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## Liquor Consumption on Campus

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| Procedure No.:          | 7504-PR1  |
| Policy Reference:       | 7504  |
| Category:               | Administration  |
| Department Responsible: | Director, Corporate Services<br>and Director, Safety, Security<br>and Emergency<br>Management |
| Current Approved Date:  | 2017 Dec 05   |

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### Objectives

This Procedure applies directly to Policy 7504, Liquor Consumption on Campus.

This Procedure describes the processes to be followed when seeking permission for Liquor to be served or sold on campus in Licensed Establishments or at special events.

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### Who This Procedure Applies To

This Procedure applies to:

- Director, Corporate Services
- BCIT Safety, Security and Emergency Management
- BCIT Student Association
- Residents of Student Residences (residences operated by the BCIT Housing Office)
- All BCIT students, faculty members, employees, and visitors

### Other Information

The locations and events at which Liquor may be served and consumed on BCIT premises is set out in the related policy to this Procedure, Policy 7504, Liquor Consumption on Campus.

Any reference to the President of BCIT, the Director, Corporate Services and the Director, Safety, Security and Emergency Management includes those persons' designate where one has been appointed.

Any reference in this Procedure to the *Liquor Control and Licensing Act* includes the *Liquor Control and Licensing Regulation* as may be applicable in the circumstances.

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### A. Licensed Establishments

Liquor license renewals or changes to existing licenses for the respective Licensed Establishment, and liaising with the Liquor Control and Licensing Board with regard to the same, shall be coordinated by the Director, Corporate Services.

Any application for a new Liquor licence on BCIT premises shall be reviewed and endorsed by the Director, Corporate Services, in consultation with the Director, Safety, Security and Emergency Management, prior to the submission of the application to the Liquor Control and Licensing Branch for approval.

With particular regard to the BCIT Student's Association ("Association") Campus Pub, the Association is responsible for obtaining and maintaining the requisite Liquor licence under the *Liquor Control and Licensing Act*, and ensuring that the establishment is operated in compliance with the terms and conditions attached to that licence, and all applicable laws and BCIT policies, including Policy 7504 to which this Procedure relates. The President of BCIT shall monitor the operation of the BCIT Student Association's Campus Pub, and may suspend service of Liquor at that establishment in accordance with the provisions of the lease dated December 15, 2012, between the Association and BCIT, pursuant to which the Association operates the Campus Pub.

### B. With-Liquor Events Held at Licensed Establishments

The Event Organizer:

- a. shall obtain the written approvals from the individual responsible for oversight of the Licensed Establishment and from the Director, Corporate Services to use the establishment for the With-Liquor Event. Approval may be subject to conditions or requirements (as an example only, require licensed security to be present at the Event Organizer's expense to check identification, prevent over-crowding, maintain orderliness, etc.);
  - b. shall, where the proposed With-Liquor Event is at the Downtown Vancouver Campus, propose an Event Supervisor for the Director, Corporate Services to consider for endorsement;
  - c. shall, with regard to the catering for the With-Liquor Event:
    - i. contact the Campus Food Service Provider to make any necessary arrangements, including the payment of any applicable fees or costs; or
    - ii. where an outside caterer is proposed to be used, apply to the Director, Corporate Services for approval. Where such approval is granted, the Event Organizer shall make all necessary arrangements with that caterer. Those arrangements may include the Event Organizer:
      - obtaining a Special Event Permit or obtaining from the caterer a copy of the Catering Authorization for the event, and
      - providing a copy of that permit or authorization to the Director, Corporate Services.
- The Event Organizer and the outside caterer will work with BCIT's event coordinator with regard to the catering of the event; and
- d. should submit its requests for approval and, where applicable, contact the Campus Food Service Provider, at least 30 days in advance of the date of the proposed With-Liquor Event.

The Campus Food Service Provider:

- a. where it enjoys a right of first refusal under its applicable agreement with BCIT to cater a With-Liquor Event at the particular campus and, being offered that opportunity for

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such a proposed event, shall notify the Director, Corporate Services in writing whether it will cater the event. If it elects to cater the event, it shall make any necessary arrangements directly with the Event Organizer;

- b. shall notify the Director, Corporate Services and the Director, Safety, Security and Emergency Management of all scheduled With-Liquor Events for which it is providing its services;
- c. shall be responsible for serving Liquor in Licensed Establishments at With-Liquor Events (other than any With-Liquor Event for which an outside caterer has been retained); and
- d. shall, upon request, provide confirmation that all of its personnel that will serve Liquor at the With-Liquor Event have the requisite Serving It Right certification or such other certification as may be required by the Liquor Control and Licensing Branch.

### C. With-Liquor Events Held at Non-Licensed Establishments on BCIT Premises

The Event Organizer:

- a. shall obtain the written approvals of the Director, Corporate Services:
  - i. to use the premises; and
  - ii. if applicable, to use the services of an outside caterer where the Event Organizer proposes an outside caterer for the proposed With-Liquor Event.

