



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

## Abdul Ladha Science Student Centre Liquor Licenses

### Liquor licenses

#### A liquor license is required to serve alcohol at any event at UBC.

To serve alcohol at Abdul Ladha Science Student Centre, you must get a temporary liquor license, called a **Special Occasion License (SOL)**, or hire a caterer who is licensed to serve alcohol. If you are the event organizer, you and your staff are prohibited from consuming alcohol at the event.

#### Special Occasion Licenses

When you organize an event, you have a legal responsibility to follow all provincial laws and University rules to ensure the safety of all event attendees.

#### To serve alcohol at your event, you must:

1. Read and understand your responsibilities for [holding your event](#).
2. Follow the [checklist](#) to get a [Special Occasion License \(SOL\)](#) for your event. Please note that timelines are sensitive, and you will need to allow as much time as possible before your event to have your paperwork processed by the proper authorities and your license issued.

#### Penalties

If your event is in any SOL contravention, you will be responsible for any fines imposed by the BC Liquor Control and Licensing Branch, unless you made an official booking on behalf of a faculty or department.

SOL Contraventions	Fines
Selling liquor to minors	\$7,500 to \$10,000
Minors on licensed premises	\$5,000 to \$7,500
Permitting a person to become intoxicated	\$5,000 to \$7,000
Permitting more persons than allowed by the occupant load	\$5,000 to \$7,000
A failure to take reasonable measures to ensure that the operation of the licensed establishment is not contrary to the public interest and does not disturb persons in the vicinity of the establishment	\$7,500 to \$10,000

#### Events with more than 100 attendees

If you are planning an event with more than 100 attendees where liquor will be served, you need to complete and submit the following two forms to the appropriate signing authority **at least 30 days before the event**:

1. [Request for permission to hold an event where alcohol will be served](#) (pdf)
2. A [Safety and Emergency Response Plan](#) (pdf)

#### Plan ahead!

Submit your Request Form to the appropriate signing authority at least 30 days before the date of the event. If you do not submit your request in time, your license may not be granted in time for your event.



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

## Abdul Ladha Science Student Centre Responsibilities and Requirements

### Holding your event

*Get informed on the requirements for events where alcohol will be served.*

#### A. Hosting an event with alcohol

- **Be there for the whole event.**  
As the organizer, you are required to be present for the entire event.
- **Don't drink.**  
The organizer, servers, and security must not consume alcohol during the event.
- **Make it welcoming for non-drinkers.**  
The event must be inclusive and supportive of those members of the University population who cannot or choose not to drink alcohol.
- **Don't encourage over-consumption.**  
If you serve alcohol to someone who becomes impaired as a result, you may be held legally responsible for their actions under the influence.
- **Be responsible for your guests.**  
As licensee, you have a **duty of care** to protect patrons at your event and others from harm that may be associated with drinking. This includes harm which may occur on the premises of your event, as well after the patron has left the premises.

#### B. Serving alcohol at your event

- **Get certified.**  
All managers and paid servers must have [Serving It Right](#) certification and be able to provide proof that you are certified.
- **Provide food.**  
Make sure you provide a generous variety of food and alcohol-free beverages that are readily accessible and reasonably priced or free.
  - See the [Special Occasion License Policy Manual](#), section 8.8.2 for details.
  - For **public events**, you may need to fill out a [Temporary Food Services Application Form](#) with Vancouver Coastal Health - see [outdoor booking policies](#) for more information.
- **Sell responsibly.**  
To support responsible drinking, alcohol may not be sold for less than \$2.00 per drink. Alcohol may not be sold at prices exceeding the maximums set in the [LCLB Liquor Price Schedule](#).
- **Display your SOL.**  
Make sure it's visible where the alcohol is being sold or dispersed.
- **Check IDs.**  
Plan to check identification to make sure no one who is underage is served alcohol.



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

### C. Planning your event

- **Alcohol may not be used as an inducement to attend the event.**  
No indication may be made about the availability of alcohol when promoting the event.
  - For example, you can't use terms like "Beer Garden," "Wine and Cheese," etc.
  - See section 8.8.3 of the [Special Occasion License Policy Manual](#) for more detail.
- **The RCMP will determine the amount of alcohol you can purchase.**
- **The purpose of your event cannot be making a profit.**  
An exception may be made if the LCLB is satisfied that the purpose of the function is to raise funds for a legitimate charity.
- If the event is outdoors, the area in which alcohol is to be served must be well illuminated and enclosed; entrances and exits must be adequately monitored.
- **The event should be scheduled within legal serving times.**  
All outdoor events on campus, regardless of whether alcohol will be served, must be concluded by 10:00 p.m. (serving times may be extended with permission by RCMP before approval of SOL). Indoor events must be concluded by 1:00 a.m.
- **Leave your event venue clean.**  
Make arrangements ahead of time to make sure you leave the room as you left it.

For **licensed events with a capacity of 100 or more patrons**, the licensee must provide an event [Safety and Emergency Plan](#) to UBC Scheduling Services.

### UBC Statement on Respectful Environment for Students, Faculty and Staff

UBC envisions a climate in which students, faculty, and staff are provided with the best possible conditions for learning, researching, and working, including an environment that is dedicated to excellence, equity, and mutual respect. UBC strives to realize this vision by establishing employment and educational practices that respect the dignity of individuals and make it possible for everyone to live, work, and study in a positive and supportive environment.



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

## Abdul Ladha Science Student Centre Liquor License Checklist

### 1. Get Serving it Right certification

- The organizer, as well as all managers and paid servers, must have [Serving It Right](#) certification.
- This is available by completing an [online training course and exam](#) (certificates with an "S" certification obtained before June 2007 are not sufficient for an organizer of an event)

### 2. Complete the request form

- Submit the form to the appropriate signing authority.
- In some cases, it is necessary to get approval from up to three signing authorities, who may impose additional conditions before giving permission to hold your event. In this case, the signing authority will provide the additional conditions in writing. You can contact signing authorities for [residences](#) and [faculties/departments](#) (i.e., Science – Dr. Paul Harrison, Associate Dean).

### 3. Submit the request form

- Submit the form to Scheduling Services **at least 30 days before the date of the event**.
- If your event will have 100+ attendees, you must also submit your [Safety and Emergency Response Plan](#) and a site map indicating exit strategies from your event areas.
- You can usually pick up your request form the next business day after 10:00 am. We may need additional time to process an application. We will let you know if this is the case.

### 4. Submit required documents to UBC Scheduling Services.

- Submit all the necessary documents to UBC Scheduling services: [room.bookings@ubc.ca](mailto:room.bookings@ubc.ca) **at least 25 days before the event**:
  - A completed request form
  - A copy of your Serving it Right certificate
  - Photo ID (you must be a permanent resident of BC)
  - A completed Application for a Special Occasion License ("Application"), available at any BC Liquor Store
  - **For licensed events with more than 100 guests**: An event [Safety & Emergency Response Plan](#) must be provided to Campus Security, the RCMP, and the Fire Department.
  - **For public events serving spirits (hard liquor)**, you will need an exemption letter from Victoria, which can take a minimum of two to three weeks.
  - The RCMP may impose additional conditions before granting permission to hold your event. In this case, the RCMP will provide the additional conditions in writing.

### 5. Take the signed Application to the manager of a BC Liquor Store

- The manager will issue you your Special Occasion License.
- The University Liquor Store branch requires the SOL to be submitted at least 72 hours prior to your event in order to complete their paperwork.
- The Special Occasion License must be on display near the bar area during your event.