



Science
Undergraduate
Society

The Science Undergraduate Society of UBC – Abdul Ladha Centre – 2055 East Mall - Vancouver, BC V6T 1Z1
604-822-4235 – bmanager.bookings@sus.ubc.ca - www.sus.ubc.ca

Abdul Ladha Science Student Centre Permission to Hold a Licensed Event

LICENSEE INFORMATION				
<u>Name of Organization</u>		<u>Licensee Name and Title</u>		
<u>Licensee Telephone</u>		<u>Licensee Email Address</u>		
<u>Organization Address</u>		<u>Organization City</u>	<u>Postal Code</u>	
BOOKING DETAILS				
<u>Date of Booking (MM/DD/YYYY)</u>	<u>Expected Attendance</u>	<u>Event Open to Public? (Y/N)</u>	<u>Time (Start)</u>	<u>Time (End)</u>
<u>Booked Area(s)</u>	<u>Event Description</u>			
LICENSE INFORMATION				
<u>License Type (Public/Private)</u>	<u>License Start Time</u>	<u>License End Time</u>		
DECLARATION				
<i>I, the Licensee, hereby declare that the above information is true to the best of my knowledge.</i>				
<u>User's Name</u>		<u>Building Manager's Name</u>		
<u>Signature</u>		<u>Signature</u>		
<u>Date</u>		<u>Date</u>		
<u>Dean's Office Representative Name</u>				
<u>Dean's Office Representative Signature</u>				
<u>Date</u>				
<p>Process (non-binding, just FYI): Once this form has been signed by a BMC Representative, take it, along with the Classroom Services form and Dean's Office form (titled "Organizer's Plan..."), to the Faculty of Science Dean's Office (Earth Sciences Building, 2178-2207, Main Mall, Vancouver, BC, V6T 1Z4). Once you have the Dean's approval and all necessary signatures on the 3 forms, visit the Campus RCMP Branch and submit an Application for an SOL. After they give the go-ahead, submit the application to a BC Liquor Store to pay for the SOL, and get a physical copy. A copy of the SOL must be submitted, prior to the event, to the AMS Bookings Representative, Kari Hewitt, in SUB room 230A (slide under the door is ok), and another copy must be submitted to the SUS Building Manager mailbox, in ALSSC Room 106.</p>				



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The SUS is committed to confidentiality and privacy. All information contained herein shall only be used for booking purposes.