

# ALCOHOL FUNDING GUIDELINES AND APPROVAL FORM

Please complete and submit to the KSU Financial Vice-President by dropping off your form in the King's Students' Union Office with your Society Funding & Printing Request Form.

If you have questions or want any help with this form, please contact the KSU Financial Vice-President, Zoe Brimacombe at [financialvp@ksu.ca](mailto:financialvp@ksu.ca) or visit the office during the FVP's office hours. The KSU posts office hours on the office door and online at [www.ksu.ca](http://www.ksu.ca).

## ALCOHOL FUNDING GUIDELINES

The KSU is liable for whatever may happen at society events, and as such it is our duty to ensure safe practices are upheld when alcohol is served or consumed at those events. Here are a few guidelines to follow as you plan your wine and cheese, journal launch, or whatever the case may be!

Only Tier II societies with special designation are eligible to apply for society funding for alcohol. If you are ratified as a Tier I society, unfortunately we cannot provide funding for alcohol at your event. If you would like to serve alcohol at your society's events, you'll need to go through the following steps:

### Event Approval

Funding requests for alcohol purchases cannot be considered at KSU council until the Dean of Students, Nicholas Hatt, has approved the event. You can begin this process by contacting Stephanie Boudreau at the A&A Reception for a room booking form. If you intend to serve alcohol the form will be sent to Nicholas Hatt for review. Upon review, he will contact you with approval for your event.

### Funding Request

KSU Council will consider funding requests that meet the following criteria:

- Alcohol must only be served to persons of legal drinking age (19 years or older) and must not be consumed to excess.
- Non-alcoholic beverages and food must be available whenever alcohol is served at a KSU society event.
- The amount of alcohol requested should be based on expected turnout for your event. According to Canada's Low-Risk Alcohol Drinking Guidelines, a drink means the following:

Type of Drink	ml/ oz
Beer	341 ml (12 oz.)
Cider/Cooler	341 ml (12 oz.)

Wine	142 ml (5 oz.)
Distilled Alcohol (Rye, Gin, Rum, etc.)	43 ml (1.5 oz)

- Your society's request for alcohol funding must not exceed 3 drinks per guest. Please budget your society's request for alcohol based on these guidelines. The guidelines ensure that we're able to maintain a safe and inclusive drinking culture.

Bar Service

Once your event has been approved, you have two options for bar service:

- Open Bar  
If you are offering an "open" bar you may purchase alcohol via the NSLC or contact the KSU Hospitality Coordinator Jennifer Nowoselski at hc@ksu.ca at least two weeks in advance of your event. All alcohol purchased at the NSLC to be served at events at the University must be purchased at an NSLC store using the University's Liquor License number, you will receive this upon event approval. You must supply this number to the cashier when you purchase your products and have the receipt available at the event in case the liquor inspector requires proof of purchase.
- Cash Bar  
If you are offering a "cash" bar, you must make arrangements through the HMCS Wardroom. You should contact the KSU Hospitality Coordinator, Jennifer Nowoselski at hc@ksu.ca at least two weeks in advance of your event.

Important

Please be aware that a Liquor Inspector may conduct a surprise inspection of your event. If they discover any violations of the *Liquor Control Act*, they may suspend our Liquor License or eliminate the special provisions it allows, including our ability to permit underage people to attend events where alcohol is served. Basically, if you don't follow the rules, our license, including service in the Wardroom, could be shut down.

If you have any questions about complying with our Liquor License, or organizing an event with alcohol please contact Nicholas Hatt at Nicholas.hatt@ukings.ca. If you have questions regarding the Wardroom or organizing a cash bar on campus, please contact Jennifer Nowoselski at hc@ksu.ca.

With these guidelines in mind, please complete the following:

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I, \_\_\_\_\_ (name), have read and understood the society alcohol funding guidelines and will be present at my society's event to sure they are being upheld.

Name of Society: \_\_\_\_\_

Event: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_