

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, Marie Dolcetti-Koros at fvp@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.

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 and 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:

1. Only Tier II societies with special designation are eligible to apply for society funding for alcohol.
2. Funding requests for alcohol purchases cannot be considered at KSU council until the Dean of Students, Katie Merwin, 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 Katie Merwin for review. Upon review, she will contact you with approval for your event.
3. KSU Council will consider only alcohol-related 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:

<i>Type of Drink</i>	<i>ml/oz</i>
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.
4. 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. Simply put, 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 Katie Merwin at katie.merwin@ukings.ca. If you have questions regarding the Wardroom or organizing a cash bar on campus, please contact Jennifer Nowoselski at hc@ksu.ca.

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: _____

Date, Time, & Location of event: _____

Signature: _____

Date: _____

OFFICE USE ONLY

Date Received:

Received By:

Date of Finance Committee Meeting:

Additional Notes: