

# **Appendix A**

## **How Alcohol Works**

The main active ingredient in alcoholic beverages is ethanol, a depressant that acts upon the central nervous system. In small quantities, alcohol can induce feelings of well-being and relaxation. It also causes people to lose some of their inhibitions enabling them to speak more openly or to be less shy.

Large quantities of alcohol affect the central nervous system much more severely; memory loss occurs, balance is affected, muscle coordination and sensory perception are impaired. It is at this stage that alcohol-related accidents can occur. Even greater quantities of alcohol can cause an individual to lose complete control of his or her body. An acute overdose of alcohol (alcohol poisoning) may lead to a coma and even death due to respiratory depression.

Most drinks are about the same strength: Although the portion sizes of these beverages vary (beer 12 ozs, wine 5 ozs, distilled spirits 1.5 ozs.), they all contain approximately the same amount of alcohol (.6 ozs.) in the standard serving size. However, light beer does have a lower alcohol content.

Men and women eliminate alcohol from the body at different rates: Generally, it takes about 1.5 to 2 hours for a 150 lb. woman to metabolize one drink, whereas a 150 lb. man requires about 1 to 1.25 hours (based on drinks containing .6 ounces of alcohol). Alcohol is not a sexual stimulant: While alcohol may stimulate interest in sex, it interferes with the ability to perform.

Coffee will not sober you up: The caffeine in coffee may make a person more awake. However, coffee will not speed up the elimination of alcohol from the system. As well, neither cold showers nor exercise will speed up the elimination of alcohol.

## **What is Intoxication**

Intoxication is a state when a person's physical or mental ability is impaired. Research has shown that as little as one drink can impair a person's ability to do even the simplest of tasks. There are a number of factors that can affect a person's level of intoxication:

- 1) How fast the alcohol is consumed: Slow rates of consumption allow the body to oxidize the alcohol and will limit accumulation in the blood stream.
- 2) Whether the stomach is full or empty: Because only small amounts of alcohol are absorbed through the stomach, a full stomach will impede the rate of absorption by retarding the passage of alcohol into the small intestine. As well, food and nonalcoholic drinks dilute the concentration of alcohol slowing its rate of absorption into the blood. Since it takes longer for the alcohol to absorb into the blood system, the peak blood alcohol concentration will be lower than if the stomach is empty. However, if large quantities of alcohol are consumed, a person will still become intoxicated on a full stomach.

- 3) Size and body build: Body composition is roughly 600 oz water, depending on amounts of fat. A heavy person's body water will dilute the same amount of alcohol to a greater extent than the body of a light person.
- 4) Sex: Women absorb about one-third more alcohol into their blood than men do, even when they are the same size and drink the same amount. This occurs because women produce much lower amounts of a protective stomach enzyme, alcohol dehydrogenase, than men do. This enzyme breaks down alcohol before it hits the bloodstream.
- 5) How the alcohol is consumed: Beer and wine contain nonalcoholic substances that impede the absorption of alcohol. Although diluting alcohol with liquid such as water will slow down the absorption process, carbonated beverage can increase the rate of absorption. No matter what the delaying and diluting properties of mixes are, the consumption of large amounts of alcohol will eventually result in high blood alcohol levels.
- 6) Setting, Mood and Atmosphere: A person who is fatigued, under stress, angry or upset will be affected differently by alcohol. Alcohol consumed in a formal setting may have less noticeable effects than the same amount consumed in an informal gathering.
- 7) Tolerance: Experienced drinkers can eventually adapt to the presence of alcohol in their system, eventually losing their sensitivity to it. They may also be adept at masking the signs of intoxication. There is a possibility though for the chronic heavy user to develop an increased sensitivity to alcohol particularly if damage to the body's brain and liver have occurred.
- 8) Other substances: The presence of prescription and non-prescription drugs as well as illegal substances.

## **Appendix B**

### **Residence Handbook Excerpt**

#### **Alcohol & Drugs**

##### **Alcohol**

As part of the UNB Residence Community's overall alcohol education effort, this policy aims to deepen student awareness of the problems alcohol can create and exacerbate, and to involve the Community in helping to alleviate these problems whenever possible.

##### **Accountability**

Students are accountable for their own decisions regarding alcohol use; they are also responsible for knowing, understanding, informing themselves of, and complying with applicable University and residence policies, as well as all provincial and local laws related to alcohol.

