but serving alcohol is still considered selling alcohol.**

\_\_\_\_\_  
University Security Authorization (SGW H – 118)

\_\_\_\_\_  
Date Received

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Dean of Students Authorization

\_\_\_\_\_  
Date

**ALCOHOL SERVER AGREEMENT AND S.I.P.**

**TO BECOME SIP (SERVER INTERVENTION PROGRAM) CERTIFIED**

- pick up the SIP Information Booklet from Health Services or either Dean of Students Office (H637/AD121)
- once read, make an appointment with Owen Moran or Gabriella Szabo to take the short, multiple choice, open book exam.

Health Educator, Health Services  
1550 de Maisonneuve West (GM-200)  
848-2424 x3572, morano@alcor.concordia.ca OR 848-2424 x4326, gszabo@alcor.concordia.ca

**\* You will only have to take this exam once per year**

I confirm that I have read the attached information on the alcohol policy at Concordia University and have taken the SIP (Server Intervention Program). I agree to abide by the obligations outlined in the SIP.

Please note:

- the name(s) below must be in attendance at the event.
- consequences for not complying with the alcohol policy will result in the loss of your student organization's booking privileges.

PRINT NAME(S)


SIGNATURE(S)


ASSOCIATION/ORGANIZATION

DATE

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This signed form **MUST BE RETURNED** to the Dean of Students Office (Hall 637/AD 121) **BEFORE** a letter of permission to serve or sell alcohol on campus can be issued. Thank you for your cooperation.

## Guidelines for Serving Alcohol on Campus

In preparing for an event on campus where alcohol will be sold or served the procedure described below must be followed.

1. Reserve your space.
2. Complete a Request to Serve/Sell Alcohol on University Premises form (available at the Dean of Students Office (SGW Campus H-637/Loyola Campus AD-121). The completed application along with a copy of your space confirmation must be returned to either Dean of Students Office. Your space confirmation form must indicate that alcohol will be served or sold at this event.
3. Ensure that your association has read and understands the documentation “Server Intervention Program for Occasional Servers” and has signed the appropriate “Occasional Alcohol Server Agreement” which are available at the Dean of Students Office.
4. Confer with the Security Operations Officer no less than one week in advance of the planned event to arrange whatever security may be required. At the Sir George Williams Campus H-118, telephone local 3717. At the Loyola Campus SP-170, telephone local 3707.
5. Apply for the permit to serve or sell alcohol at the:  
**Régie des permis d’alcool**  
**Palais de Justice**  
**1 rue Notre Dame Est**  
**9th Floor (514)873-3577**

The mandatory deadline in order for the Régie to issue a permit is 15 days before the event. There is a fee for the permit. Current rates are:

<b>Reception (single event)</b>	<b>\$35.00 (Serve)</b>
	<b>\$75.00 (Sell)</b>

The Régie will require:

- **an application (available there)**
- **Dean of Students letter of permission for the event**
- **list of prices of beverages to be sold**

6. When you receive your permit deliver or mail a photocopy to the Security Department (SGW Campus location is H-118; Loyola Campus location is SP-170).
7. Your permit must be posted and clearly visible at your event.
8. Your organization must comply with all relevant laws and regulations as well as all internal regulations of the University.

## **REMEMBER....**

- DO POST YOUR NOTICE OF RECEPTION**
- DO POST YOUR PRICE LIST**
- DO KEEP THE PEACE**
- DO CONTACT SECURITY (SGW -3717, LOY 3707) TO CONFIRM WHAT YOUR SECURITY REQUIREMENTS MAY BE**
- DO OFFER AT AN ATTRACTIVE PRICE, SOFT DRINKS, JUICES DE-ALCOHOLIZED BEER OR OTHER NON-ALCOHOLIC BEVERAGES TO ACCOMMODATE THOSE WHO CANNOT OR WHO PREFER NOT TO CONSUME ALCOHOL**
- DON'T ADMIT OR SERVE MINORS**
- DON'T SERVE INTOXICATED PERSONS - IT'S ILLEGAL AND IRRESPONSIBLE**
- DON'T HAVE A "ONE BREWERY" NIGHT**
- DON'T INCLUDE "ONE FREE BEER" IN YOUR ADMISSION PRICE**
- DON'T GIVE FREE BEER TO "PARTICULAR GROUPS" (eg FREE BEER TO BOW TIE WEARERS, FIRST 100 PEOPLE)**
- DON'T EXCEED POSTED OCCUPANCY LIMITS**
- DON'T GIVE PRODUCT OF ONE BREWERY A PRICE ADVANTAGE (eg DON'T SELL MOLSON CHEAPER THAN LABATT OR O'KEEFE OR VICE VERSA)**

**These points highlight certain parts of University Policy and the Law. As the sponsor of a Liquor Event on University property, you are responsible for knowing and abiding by all the policies.**