

Process for Alcohol Events on Campus

If you are interested in hosting an alcohol event on campus you can hold your event in a licensed venue on campus. Licensed venues on campus are: The Gait, Cleghorn, Centennial Lobby, the Adams Dining Room and the Golf Course. All other areas on campus where people wish to serve or sell alcohol must have a reunion permit.

Please take note that if your event is held in a permanently licensed area, you will not be invoiced any administrative fees (see below) and you will not have to pay the cost of a reunion permit.

There are two types of reunion permits that can be purchased. A permit to serve alcohol or a permit to sell alcohol. A permit to serve alcohol is \$45.00 and a permit to sell alcohol is \$88.00.

Below are the various options that you can choose between if you wish to host your event in an unlicensed area on campus. (please note that all reunion permits must be ordered through Residence & Conference Services at least three weeks in advance to ensure that the permit arrives on time for your event – permits must be posted in the room where the event is taking place):

DIY Event

1. Permits are ordered under an employee's name in your department and they are responsible for the event. The department/employee hosting the event is responsible to purchase non-stamped alcohol from the SAQ, any "depanneur" or grocery store - you may also buy your beer and wine at Doolittle's here on campus. See attached list of products available from Doolittle's. Remember that non stamped alcohol may not be stored anywhere on campus other than on the date of your event, in the space where your event will be held. It is possible to make arrangements in advance with Doolittle's to take back any unopened wine or beer cases from your event. "Depanneur"'s and the SAQ will not take back unopened alcohol. Please note that Arches Beer is not permitted under a reunion permit. When you are hosting your own event you must provide your own staff (bartender(s) and they MUST be Smart Served or Service in Action certified) as per the University Alcohol Policy, and you are responsible for providing your own glasses, tablecloths, etc, and for doing your own set-up and tear down.

Bartender Provided

2. In this option permits are ordered under someone's name in your department and you are responsible for your event. You handle your own event as in option 1 but we provide the certified bartender and invoice you for them at \$17.00/hr for a minimum of 3 hours. The bartender is there to serve or sell the alcohol that you provide. You are still responsible for all other aspects of the event including the set up and tear down of the bar.

Turn Key Event – we take care of everything

3. In this option permits are ordered under the Conference department's name and we will take care of the entire event for you. You will be charged for staff, alcohol, dishes, table clothes, etc, at the Conference rate. For this service there will be a \$55 administrative fee invoiced to the department or group. The bartender will be invoiced at \$17/hr for a minimum of 3 hours and any additional time required to set up and tear down the bar. The cost of the reunion permit will also be invoiced.

If your event exceeds sales of \$150/hr/bartender for a minimum of 2 hours or \$225/hr for a minimum of 2 hours with 2 bartenders then the bartender will be waived.

Remember that alcohol events where students are invited may require student safety services to be present on site. Appendix A of the BU alcohol policy must be filled out and sent to one of the Conference Coordinators at least two weeks in advance of your event.