Approval may be subject to conditions or requirements (as examples only: obtaining and providing copies of a Special Event Permit or Catering Authorization for the event; proof of adequate insurance coverage; require the Event Organizer to arrange, at its expense, for security personnel to be present to check identification, prevent over-crowding, maintain orderliness, etc.);
- b. shall propose an Event Sponsor for the Director, Corporate Services' endorsement;
- c. shall submit a security plan for approval of the Director, Safety, Security and Emergency Management. Approval may be subject to conditions or requirements;
- d. following receipt of approvals of the Director, Corporate Services and Director, Safety, Security and Emergency Management, shall:
  - i. submit a Special Event Permit application to the Liquor Control and Licensing Branch, and provide a copy of the Special Event Permit obtained to the Director, Corporate Services. The Event Organizer is responsible for contacting the Campus Food Service Provider to make any necessary arrangements relating to the Campus Food Service Provider catering the event, including the payment of any applicable fees or costs; or
  - ii. where the Event Organizer has arranged for an outside caterer to cater the With-Liquor Event, provide a copy of the Special Event Permit or the Catering Authorization obtained by that caterer for the event to the Director, Corporate Services. The Event Organizer and the outside caterer will work with BCIT's event coordinator with regard to the catering of the event; and
- e. should submit its request for approvals and, where applicable, contact the Campus Food Service Provider, at least 30 days in advance of the date of the proposed With-Liquor Event.

The Director, Corporate Services:

- will notify the Director, Safety, Security and Emergency Management of the proposed event, and consult with regard to security concerns or requirements.
- will, where an Event Organizer proposes to use an outside caterer for the With-Liquor Event, confirm whether the applicable Campus Food Service Provider for the particular campus has a right under its agreement with BCIT to be first offered the opportunity to cater the proposed event. If such a right exists, the Director, Corporate Services will notify the Event Organizer that the opportunity to cater the proposed event must first

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be provided to the Campus Food Service Provider, and will provide or ensure that written notice of the proposed event is provided to the Campus Food Service Provider for its consideration and response.

- may, for any reason, refuse any request for authorization of a With-Liquor Event.
- if he or she approves an application, the Director:
  - will endorse or designate an Event Supervisor to be responsible for supervising the With-Liquor Event; and
  - may impose any terms or conditions considered appropriate.

The Director, Safety, Security and Emergency Management shall review the Event Organizer's proposed security plan. A template security plan may be found on the Liquor Control and Licensing Branch website (<http://www.pssg.gov.bc.ca/lclb/docs-forms/lclb098-security-plan-SOL.pdf>). If the Director approves the security plan, the Director shall provide a letter to the applicable local police department to confirm BCIT's approval of the security plan.

The Campus Food Service Provider:

- a. where it enjoys a right of first refusal under its applicable agreement with BCIT to cater a With-Liquor Event at the particular campus and, being offered that opportunity for such a proposed event, shall notify the Director, Corporate Services in writing whether it will cater the event. If it elects to cater the event, it shall make any necessary arrangements directly with the Event Organizer but also keep BCIT's event coordinator informed;
- b. shall notify the Director, Corporate Services and the Director, Safety, Security and Emergency Management of all scheduled With-Liquor Events at non-Licensed Establishments for which it is providing its services; and
- c. shall, upon request, provide confirmation that all of its personnel that will serve Liquor at the With-Liquor Event has the requisite Serving It Right certification or such other certification as may be required by the Liquor Control and Licensing Branch.

The Event Supervisor will ensure prior to the With-Liquor Event that the Event Organizer has obtained all the necessary approvals for the event in accordance with this Procedure.

### D. Licence-Exempt Events

For a With-Liquor Event to be authorized as a Licence-Exempt Event, all of the following conditions as required by the *Liquor Control and Licensing Act* and Liquor Control and Licensing Branch must be satisfied:

- a. Liquor will be served but it will not be *sold*;
- b. the event will be contained within a BCIT-controlled building (i.e., outdoor events will not qualify);
- c. the area used for the event will not be visible to the public;
- d. the nature and size of the event will not draw the attention of the public through excessive noise or other disturbance (events exceeding 75 attendees will not qualify);
- e. members of the public will not be permitted to enter;
- f. attendance is by prior invitation only;
- g. the event is attended only by BCIT administration, faculty, employees and their guests; and
- h. no fee is charged for entry or entertainment and no fee is charged for services related to the serving of Liquor.

Liquor is to be provided through the Event Organizer (attendees may not bring their own Liquor).

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To use a given premises for proposed Licence-Exempt Event, the Event Organizer must obtain the prior written approval of the Director, Corporate Services, and the individual responsible for oversight of the premises in which the proposed event is to be held. Such approval may be subject to additional terms and conditions or requirements.

**Forms Associated With This Procedure**

None.

**Amendment History**

1. Created            2017 Dec 05

This procedure was previously incorporated into earlier versions of Policy 7504, Liquor Consumption on BCIT Campus.