

Application for Non-Student Function at which Alcoholic Beverages will be consumed

Date of Function (mm/dd/yyyy)		Purpose of Function	
Sponsoring Individual/Organization		Person Issued Special Occasion Permit	
Address			Telephone
Faculty/Staff Attendance	Start Time	Location of Function (Building and Room Number)	Approved Room Capacity (Limit)
YES NO	End Time		

Quantity to be purchased in accordance to the University Policy Formula:

ROOM CAPACITY x SERVING SIZE x 4

Serving Size: 1 Bottle (341 ml) Beer/Cooler or 142 ml Wine or 28 ml Spirits

Liability Insurance Coverage (amount and carrier)
Food Service Arrangements (Culinary Services or other)

The undersigned, on behalf of the sponsoring organization, agrees to conform to the conditions of approval and all of the regulations listed on the overleaf of this form.

SIGNED	Date (mm/dd/yyyy)
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REQUIRED SIGNATURE: Space Management/Room Scheduling

SIGNED	Date (mm/dd/yyyy)
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Please submit completed form to **room.scheduling@usask.ca**.

This document is to be posted at the approved function with a Special Occasion Permit. The Special Occasion Permit is obtainable from a Liquor Board Store upon a minimum of five day's notice.

REGULATIONS GOVERNING SPECIAL OCCASION PERMIT FUNCTIONS

1. Special occasion permits are issued for social and recreational purposes and functions for which permits are granted are not to be used for fund raising functions.
2. The University reserves the right to refuse permission to hold a function and to cancel an approved function without notice. (See 15 below).
3. There is a limit for any organization on the frequency with which these functions may be held. Check with Room Scheduling.
4. The sponsoring individual or organization shall save harmless the University from any and all damages that can reasonably be demonstrated as resulting from the function. Liability insurance coverage is required and proof presented of its existence.
5. Security Services will inspect the space to ensure that the function conforms to the terms and conditions of the permit. University Security Officers are empowered to terminate a special occasion function if violations of the law, University regulations, or the conditions of the application approval occur.
6. The sponsoring individual or organization is responsible for ensuring that all provisions of the Liquor Act and the Regulations thereunder are observed and enforced.
7. Admission to these functions must be limited to those eligible for membership in the sponsoring group plus a reasonable number of guests, and any advertising must so indicate. Reference to the availability of alcohol at these functions is not permitted.
8. The function must not commence prior to the approved starting time or extend beyond the approved finishing time. Functions held in academic buildings may not commence before 4:30pm on weekdays. All functions must terminate by midnight on weekdays and by 1:00am on weekends (Friday and Saturday nights).
9. The maximum duration for serving liquor at a function is limited to four hours.
10. If it is necessary to keep a building open beyond normal operating hours, the sponsoring organization or individual must pay for the additional labour costs incurred.
11. The location must be appropriate to the function and conform to University space use policy. Under normal circumstances, classrooms, laboratories and similar kinds of space may not be used.
12. Attendance must not exceed the rated capacity of the room used, or the limit approved for the function.
13. Food in reasonable quantity must be available to those attending. (See 15 below).
14. The person named in the Special Occasion Permit must be present and available to University officials and law enforcement officers throughout the function.

15. APPROVAL: SIGNATURE BY DESIGNATE FROM SPACE MANAGEMENT/ROOM SCHEDULING

Food Services Check – University policy is that its Food Service facilities are to be used unless other arrangements are approved by Culinary Services, Marquis Hall, (306) 966-8600.

Space Management/Room Scheduling – Overriding determination of whether the function falls within University policy and the conditions which must be met by the sponsoring party.