

**University of Alberta alcohol event guidelines  
(excluding external groups)  
DEPARTMENTS, FACULTIES, ADMINISTRATIVE UNITS**

To ensure compliance with its license and maintain a safe, comfortable, and secure campus environment, the University of Alberta is responsible for managing all aspects of liquor service, including approval of special events with alcohol organized by departments, faculties, administrative units. The university's requirements follow the best-practice guidelines set out by the Alberta Gaming & Liquor Commission for special events, as well as some rules specific to our institution.

University of Alberta groups planning a private indoor event for up to 299 people should review the event requirements below and then complete the [online application](#). Please note that there may be additional requirements for event approval, depending on the nature of your event. The coordinator who processes your event application will bring these to your attention after reviewing your event details.

If your event will be [open and/or advertised to the public](#), held [outdoors](#), or if you expect [300+ people](#), please familiarize yourself with the additional requirements for your event before completing the application.

Event organizers must ensure that non-alcoholic beverages and food are available throughout the event. Non-alcoholic beverages should be provided free of charge to designated drivers. Event planners should be ready to provide patrons with information about [designated driver programs](#) and [local transit](#) options from the event venue.

If your group is not affiliated with the University of Alberta, please review the information available online for [external groups](#).

### **Restricted activities**

High risk activities that promote over-consumption, such as drinking games and itineraries including more than one bar (i.e. bar-hopping or pub crawls), are not allowed at University of Alberta events.

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### **Timeline**

To ensure timely processing and avoid late fees, departments, faculties, and administrative units (staff groups) must complete the [online event application](#) (Google form) at least 10 full business days prior to the event.

**Note:** If an event will be held [outdoors](#), have [more than 300 attendees](#), or be [open and/or advertised to the public](#) there may be additional event requirements and applications should be submitted at least three to four months before the event.

### **General event information**

The following details are collected for **all events** organized by University of Alberta groups, both on and off campus.

#### **Event details**

Event organizers need to provide event information including event name, date, type, start and end times, bar service start and end times, expected attendance, and location.

#### **Attendance**

Maximum number of people expected to attend must not exceed the occupant load determined under fire code regulations for the event location. Event organizers will be sent an occupant load certificate upon approval for on-campus events and be asked to post it with the liquor license. For off-campus events, event organizers should confirm occupant load information with the event venue.

#### **Food service & non-alcoholic beverages**

Event organizers must list at least two types of substantial food (eg. flat bread & hummus, pizza, sandwiches, etc) that will be available during the event. Substantial food does NOT include snack items such as chips, peanuts, etc.

Food service is required by the terms of the University of Alberta's liquor license in all on-campus venues, except the two theatres. Providing food at an event may also help to slow down alcohol consumption and intoxication. Therefore, food must be available throughout the event in sufficient quantity to meet the demands of all attendees.

Non-alcoholic beverages must be available to attendees. Complimentary non-alcoholic beverages should be provided to attendees who identify themselves as designated drivers.

### **Event organizer information**

Event organizers must provide the name of the department, faculty, or administrative group organizing or hosting the alcohol event. The group must identify two individuals who will be present and responsible for the event, and provide the contact information for these individuals. They may be any members of University of Alberta faculty or staff, including graduate students employed by the department. These individuals are referred to as the primary and secondary event organizers.

The primary event organizer (PEO) should be the person who completes the event approval. The secondary event organizer (SEO) is the alternate contact at the event in case the PEO is not available. If for any reason the event is without a PEO or SEO simultaneously, the event must shut down immediately.

The PEO and SEO must:

- be on site for the duration of the event
- provide responsible supervision
- step in quickly to prevent problems between guests and ask guests to leave the event if they are causing problems
- ensure the event complies with all liquor laws and policies
- report suspected illegal activities to the police
- allow police, AGLC Inspectors, and/or university officials into the event to perform inspections (where applicable)

The PEO and SEO must NOT:

- drink or serve alcohol
- permit intoxicated individuals to drink liquor or have liquor in their possession
- permit minors to drink liquor or have liquor in their possession
- permit illegal activities at the event

See the requirements for [On-campus indoor events at unstaffed location \(under Class C license\) or Special Event License](#) for more information.

### **On-campus indoor event at licensed location (under Class B license)**

For on-campus events at a licensed location such as Timms Centre or the Myer Horowitz Theatre, the Primary Event Organizer must apply for permission to hold an alcohol event and CANNOT drink alcohol at the event. You can view a [full list of these venues online](#).

Unauthorized alcohol must not be allowed into the event. In the event that a patron has become intoxicated, the PEO and/or the SEO (and/or servers acting as representatives), must take significant, positive steps to ensure that the inebriated individual does not cause harm to themselves or to others.

