How To Run A Successful Licensed Function In The Student Union Building

Policies and Regulations governing licensed events in the Student Union Building are determined by:

- Liquor Control and Licensing Act and Regulations
- RCMP
- Student Administrative Commission of the AMS
- AMS Alcohol Policy

STEP ONE – PLANNING

At least six weeks before your event - Make sure your Bookings Representative has booked a room in SUB with the AMS Bookings Representative in Room 230A (amsbookings@ams.ubc.ca)

Your Bookings Representative needs to provide the following information to the AMS Bookings Representative:

- Day and date of event
- Time of event – you must book one hour set-up time before the event, and one hour clean-up time after the event
- Expected attendance

Right after the event has been booked - The person from your club who is going to be the licensee on the Special Occasions License (SOL) must attend a mandatory 20 minute Alcohol Training Program with SUB Security. This should be completed at least four weeks before the event.

This person must have completed their ‘Serving it Right’ certificate (this can be done online at http://www.servingitright.com/)

To set up the training contact the AMS Security Manager, Shaun Wilson on 604 827 3601 or email security1@ams.ubc.ca Please note this training may be held outside of regular business hours.

After the training is complete AMS Security will send an email to the AMS Bookings Representative confirming the training is done. *NB this training lasts for one academic year only.

At least three weeks before your event - The person who is going to be the licensee and is obtaining the SOL must bring their BC Serving It Right “Licensee” card with them to the AMS Bookings Representative to receive a “Liquor Letter” which gives them permission to apply for a Special Occasions License.

*This person must have completed the AMS Alcohol Training Program.

They must provide the following information to the AMS Bookings Representative:

- Type of Special Occasions License you will be applying for (Private or Public – see license section)
- Number of beverage bars required
- Choose a liquor license time (e.g. 1800 to 2200 hours or 1900 to 2300 hours)
- Their UBC student number
At this time the AMS Bookings Representative will charge the club a $100 damage deposit and a $100 security deposit. As long as there is no damage or the event is not cancelled this $200 deposit will be deducted from the final costs associated with running a liquor event (see cost section).

*NB if the event is cancelled you will forfeit the security deposit

The AMS Bookings Representative will prepare a Journal Voucher to pay for these deposits and the funds will be debited directly from the club’s account.

At least two weeks before your event - you must take your liquor letter to the Campus RCMP detachment to obtain your application for a Special Occasions License. The RCMP is located at 2990 Westbrook Mall.

Two or three days before your event - Your Booking Representative is to sign out keys for beverage bars (to hold ice and any chilled beverages, alcoholic or non-alcoholic) and one for the ice machine (which must remain locked) from the AMS Bookings Representative.

You must submit a copy of your Special Occasions Permit to the AMS Booking Rep at this time.

**Note: Do not put kegs in the beverage bars they are too heavy and break the plastic tubs

NB: No glassware or cans are permitted. Plastic cups can be purchased from AMS Stores (604 822 2386). All beverages must be poured into plastic cups.

Contact the AMS Security Manager to give them the details of the event and arrange to meet prior to the start of the event.

Contact the Proctor (604 328 7028) to arrange for cleaning materials to use after the event.

STEP TWO – SETTING UP AND RUNNING THE FUNCTION

The Day of the Event:

• Set up room
• Unlock beverage bars in Servery, put beverages in beverage bar and fill with ice from the ice machine
• Meet with AMS Security half an hour before the event to be briefed, identify event organizers and receive name tags and wristbands
• Sign out cleaning materials from the Proctor between 4 - 7 pm at their office (Main Concourse, room no. 100C).

Half an Hour Before Start of Event - All event organizers and staff working the event to meet with Security Manager.

• License holder to identify themselves
• Staff to identify themselves, including set up and clean up staff
• Name tags & wristbands will be issued
• Security briefing
• Liquor license to be posted at eye level behind bar
• No drinking outside of license times
During the Event:

- Security will handle all security issues
- Questions to be directed to Security Manager or Security room leader
- Organizers should be wearing name tags & wristbands at all times
- Staff wearing name tags are the only ones allowed behind the bar
- Organizers & staff should not be consuming alcohol
- Organizers should monitor alcohol consumption of guests and bring any problems to the attention of Security immediately
- Last call for liquor ticket sales is to be made 45 minutes before end of license
- Tickets sales cease 30 minutes before end of license
- Last call for alcohol is to be made 30 minutes before end of license
- Alcohol service ceases 15 minutes before end of license
- Music off and lights on 5 minutes before end of license
- Guests to vacate room at license end

STEP THREE – CLEAN UP AND FOLLOW UP

- Meet with Security Room Leader at the end of your event to review and sign function evaluation
- Meet with the Proctor so they can inspect clean-up (see sample, back page)
- Clean up staff are not allowed to consume alcohol after the license end
- Return all cleaning materials to Proctor before 01:00