##### **Educative Goals**

Our Community's primary goals regarding alcohol are educative ones:

- To develop alcohol policies that are clear, readily understood, consistent, and equally applicable to all students.
- To create a non-coercive social environment for those who choose not to drink.
- To promote safety and individual accountability for those who may drink lawfully.
- To maintain a community where the effects of alcohol abuse and the problems associated with it are minimal.

Students who ignore or undermine this educational approach will be subject to disciplinary action.

##### **Rules for Possession and Consumption of Alcohol**

###### **Impairment**

Impairment is not tolerated; those who over-consume are subject to disciplinary action.

###### **Drinking Games**

Drinking games of any kind are prohibited.

###### **Kegs & Other Bulk Alcohol**

Kegs, mini-kegs, "bubbas", "Texas mickeys", and other alcohol in bulk or common source form are not permitted in residence. Houses (through the House Committee, House Team, individual residents or

groups of residents, or a third party acting on their behalf) may not promote or organize residence events involving kegs or other bulk / common-source alcohol, on-campus or off-campus.

### **Consumption in Rooms**

Residents and their guests who are of legal drinking age are permitted to have and consume alcohol in their rooms.

### **Hallways**

Alcohol may not be consumed in any residence hallway or stairwell. Residents and their guests who are of legal drinking age may transport alcohol between rooms and lounges (in an unopened bottle, aluminum can or plastic cup), but are not permitted to consume or congregate in the halls or stairwells with open alcohol.

### **Consumption in Lounges**

Residents and their guests who are of legal drinking age are permitted to have and consume alcoholic beverages in house lounges under the following conditions:

- Only one container (maximum 20 ounces) per person is permitted.
- Containers must be made of plastic or other unbreakable material (glass containers are not permitted).
- The number of people in a lounge at any time may not exceed the room's official capacity as defined by the Fire Marshall.
- Coordinators, Dons, Proctors, UNB Security & Traffic, or other persons in authority may shut down a room or lounge gathering at their discretion should the situation warrant it.
- House members and their guests must comply with House rules and regulations (which may be stricter, but may not otherwise supersede this policy).

### **House or Hall Parties**

House/Hall parties are only permitted in accordance with the policy governing House Functions, available from the Coordinator.

### **Other Policies Governing Alcohol in the UNB Residence Community**

The health and safety of members of the UNB Residence Community is of primary concern. UNB Security & Traffic will assist those individuals who abuse alcohol by facilitating transport to emergency facilities at the hospital or by taking other protective measures. Students are expected to inform Security when assistance is needed. Serious or repeated violations of UNB Residence Community alcohol policies may result in referral to an appropriate treatment service or facility.

The making of beer, wine, or any other alcoholic beverage by any means is prohibited. As members of a community, residents have a duty to assist an impaired individual in procuring the assistance of

residence staff including House Team Members and Coordinators, UNB Security & Traffic, local police, and/or medical professionals. Those assisting will not be subject to formal University disciplinary action.

Providing an alcoholic beverage to an obviously impaired person is prohibited. Consumption of alcoholic beverages will not excuse conduct that violates University or residence policies. In such instances, appropriate penalties for violations will be applied, and referral for personal assistance may be indicated.

## **Appendix C**

### **Obtaining an Internal Liquor Permit & Associated Regulations**

Internal Liquor Permit Applications are available from Executive Director RLCCS, whose offices are located in the Residence Administration Building; these are required under UNB's Special Facility License.

Application for an Internal Liquor Permit normally must be made at least 10 days prior to the scheduled date of the event. The application form must be completed (including any special request) and signed by the organization's representative or the individual booking the function.

Upon approval of the application by the Executive Director (RLCCS), a copy of the Internal Liquor Permit will be forwarded to the contact person indicated on the application.

Applications for an Internal Liquor Permit may be rejected on grounds such as:

- a) Organization or individual has an outstanding bill of any kind with the University and has not made satisfactory arrangements for payment
- b) Organization or individual has been suspended from sponsoring alcohol related events due to previous violations, or
- c) Nature of the event is not in line with UNB or New Brunswick laws or regulations, including regulations under the Liquor Control Act. A letter giving the reasons for denying an application will accompany the rejected application.

### **Administration of Licensed Events**

A room reservation must be made and confirmed before an Internal Liquor Permit may be obtained. Normally a minimum food service charge per patron is required by Food Services for the provision of alcohol service under the Special Facility License. An individual taking responsibility for the event, as indicated by a signature on the form, required for all licensed events on campus. Campus patrol or another acceptable form of security must be present for all student events and may be required for all other events.

