

 <p><b>Confederation</b> COLLEGE <b>COLLEGE PRACTICE</b></p>	Number: 9-1-01	# of Pages: 3
	Originator:	Finance & Administration
	Approved By:	Executive Committee
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<b>ALCOHOLIC BEVERAGE SERVICES</b>		

**1 AUTHORITY**

- 1.1 The Liquor License Board of Ontario has authorized the Board of Governors (The President as the Chief Executive Officer) to be responsible for the following L.L.B.O. regulations in the operation of all functions in which alcoholic beverages are served.
- 1.2 The Functions Officer is directly responsible for the actual operation of all bars; for the purchase of all liquor, beer, and wine; for the hiring and payment of bartender and cashier services; for taxes and other financial recording and reporting.

**2 DETAILS OF LICENSED PREMISES**

- 2.1 Lounge License: allows sale and service of alcoholic beverages where food is optional, admitting only faculty, staff, students, and bona fide guests whose age meets L.L.B.O. requirements.
  - A. Ryan Hall (B200) - Dance      632 persons  
     - Reception                      788 persons
  - B. Staff Lounge (353)              111 persons
  - C. Mixology Lab (155)              48 persons
- 2.2 Dining Lounge License: allows sale and service of alcoholic beverages where food must be available to faculty, staff, students, and bona fide guests whose age meets L.L.B.O. requirements.
  - A. Conference Dining Room (B213) 37 persons
- 2.3 Alcoholic beverages may be served and sold only during stated hours (Index) and only in locations described and approved by the L.L.B.O. (2.1.01, 2.1.02) and under the regulations prescribed by the L.L.B.O.
- 2.4 Representative Price List: all prices are approved in writing by L.L.B.O. A price list will be reviewed periodically in consultation with the C.C.S.
- 2.5 Arrangements for Liquor Events: Government regulations stipulate that no liquor other than that sold by the licence holder may be brought onto the licensed premises or into the college. Liquor orders from college groups must be received at least five working days preceding the event. Such orders required the approval of the Departmental or Divisional Head.

- 2.6 All student-sponsored events must be approved by the appropriate student body and by the Manager, Food Services. In order to arrange for these events:
- A. The room required will be booked through the Facilities Services Department.
  - B. Liquor requirements will be made through the Functions Officer, Food Services.
- 2.7 Events sponsored by other members of the college for college staff, students, and guests will be arranged as in 2.1.06, A & B.
- 2.8 All non-College events are to be requested in writing and approved by the President at least five working days preceding the event.
- 2.9 The Liquor License shall be posted in a clearly visible manner in each area designated by the L.L.B.O. A count of people at each function shall be kept and the stated maximum may not be exceeded.

### **3 FINANCIAL CONSIDERATIONS**

- 3.1 All excess revenue, over and above normal operating expenditures, will be retained by the college for inclusion in general revenue.
- 3.2 A request for special consideration for specific events may be submitted to the President for approval.

### **4 OPERATING REGULATIONS**

- 4.1 The operating regulations are laid down and may be amended as mutually agreed by all concerned.
- 4.2 If in the opinion of the bartenders, proctors, Functions Officer, or any member of SUCCI, any individual appears to be inebriated, he is to be refused service, and is to leave the licensed area/s.
- 4.3 After consultation with others, (at student functions, at least one member of SUCCI, if the Functions Officer or his delegate feels that the function is becoming unruly, he may, at his discretion, close the bar before the scheduled closing time. The police may be called if matters appear to be getting out of control.
- 4.4 Beer-drinking contests, gambling, and card playing are not permitted. Games of chance are permitted when previously organized for the event and L.L.B.O. regulations are met.
- 4.5 The sale of bar tickets will close one hour before the scheduled end of the function as stated on the Cafeteria Services Request Form or Booking Request Form, and the sale closing shall not be later than 12:00 midnight.
- 4.6 The maximum number of tickets for alcoholic beverages which any person may purchase at any one time is five.
- 4.7 The bar will close one-half hour before the scheduled end of the function, as stated on the Cafeteria Services Request Form or the Booking Request Form, and shall not be later than 1:30 a.m.
- 4.8 All evidence of the service and consumption of alcohol will be removed within one hour of this time.

- 4.10 There is a maximum of two drinks served to any person at one time. Stockpiling is not permitted.
- 4.11 Any person operating the bar may not consume any alcoholic beverages.
- 4.12 Any cost incurred by the college to finish the clean-up of the bar, the tables, and any spills, will be charged to the person responsible. This does not include any cleaning that is normally assumed by the college in the regular clean-up of Ryan Hall.