



### Liquor License Exempt Event Application

This application applies to events where alcohol will be served at UBCO and qualify as a License Exempt Event as established by the provisions of Board of Governors' **Policy #13 Serving and Consumption of Alcohol at University Facilities and Events**. Please submit completed Application Form to Campus Security, UBC Okanagan. Upon verification that the event is in conformity with the License Exempt Event provisions of **Policy #13**, you will receive written confirmation that your event qualifies as a License Exempt Event.

Applicant: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Faculty/Dept/Unit: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Name of Event: \_\_\_\_\_ Start/End Time: \_\_\_\_\_

Location of Event: \_\_\_\_\_  
(Building Name/Address/Room Name/Room Number)

Copy of Campus Event Form attached

Applicant's undertaking that the event complies with **Policy #13** Procedures (4.1), including:

- |   |     |    |
|---|-----|----|
| 4.1.1 Alcohol will <b>not</b> be sold                                       | YES | NO |
| 4.1.2 Event contained in a University-controlled building (not outdoors)    | YES | NO |
| 4.1.3 Area is not visible to the public                                     | YES | NO |
| 4.1.4 Event will not draw public attention (maximum 75 attendees)           | YES | NO |
| 4.1.5 Event is by invitation only   | YES | NO |
| 4.1.6 Entry control to ensure no admittance to uninvited members            | YES | NO |
| 4.1.7 Attendance restricted to UBC employees and their guests               | YES | NO |
| 4.1.8 No fees charged for entry, entertainment, alcohol or related services | YES | NO |
| 4.1.9 No outside alcoholic beverages  | YES | NO |

SIGNATURE OF APPLICANT: \_\_\_\_\_ DATE: \_\_\_\_\_

THIS SECTION FOR CAMPUS OPERATIONS & RISK MANAGEMENT USE ONLY		
	Signature	Date
Campus Event Form and Event Criteria reviewed by: <i>(Manager, Campus Security)</i>		
Application approved by: <i>(Director, Campus Operations &amp; Risk Management)</i>		