



The Science Undergraduate Society of UBC – Abdul Ladha Science Student Centre
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Abdul Ladha Science Student Centre Special Occasion License (SOL) Application Procedure

Steps to obtaining a Special Occasion License (SOL)

To serve alcohol at an event held at the Abdul Ladha Science Student Centre (ALSSC), the event organizer must obtain a Special Occasion License (SOL), which is a temporary liquor license.

1. Obtain an ALSSC SOL Permission to Hold a Licensed Event (FORM A) from the Building Manager or from the SUS office. Fill out the details of the event, and then arrange for a meeting with the Building Manager to authorize and sign the form.
2. Obtain and complete a UBC Scheduling Services Request for University permission to hold a function where alcohol will be served (FORM B). If you are planning an event with more than 100 attendees where liquor will be served, you need to complete a UBC Scheduling Services Event Safety and Emergency Response Plan (FORM C); this will require you to develop an evacuation and safety zone location plan. ALSSC floor plans can be obtained from the Building Manager.
3. Complete the supplemental Faculty of Science Organizer's Plan for an Event where Alcohol will be Served (FORM D), which is available at both the Dean of Science and SUS offices.
4. Submit all documentation to Betty Chan, Assistant to the Associate Dean of Student Services, at the Office of the Dean of Science, which is located in the Earth Sciences Building (ESB). Please allow approximately 4-5 business days to review the forms.
5. Once all the appropriate forms have been approved and signed by Dr. Paul Harrison, Associate Dean of Science, FORM B and FORM C and a copy of the event organizer's government-issued photo ID and Serving It Right certification need to be submitted to UBC Scheduling Services for their approval and signature. Please scan and email all forms and documentation to room.bookings@ubc.ca.
6. Scheduling Services will sign off on the forms and send a copy to the RCMP on the event organizer's behalf. They will send a copy back to the event organizer for their records. The event organizer must then go online to apply for the liquor license (Scheduling Services will send the event organizer the link). The RCMP will review the online application and match it up with the submitted paperwork from the Scheduling Services office in order to approve the license.
7. A copy of the SOL must be submitted to both the ALSSC Building Manager and the Alma Mater Society Bookings Representative prior to the start of the licensed period.

Key Reminders:

1. Events with alcohol require you to hire a professional, private security company (not Campus or AMS Security). Procedures for security to follow can be found under [Appendix A: Security Regulations](#).
2. Maximum capacity for dances is 133 for the 2nd & 3rd floors.
3. The Dean of Science requires implementation of a plan for serving ONE alcoholic drink per person per hour at your event. Suggestions include: (A) ticketing system or (B) bracelet system (time of drink served written on bracelet).
4. Please be aware of building rental and equipment fees, ancillary fees, cancellation fees, cleaning deposit (UBC Plant Operations), damage deposit, and private security company fees.