The number of people permitted in the room shall not exceed the maximum number authorized by the Fire Marshall. The capacity of the room will be available from the Central Booking Office, on booking the event.

No alcoholic beverages will be sold, permitted or consumed except in accordance with:

- a) applicable legislation in Canada and New Brunswick, including the Liquor Control Act
- b) Liquor Licences duly issued by the New Brunswick, Department of Public Safety, Compliance and Regulatory Services

- c) a duly authorized UNB Internal Liquor Permit, including meeting all the provisions of UNB's Special Facility Licence
- d) a duly authorized Special Occasion Permit from the New Brunswick, Department of Public Safety, Compliance and Regulatory Services, and
- e) where required for d), an accompanying letter from RLCCS specifying that UNB's Special Facility Permit be "lifted" for the event.

### **Advertising for Alcohol Events**

Advertising for licensed premises and licensed events is subject to the New Brunswick Liquor Control Act and its Regulations, including Regulation 90-10 "Advertising of Liquor Regulation." For greater clarity, some of the relevant provisions are as follows:

- a) An advertisement shall not portray drinking or party scenes that show immoderate or excess use of alcohol
- b) An advertisement shall not promote the consumption of liquor by minors or in any way refer to or depict persons who may be minors
- c) An advertisement on radio or television shall not appear more than 25 times in a week

In addition, all alcohol advertisements must be consistent with UNB's regulations, including the General Regulations on Conduct B that "all members of the University community - staff, faculty, students and administrators - have the right to work and/or study in an environment which affords them respect and dignity, and is free from danger, discrimination, harassment, intimidation, and behaviour which is destructive,,disruptive, or unlawful."

### **Identification Requirements for Licensed Events**

In order to gain entry to any licensed event all persons must be prepared to show valid identification to establish identity and University affiliation and also to establish proof of age.

#### **Identity and University Affiliation:**

- a) University of New Brunswick/St. Thomas University (UNB/STU) full time students must show their UNB or STU Student Union photo ID card upon request. Part-time students must show upon request a UNB or STU part-time student ID card plus a photo ID card.
- b) Members of the UNB/STU faculty and staff must show their UNB or STU photo ID card upon request.
- c) Persons who are not affiliated with UNB or STU must show a valid photo ID card upon request.

#### **Proof of Age:**

- a) The University reserves the right at any time to require a person seeking admission licensed event to show a provincial photo ID card as proof of age. Staff may at their discretion not require this proof of age where the age of the person seeking admission is clearly not in question.

- b) Passports or other Canadian provincial photo ID cards, providing age is indicated, will be accepted.

### **Guests at Student Functions with Alcohol:**

For the purpose of these procedures, a “student function” is any event on the UNBF campus involving alcohol and at which a majority of the participants would normally be students. All guests are subject to the same regulations as student patrons, including the above regulations concerning entry and the general regulations concerning the serving of liquor.

For such student functions conducted under UNB’s Special Facility License, as per the terms of that License and including all such events in residence buildings, or for such student functions conducted under an approved application for a S.O.P. on the UNBF campus, any person who is not a UNB student, faculty or staff member must be signed in as the guest of a UNB student, faculty or staff member. Only one guest per person is permitted. UNB students, faculty and staff are responsible for the behaviour of their guests.

For such student functions conducted under the liquor licenses of the College Hill Social Club, Student Union Beverage Services Inc. and/or Windsor Castle Bar, any person who is not a UNB/STU student, faculty or staff member must be signed in as guest of a UNB or STU student, faculty or staff member. One guest per person is the norm but a maximum of two guests per person may be permitted, at the discretion of the license-holder. UNB/STU students, faculty and staff are responsible for the behaviour of their guests; and license-holders are responsible to implement procedures, including guest and sign-in procedures, through which they can maintain an orderly and safe campus environment.

For up to two such student functions per term conducted under the Student Union Beverage Services Inc. license and for up to two such student functions per term under the College Hill Social Club license in the SUB, in order to support Student Union and other initiatives to bring in entertainment of a scale that any guest/sign-in procedure would result in such long lineups as to be both impracticable and to create additional risks, upon approval of security and related procedures by the Executive Director, RLCCS, no sign-in or guest policy would apply. Note these functions shall not be Wet/Dry events. License-holders remain responsible to implement procedures to maintain an orderly and safe campus environment.

Note: For all events at the Aitken University Centre held under the Entertainment endorsement of UNB’s Special Facility License, no sign-in or guest policy applies.