Clean up Checklist:

- Cans must be bagged and tied securely by club members - no outside parties in room
- Clean all table and chairs with soapy water to remove food and beverage residue
- Pick up all tickets/garbage/cups/containers off floor and put in re-cycling or garbage
- Remove all decorations, including string, tape, signs, and empties from room and hallways
- Return beverage bars to servery and drain any collected water
- Remove all garbage
- Lock bar to wall in the numbered space that corresponds to the number on your bar and key
- Ensure that servery sinks are completely clean and the drain is running freely.
- Mop floor

NB: SUB Custodial staff will advise AMS Bookings Rep of any cleaning deficiencies. You will be charged for cleaning services.

The Following Week:

- Return beverage bar and ice machine keys to the AMS Bookings Representative
- Bookings Representative to see the AMS Bookings Representative to sign the Journal Voucher to pay for the costs incurred
FAQ’s:

Special Occasion Licenses

A Special Occasion License (SOL) is issued for not-for-profit, special occasions such as weddings, banquets, club functions, charitable events and community festivals where alcoholic beverages will be served or sold.

Do I need one?
If your club plans to serve alcoholic beverages at an event in the Student Union Building you need an SOL.

Types of Licenses

- There are two types of SOLs: private and public. No matter what kind of event you are holding, certain rules and regulations apply to both licenses:
- The maximum number of SOLs granted to any person organization is 2 per month, or 24 per year
- If you are applying as the representative of a club or other group, you must complete the
- Serving it Right: The Responsible Beverage Service Program (SIR) before applying for a license. If you are hiring and paying servers for the event, they too must each have one
- SIR licensee certification requires that the certificate holder be in attendance at all times during the event
- Police and liquor inspectors have the right to enter and inspect the premises while your event is in progress, and may suspend a SOL for reasons of public safety.
- Gambling is not permitted in the licensed area.
- Liquor may only be served and consumed in the licensed area(s), and appropriate signage should be posted.

Private Licenses

- A Private event is a social event that is held by an organization that meets regularly for a common purpose.
- Attendance is limited to an organization’s members, staff, invited guests, family and friends, or person who hold advance tickets. All tickets must be sold or given away before the event begins; the official start of the event is when the door opens.

NB: This means that only people who have a ticket before the event starts may enter the function. If guests leave during the function, you may not admit anyone else.

- All types of alcoholic beverages may be provided or sold within the range of the maximum liquor price schedule.
- SAC Policy has set the minimum amount that spirits (as defined by the Liquor Control and Licensing Board of BC) can be sold per 1oz serving at $2.00.
- The fee for a private license is $25.00 per day.
Public Licenses

- A public special event is a community or public celebration such as community festival or outdoor concert. Anyone may attend.
- Distilled spirits, other than spirit-based coolers, are not permitted. Beer, wine, cider and coolers may be provided or sold within the range of the maximum liquor price schedule.
- The fee for public license is $100.00 per day.
- When you apply for a SOL, you agree to abide by the Liquor Control and Licensing Act and Regulations. A complete copy of the Act and Regulations can be found at: www.pssg.ag.gov.bc.ca/lclc

NB: Tickets for Public functions may be sold throughout the function. If guests leave during the function, other guests may be admitted, provided the capacity of the room is never exceeded.

How Much Does It Cost to Run a Licensed Function in SUB?

The cost will depend on the room that you book, the number of people that attend and whether or not you plan to have music at the event and other variables. For example, security for the Ballroom costs $650, the Partyroom is $300, rooms 207/209 & 214/216 cost $200 each. There is also an additional security charge of 0.25 cent per person in attendance and it costs $25 per beverage bar rented. The AMS Bookings Rep will be able to give you details on the cost of your event at the time of booking.

AMS LIQUOR FUNCTION - CLEANING CHECKLIST

Please pick up cleaning supplies from evening shift Proctor:

- 2 mops,
- 2 white cloths
- 2 mop buckets
- bucket with detergent
- 1 broom
- 2 pairs or rubber gloves

Cleaning Checklist:

- Tables wiped, stacked
- Beer bars cleaned + servery sinks cleaned/drains clear
- Garbage/tickets removed from floor
- Large spills/puddles mopped up

All cleaning equipment must be returned to the Proctor at the time the room is checked for cleaning. The club will be responsible for the replacement cost of any equipment that is damaged or not returned.

Once you have cleaned the room, please contact the Proctor to check the room.

The Proctor will sign and note if the room was left in an acceptable condition. Should the room not be left in an acceptable condition, the club will be charged for the additional cleaning at the cost of $35/hour. Cleaning must be completed before 1:00 am. The Proctor can be reached at 604-328-7028 or pager 604-891-9940.