

**From: Associate Dean Paul Harrison
Faculty of Science**

To: Organizers who hold functions in the Faculty of Science where alcohol will be served

**Faculty of Science Organizer's Plan
for an event where alcohol will be served**

NB: This plan has to be submitted together with the “*Request for University Permission*”

Organizers proposing to use space in a Science building will need to submit both the “*Requests for University Permission to Hold a Function where Alcohol will be Served*” and a short written plan (*Faculty of Science Organizer's Plan for an Event where Alcohol will be Served*) that demonstrates that sufficient attention is being paid to the health and safety of those involved.

The Organizer's Plan need not exceed one page (see reverse). If the plan is in order, then the request form will be signed. In some cases, a meeting with the organizer may be required before the form will be signed.

Please note that student groups that hold functions where alcohol is served on campus need to pay a cleaning deposit of \$100 to UBC Building Operations for each event. Their office is located at 2329 West Mall, tel: (604) 822-8683. Once the event takes place, if no custodial cleaning was needed, the \$100 deposit will be returned. If cleaning was required, the applicable portion of the deposit will be used for the cleaning.

Faculty of Science - Organizer's Plan for an Event where Alcohol will be Served

As the holder of the *Serving It Right* licensee certificate for the event described below, I hereby agree to the following:

- I will not partake of any alcoholic beverages at the event,
- I will personally control and supervise the dispensing of alcohol,
- the quantity and form of the alcoholic beverages at the event will be in compliance with the terms of the licence,
- a valid mechanism will be in place to control the rate of consumption of alcohol (as described below), and
- the additional information below is true and accurate.

Date, Location, and Purpose for event:

Name, contact information, and University affiliation of Organizer*:

(* holder of *Serving it Right Licensee Certificate* and the one responsible for controlling the dispensing of alcohol)

For a student-run event, name of Club executive member who is sponsoring the event (if different from the Organizer):

Name(s) and University affiliation of any additional licensed server(s) of alcohol:

Plan for promotion of a designated driver program:

Procedures to be used to ensure that underage individuals will not be served or have access to alcohol:

Provisions for serving of food and non-alcoholic beverages:

Procedure for ensuring that drinks are provided at a rate not exceeding one per person per hour (e.g., coloured tickets, wrist bands):

Arrangements for security (names of individual(s) in your organization designated to be “on duty” or arrangements with a professional security agency):

A “cleaning” deposit may be required by Custodial Services. If so, have you made arrangements?

Organizer's Signature: _____ Date: _____