

BAR SERVICES REQUEST FORM

GENERAL INFORMATION (To be filled out by applicant)

IMPORTANT

Requests to Bar Services must be made at least **TWENTY** calendar days before the requested event date. *This document applies to all licensed events taking place on campus at Dalhousie University where alcohol is served and/or sold except for spaces controlled by the DSU (i.e. the Grawood, T-Room, and SUB).*

EVENT ORGANIZER INFORMATION

Name of the Event Organizer (Event Organizer) _____

First name: _____ Last name: _____

Phone: _____ Email: _____

Onsite Representative - *If you will not be at the event, indicate the name of the person who will remain onsite for the duration of the event.*

First name: _____ Last name: _____

Phone: _____ Email: _____

Billing Address: _____

EVENT INFORMATION

Event Title: _____

Description: _____

Maximum expected attendance: _____

Event Location: Campus: _____ Building: _____ Room Number: _____

Event Date ____ / ____ / ____

Alcohol service start time: _____ Alcohol service end time: _____

Barware requested: (glass* or plastic) _____ (*additional charges will apply for glassware)

Will food be served? _____ Are there provisions made for non-drinkers? _____

Bar Products Requested _____

ALCOHOL WILL BE (please select the appropriate option):

Free of charge Sold at Event Included in registration fee

TYPE OF ATTENDEES (please select the appropriate option):

Open to public Open to internal community
 By invitation Internal and External Attendees

ACKNOWLEDGMENT OF RESPONSIBILITY

Please sign below if you have read and agreed to the conditions and regulations attached that accompany the sale and service of alcohol on campus. The Event Organizer is responsible for ensuring the responsible use of alcohol at your event. Failure to abide by these conditions and regulations may have legal consequences for the event organizer.

Event Organizer Signature: _____ 

Date: _____ Email: _____


Tel: _____

DEAN / DESIGNATE EVENT APPROVAL (this section is applicable only for internal Dalhousie faculty, staff & students)

I understand and approve the use of the requested space in the specified building for a licensed event as outlined above. The Event Organizer will be responsible for ensuring that all elements of the event meet or exceed all policies and guidelines for this event as specified by the University and the Province of NS.

Name of Approver: _____

Position Title: _____

Signature: _____ 

CONDITIONS FOR THE SALE AND SERVICE OF ALCOHOL AT FACULTY, STUDENT OR STAFF EVENTS UNDER DALHOUSIE'S LIQUOR LICENSE

When alcohol will be served at an event, the Event Organizer is responsible for ensuring that all guidelines below are adhered to. Failure to do so may, pursuant to the University Alcohol Policy, result in the immediate cancellation (without notice) of the event by a representative of the University. It will also affect your future booking privileges.

1. The Event Organizer (or the onsite representative of the organizer) requesting to hold an event must supervise the event and must be present for the duration of the event.
2. The copy of the approval of the Event must be prominently displayed onsite where the event is taking place. To avoid damaging University premises, it is expected that non-permanent adhesives are used when posting the permit. Appropriate signage should be visible at the location. It is recommended to include the name of the event and an indication that "invited guests only" may be admitted.
3. Alcohol can only be served and/or sold and consumed during the time of the event indicated on the space booking confirmation but the selling and/or serving of alcohol must end thirty minutes before the end of the event.
4. All alcohol served and/or sold will be handled in accordance with all relevant University policies (including the University Alcohol Policy). This includes but is not limited to:
 - a. Alcohol will only be served by the server hired through Bar Services (self-service of alcohol is not permitted).
 - b. Only alcohol ordered through Bar Services may be served or consumed.
 - c. Donations of alcohol are not permitted under any circumstance.
5. All alcohol served and/or sold will be handled in accordance with all municipal, provincial, and federal laws and regulations concerning the sale and service of alcohol. This includes but is not limited to:
6. Persons serving and/or selling alcohol may not consume any alcohol during the event.
7. No one under the age of 19 may be served alcohol.
8. All advertising must be displayed in accordance with applicable provincial regulations (regulation respecting promotion, advertising and education programs relating to alcoholic beverages) and the University Alcohol Policy.
9. The Event Organizer understands and accepts that Security has final authority to determine the Security requirements of the Event including how many officers must be assigned and present at the Event. All such related costs will be at the expense of the Event Organizer. Any such costs will be communicated to the Event Organizer before the Event.
10. The Event Organizer shall be inclusive and supportive of those members of the University community who do not drink alcohol and shall provide non-alcoholic beverages.
11. Persons who are intoxicated or appear close to being intoxicated must be refused any alcohol. If any safety risk exists because of the situation, the Security Services must be advised immediately by calling (902)494-6400 or by advising the closest Security desk.
12. At all events alcohol may not be sold below prices set by the **NS Alcohol Gaming Authority**
13. 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').
14. At the end of the event, Dalhousie University Bar Services must ensure that all alcohol is removed from the premises.
15. The space used must be returned to a good, clean condition at the end of the event. Otherwise, the individual/group may be refused any future permission to use the premises and charged the cost of clean-up.
16. The Event Organizer shall be solely responsible for any fines or charges levied by the University or by the Province of Nova Scotia
17. The Event Organizer understands that a member of the police and/or NS Alcohol Gaming Authority, Dalhousie's Environmental Health & Safety Office, Security Services, and the Designated Space Administrator have the authority to enter the Event Location for the purposes of inspecting any alcohol service at any time, to ensure the correct permit is visible and is being respected and may shut down operations at their sole discretion if, in their opinion, any and/or all applicable procedures and policies are not being followed. The Event Organizer must immediately inform Security Services and the License Designate if the Police or representative from Nova Scotia Alcohol & Gaming attend at an Event.