### **Off-campus event at licensed location**

For off-campus events at licensed locations such as a pubs or hotels, the Primary Event Organizer must apply for permission to hold an alcohol event off campus and CANNOT drink alcohol at the event.

Unauthorized alcohol must not be allowed into the event. In the event that a patron has become intoxicated, the PEO and/or the SEO must take significant, positive steps to ensure that the inebriated individual does not cause harm to themselves or to others.

### **On-campus indoor event at unstaffed location (under Class C license) or Special Event License**

The following details are collected for events held on campus in Class C licensed spaces and for all events held under Special Event Licenses, whether on or off campus. You can view a [full list of Class C or unlicensed campus event spaces online](#).

#### **Alcohol purchasing**

For a permitted event held under the University of Alberta's liquor license, alcohol must be ordered from [Classic Fare Catering](#) or [Room at the Top \(RATT\)](#). We recommend that you order your alcohol before you submit your permit application to ensure that the campus outlet has product available. Groups may be required to show the campus provider the completed permit (sent to event organizer once event is approved) or in order to pick up their alcohol order. The alcohol order must be calculated by a maximum of one drink per hour per guest, multiplied by the number of hours that drinks are being served.

The proof of purchase (itemized receipt for alcohol) must be present at the event. Staff should be aware that **there are restrictions on spending operating funds on employee functions** (see [Hospitality, Working Sessions/Meetings, and University Employee Functions Procedure](#) for more information).

#### **Event location**

Groups must provide the building name, room number, and room name (if applicable) for events on campus. Groups must also list any furniture/obstacles they will be adding to the event location in order to determine whether a new occupant load certificate needs to be issued for the event.

Groups organizing events off campus must provide the event location name and address. Event organizers should confirm occupant load information with the event venue based on the planned set up.

#### **Service time**

Alcohol service may not start before 10:00am. Service must end one hour before event end time to allow for consumption. All alcohol must be removed from guests and the premises after one hour of consumption time, even if the event goes longer.

Please note that service may not end later than 2:00 AM and may not last more than 8 consecutive hours. If alcohol tickets are used at an event, ticket sales must end one half-hour before the bar closes.

### **Server requirements**

Groups must provide the name of the catering company providing bar staff or list the names of designated servers. Staff groups may designate any members of University of Alberta faculty or staff. Servers are not permitted to consume alcohol at any time prior to or during the event, and may NOT be the PEO or SEO. Alcohol may NOT be self-served.

Servers must ask for and check the identification of anyone who looks under the age of 25. Servers must refuse to serve anyone who is already intoxicated. In the event that a patron has become intoxicated, servers must take significant, positive steps to ensure that the inebriated individual does not cause harm to themselves or to others.

### **Alcohol service regulations**

Alcohol cannot be served to anyone under the age of 18 years, be served past the point of intoxication, or taken outside the licensed area. Unauthorized alcohol cannot be brought into the event. Alcohol can only be provided and consumed during the hours indicated on the permit or Special Event License. Hours of alcohol service cannot be extended if the event does not start at the time requested on the application. Alcohol must only be served by designated servers; it cannot be served by patrons to themselves or other guests.

Patrons must be allowed one hour after the last drink has been served for consumption before the event officially shuts down. The price of liquor is set at the discretion of the sponsoring group; however, promotion of over-consumption of alcohol through low prices, free liquor specials, multiple drink specials, pour size specials or fixed cost promotions is not permitted.

### **ProServe training**

ProServe Training is a course designed by the Alberta Gaming & Liquor Commission to promote responsible liquor service training. The information in ProServe provides workers with training on the social responsibilities related to serving or selling liquor. ProServe is valid for 5 years and can be taken online for free by staff and students who will be serving alcohol under the university's Class C license or a Special Event License.

ProServe is not required under Class C or Special Event Licenses but staff who wish to complete the training are encouraged to do so. Please complete the [ProServe registration form](#) to request an activation code for the online training.

### **Advertising**

Please note that campus alcohol events held under our Class C license must be advertised only to “University of Alberta staff, students, alumni and their invited guests.” This includes anything advertised on a website, by word of mouth, etc. Advertising for events held under a Private Special Event License must clearly say that the event is for members and invited guests only.

None of the advertising costs may be paid, either directly or indirectly, by a liquor supplier or liquor agency.

### **Insurance**

Please note that for events of 200 or more people your group will most likely require general liability and host liquor liability insurance through an independent insurance broker of your choosing, or <https://www.palcanada.com>.

