

Waterloo Co-operative Residence Incorporated

Alcoholic Events Policy

As approved by the General Manager,
and incorporating all changes through:

05 August 2009

*(Note that, in this policy, the masculine shall include the
feminine and the singular shall include the plural)*

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Revision History

Date	Revisionist	Summary of Changes
24 June 2000	WCRI	Policy Change
16 December 2001	Russ Wong	Template Update
10 August 2002	L.Coles, M.Demko	Policy Change: acknowledgment of BrewCom
12 February 2005	Dan Lynch	Policy Change: Complete rewrite
10 April 2007	Laura Reidel	Title page changed to reflect General Manager's jurisdiction over this policy.
05 August 2009	Cary Hubbard	Policy Review. Introduction updated; Role of members added to Policy section; Procedures section added.

External Cross-references

Section(s)	Policy/Section Referenced	Referencing Policy	Section(s)

INTRODUCTION

WCRI understands that in the creation of a memorable atmosphere that enhances the post-secondary student experience, members and/or employees may wish to hold a social event involving the service of alcoholic beverages. This policy and related procedures outline the requirements to successfully conduct an alcoholic event at WCRI.

POLICY

1. The General Manager will not cause or allow the purchase or service of an alcoholic beverage or part thereof by WCRI, unless such purchase or service is:

- a) In full accordance with all applicable laws and regulations; and
- b) Unlikely to result in the accrual of civil or criminal liability to WCRI or any of its members or agents.

2. (1) When planning an alcoholic event at WCRI, members are required to ensure that appropriate laws and WCRI policies are followed.

(2) Before finalizing any plans for an alcoholic event at WCRI, members must obtain approval from the General Manager or delegate to hold the event.

PROCEDURES

3. (1) In order to obtain approval from the General Manager or delegate for an alcoholic event, those planning the alcoholic event must produce documentation to indicate that a "Special Occasion Permit" (SOP) has been purchased from the Liquor Control Board of Ontario and that appropriate party alcohol liability (PAL) insurance has been purchased for the event.

(2) Alcoholic event planners must also satisfy the General Manager or delegate that:

- a) Identification of all event attendees will be checked at the door, and all those who are under age will be identified;
- b) The event will be held indoors with a clearly identifiable perimeter;
- c) The event will have a controlled entrance and exit;
- d) If held in a division common space, the event has been approved by the Division Council of the division in which the event will take place, and if the Division Council is not in session, approval must be obtained from the Division Manager;
- e) The Division Manager of the division in which the event will take place will be present and sober for the event;
- f) Adequate food and non-alcoholic beverages will be provided;
- g) All servers and security personnel must have alcohol awareness training and must remain sober while acting in the capacity as servers and/or security personnel;
- h) The event area will be cleaned up immediately following the event; and
- i) Any alcohol purchased with WCRI funds may only be served until 2:00am.

4. (1) Any alcohol purchased with WCRI funds may be consumed only at the event.

(2) All alcohol purchased with WCRI funds not consumed at the event must be returned for refund, where applicable, or stored for use at a later event.

5. (1) Unless the SOP allows for the sale of alcohol at the event, no money can be collected for the event, whether in exchange for alcohol or for admission to the event.

(2) If the SOP allows for the sale of alcohol at the event, any revenue collected at the event must be submitted to the WCRI office on the next business day.