

Highlights from Concordia University's *Procedures for the sale and service of alcohol*

Conditions specific to all alcohol-related events:

6. All alcohol that is served or sold must be obtained by the Event Organizer, or a representative for the department/group hosting the event unless the organizer has hired a licensed caterer to serve/sell at the event. Alcohol must be acquired from:

- SAQ.com or any SAQ outlet for wine, spirits or specialty beers
- Any licensed convenience store or grocery store for all other brands of beer.

7. Donations of alcohol are not permitted under any circumstance.

8. The alcohol waiver must be kept on-site during the event.

9. Persons selling or serving alcohol must have available appropriate identification during the planned event.

10. The person serving and/or selling the alcohol may not consume any alcohol during the event.

11. No minors may be served alcohol.

12. The organizer shall be inclusive and supportive of those members of the University community who do not drink alcohol and shall offer non-alcoholic beverages at a reasonable price.

13. Self-service of alcohol is not permitted.

14. Alcohol must be provided in glasses, plastic or cans. Glass bottles/mugs are not allowed.

15. The use of kegs or pitchers to serve and/or sell the alcohol is not permitted.

16. Persons who are intoxicated or appear close to being intoxicated must be refused any alcohol. If any safety risk exists as a result of the situation, the Security Department must be advised immediately.

17. At all student events alcohol may not be sold below prices set by the RACJ.

18. Alcohol may not be part of a door prize or contest (example: "free beer for first 100 persons") and event organizers may not make alcohol the focal point of the event advertising. (i.e. 'All-u-can drink Party')

19. Alcohol may not be removed from the venue where the alcohol is being served and/or sold.

20. Alcohol can only be served and/or sold and consumed during the time of event indicated on the space booking confirmation.

21. The selling and/or serving of alcohol must be terminated thirty minutes prior to the end of the event.

22. All on-campus events shall end no later than the booking confirmation indicates.

23. A guest whose conduct is disruptive, violent and/or threatening or poses any other risk to the guests or to the University will be removed from the premises immediately.

24. The Event Organizer shall ensure that advertising and promotional material relating to the use of University space for non-University events does not, in any way, state or imply that the University is connected with or endorses the event. Should the Event Organizer wish to use the name of the University as part of the location address for the event, the advertising and promotional material must be authorized in accordance with applicable University policy.

25. All advertising must be displayed in accordance with applicable provincial regulations (Regulation respecting promotion, advertising and educational programs relating to alcoholic beverages c. P-9.1,r.7.1)

26. The number of guests present at the event must be maintained in accordance with the capacity of the venue and the limits associated with the permit.

Policy On The Sale And Service Of Alcohol On University Premises

Policy Violations and Sanctions

21. The University will not tolerate conduct which endangers others or is in violation of applicable legislation, University policies, procedures, rules and/or regulations.

22. If organizers of an event and/or their employees/representatives/guests or individuals attending the event violate the terms of the present Policy or any other applicable rule, policy, law, procedure, regulation or engage in unsafe or irresponsible behaviour, the University may take one or more of the following actions, as appropriate:

- Cancellation or immediate shut down of the event without notice
- Temporary or permanent suspension of future alcohol-related event privileges
- Charging the individual(s) in question with an offense under the Code of Rights and Responsibilities (BD-3), if applicable POLICY ON THE SALE AND SERVICE OF ALCOHOL ON UNIVERSITY PREMISES Page 8 of 10
- Take any and all appropriate measures, both internal to the University as well as through external legal means, to ensure conformity with the present Policy

Resources

Hospitality Concordia Policy forms

<http://www.concordia.ca/hospitality/event-logistics/policies-forms.html>

Policy On The Sale And Service Of Alcohol On University Premises

<http://www.concordia.ca/content/dam/common/docs/policies/official-policies/VPS-3.pdf>

University procedures for the sale or service of alcohol

<http://www.concordia.ca/content/dam/concordia/services/event-planning/docs/Procedures-for-sale-or-service-of-alcohol%20-%20REVISED.pdf>

Quebec Regulation respecting promotion, advertising and educational programs relating to alcoholic beverages

http://www2.publicationsduquebec.gouv.qc.ca/dynamicSearch/telecharge.php?type=3&file=/P_9_1/P9_1_R6_A.htm