### **Security**

Security requirements are based on the nature of your event and the number of people in attendance. Event organizers will be asked to list the names of University of Alberta faculty or staff members who will act as dedicated security monitors. Security monitors must be easily identifiable (eg. wearing t-shirts, arm bands, or lanyards).

Groups who prefer to hire professional security to monitor their event may do so, but must provide Insurance & Risk Assessment with written proof of the nature and number of security personnel engaged for review prior to signing an agreement or contract.

#### **50 or less attendees**

For **business-related events with 50 or less attendees** (e.g. lecture reception, annual general meeting, etc.) where minors are not present, staff groups are required to have one roaming monitor but no entrance/exit monitors. The Primary Event Organizer or Secondary Event Organizer can act as the required monitor.

For **non-business-related staff events with 50 or less attendees** (e.g. TGIF, holiday parties, etc.) groups must provide at least one roaming monitor per 50 attendees, plus one monitor per entrance/exit who must remain stationary. The Primary Event Organizer and Secondary Event Organizer may not act as the required monitors.

#### **51-299 attendees**

Groups must provide at least one roaming monitor per 50 attendees, plus one monitor per entrance/exit who must remain stationary. The Primary Event Organizer and Secondary Event Organizer may not act as the required monitors.

For business-related events, where minors are not present, staff groups may request an exemption to the security requirements by submitting a written request to Insurance & Risk Assessment outlining the steps they will take to ensure the safety and security of event guests.

#### **300+ attendees**

For events of 300 or more people, exemptions are not available and professional security may be required in addition to the staff monitors assigned by the group.

At the discretion of the Director of [University of Alberta Protective Services \(UAPS\)](#), any reasonable number of UAPS Special Constables may be required based on the size and nature of the event, history of past events, and the location. Insurance & Risk Assessment will be in touch to discuss security requirements after reviewing your application.

**Note:** Events with 400 or more attendees are considered high risk. Additional [insurance may be required](#). Events of this size held under a Private Special Event License require approval from the AGLC. Insurance & Risk Assessment will need to work with you to submit a proposal to the AGLC for review.

### **Outdoor events**

The Primary Event Organizer must have written approval from the University of Alberta before obtaining a Special Event License (SEL) to hold an outdoor event on campus.

To have an outdoor event approved, staff groups must complete the [online application](#) and a written proposal must be submitted to Insurance & Risk Assessment at least three months in advance of the event. The written proposal must include:

- A site plan.
- Permission in writing from Building and Grounds Services and/or the booking office in charge of the area.
- Permission/authorization from the deans of the faculties, chairs of the departments, and/or Residence Coordinators of any residences that may be inconvenienced by noise or proximity to the event.
- Evidence that the area will be physically separated (minimum 4' high barrier) from any public areas and will be adequately supervised.
- Evidence that any music will be directed away from buildings that are holding classes, and will be at an acceptable volume.
- Evidence that adequate toilet facilities are in the direct area or that portable toilets will be provided at a ratio of one for every 100 people at the event.
- Evidence that written notices have been delivered to the areas that could be inconvenienced by any noise.

### **Public events**

Special events that are open and/or advertised to the general public require approval on a case-by-case basis from the Alberta Gaming and Liquor Commission because the University of Alberta's alcohol license is for private events only. A Public Special Event License application needs to be submitted to the AGLC and can take 8-12 weeks to process.

To have a public event approved, staff groups must complete the [online application](#) and a written proposal must be submitted to Insurance & Risk Assessment at least four months in advance of the event. The written proposal must include:

- A detailed site plan.

- Time, date, location, purpose of event.
- List of planned activities & entertainment.
- Food & beverages details.
- Emergency plan.
- Security details.
- Proof of host liquor liability coverage.

Once your application is approved by the University of Alberta, you must work with Insurance & Risk Assessment to complete an application for a [Public Special Event License](#) and submit it to the AGLC for approval, at least three months before the event.

### **Fees**

There is a \$30 non-refundable fee to process each application and prepare the appropriate documents for posting at the event. Late fees will apply to applications received within the required 10 business day timeframe.

Groups applying for approval to obtain a Special Event License from the Alberta Gaming & Liquor Commission will also be required to pay the AGLC license fees (\$10 for host bar; \$25 for cash bar).

### **Fines & penalties**

Event organizers should carefully read all regulations and requirements. Adherence is mandatory and violations could result in fines or disciplinary action, including a restriction from holding future alcohol events. The organizing department, faculty, or administrative unit is responsible for any fines levied by either the Alberta Gaming & Liquor Commission or the University of Alberta as a result of such violations.

### **Contact us**

Direct any questions about this procedure to Insurance & Risk Assessment at 780-492-0253 or [liquor@ualberta.ca](mailto:liquor@ualberta.ca).