

Policy Name:	SPECIAL OCCASION LICENCES: EVENTS WITH ALCOHOL	 <p>coast mountain college</p>
Approved By:	President's Council	
Approval Date:	January 25, 2002	
Next Scheduled Renewal Date:		
Policy Holder:	VP, Corporate Services	
Operational Lead:	Director, Facilities	
Policy Number:	FAC-003	

SPECIAL OCCASION LICENCES: EVENTS WITH ALCOHOL POLICY

1.00 PURPOSE

- 1.1 The purpose of this policy is to ensure that special occasion events where alcohol is served follow the requirements of the *BC Liquor Control and Licensing Act* and other relevant legislation.

2.00 DEFINITIONS

- 2.1 **Special Occasion Licence:** A special occasion license allows a bona fide nonprofit organization to sell liquor at a specific time, date, and place.

3.00 SCOPE

- 3.1 While the College does not encourage the provision and consumption of alcohol at events on campus (or on campus under the College's name), it does recognize that responsible use of alcohol is part of normal social interaction in today's society. As such, the College will allow its facilities to be used and its name to be lent to recognized internal groups wishing to hold events where alcohol is to be served.
- 3.2 To minimize risk and liability to all parties involved, the College will require all sponsors of these events to adhere to the guidelines and procedures that have been developed.

4.00 GUIDING PRINCIPLES

- 4.1 Only those persons who have successfully completed the "Serving it Right" licensee program will be eligible to apply for a special occasion licence.
- a) Self-study packages and final exam booklets are available from any provincial liquor store and should be sought well in advance of any planned events.
- 4.2 The following guidelines must be observed to ensure that all events are enjoyable and incident-free:
- a) Only graduates of the "Serving it Right" licensee program shall organize and make application for Special Occasion Licences.

- b) Only graduates of the “Serving it Right” server program shall dispense liquor at sanctioned events if those persons are receiving remuneration for doing so. (This does not apply, therefore, to volunteers.)
- c) The holder of the Special Occasion License must remain in attendance at the event for the duration of the event.
- d) Entrances and exits must always be controlled by responsible individuals during the event. Only those persons of legal drinking age will be admitted.
- e) Alternative beverages (coffee, juice, pop) must be made available at the event.
- f) Food must be available at the event.
- g) If alcoholic beverages are being sold at the event, the prices charged should be the maximum allowed by the Liquor Distribution Board and should not be subsidized in any way.
- h) Persons responsible for serving alcoholic beverages must make themselves aware of who is being served and avoid providing others with the opportunity of getting drinks for impaired persons.

5.00 RELATED POLICIES, PROCEDURES, AND SUPPORTING DOCUMENTS

- 5.1 [Canadian Human Rights Act](#)
- 5.2 [Liquor Control and Licensing Act](#)
- 5.3 [Liquor Control and Licensing Regulation](#)
- 5.4 [Occupiers Liability Act](#)

6.00 HISTORY

Created/Revised/ Reviewed	Date	Author’s Name and Role	Approved By
Created	Jan 25, 2002		President’s Council
Amended	Jan 31, 2003		