### **Alcohol at Catered Events**

The Food Service provider, currently Sodexo, will normally provide alcohol service into rooms at the University of New Brunswick, Fredericton (UNBF), in accordance with UNBF's Special Facility License, 0106591 20 001.

As per that license, UNB has established procedures within the following parameters of the license:



- Maintain, through Sodexo, control of alcohol inventory in a room with control of access to persons responsible for inventory control
- Maintain a permit operation within the University, including Application for an Internal Liquor Permit, in order to control numbers of functions and inventory
- Each function must have waiters, and security, police or persons designated in attendance
- Waiters must sign in and out stock and be responsible for their inventory
- One guest per person allowed from off-campus for special functions (student functions).

### **Mark-Up of Wine at Catered Events**

For catered events at which Sodexo is serving wine, Sodexo shall

- mark up wine by up to 100% per bottle
- negotiate markups of less than 100% for higher priced wines
- bill the event sponsor/ their client only for wine consumed, including any wine opened for the event
- for special order wines which would not normally be a part of the inventory, charge only a restocking fee of \$10 per bottle for wines ordered but not consumed at the event.

## **Appendix D**

### **Student Union Beverage Services Inc. Alcohol Policy**

Revised July 2004



Student Union Beverage Services Inc. (1994)

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APPENDIX A -SUBS Inc. Bar Services Request Form

## **SECTION ONE : MEMBERSHIP POLICY**

- 1.1 Members of Student Union Beverage Services Inc. shall include all University of New Brunswick full-time and part-time undergraduate and graduate students, Saint Thomas University, and University of New Brunswick faculty and staff.
- 1.2 Appropriate Identifications are UNB or STU Student Union Cards, UNB Part-time Student Cards, UNB Graduate Student Association Cards, and UNB Faculty/Staff Cards.
- 1.3 Memberships may also be available (up to 50 per year) to members of the community who attend SUBS Inc. functions on a regular basis.

## **SECTION TWO: OBTAINING SUBS INC. BAR SERVICES**

- 2.1 SUBS Inc. Request Forms are available from the manger of the Cellar.
- 2.2 Only rooms in the Student Union Building are SUBS Inc. permitted to extend its license.
- 2.3 Applications for SUBS Inc. Bar Services must be made at least 12 working days prior to the scheduled event. The application form must be completed and signed by the organization's representative or the individual booking the event.
- 2.4 Upon approval of the application by the SUBS Inc. Bar Manager, the Department of Residential Life and Conference Services and the Student Union Building Administration, a copy of the SUBS Inc. Request Form will be forwarded to the contact person indicated on the application.
- 2.5 The application will then be forwarded to the Department of Public Safety for approval of the Cellar license to be extended to the venue in question.
- 2.6 Applications may be rejected on grounds such as:
  - a) Credit application rejection
  - b) Organization or individual having an outstanding bill of any kind with the UNB Student Union.
  - c) Organization or individual has been suspended from sponsoring alcohol related events due to previous violations.
  - d) Nature of function is not in line with SUBS Inc. policies, UNB Alcohol Policies, or the New Brunswick Liquor Control Act.

A letter from the Bar Manager outlining the reasons for denying an application will accompany the rejected application.

## **SECTION THREE: ADMINISTRATION OF LICENSED EVENTS**

- 3.1 A room reservation from the Student Union Building Administration Office, must be made before a Bar Services Request Form may be obtained.
- 3.2 SUBS Inc. staff and one Campus Police are required for all licensed events. Arrangements for Campus Police are the sole responsibility of the event organizer.
- 3.3 Only licensed bartenders employed by SUBS Inc. may sign for the liquor delivered from the Cellar Pub. This liquor remains the sole responsibility of the bartender, who must see that it is properly inventoried and controlled.

- 3.4 The number of people permitted in the room shall not exceed the maximum number authorized by the Fire Marshal, and the University department of Residential Life and Conference Services.
- 3.5 No alcoholic beverages will be sold, permitted or consumed except:
  - a) Those authorized in the SUBS Inc. policies.
  - b) The time, location and price authorized in the Request Form.
  - c) Those nineteen years of age or over and not forbidden by law from buying or consuming alcoholic beverages.
- 3.6 Bartenders may serve only two drinks per person at one time. One drink is defined as:
  - a) One 341 ml bottle of beer, or
  - b) One five ounce serving of wine, or
  - c) One ounce of hard liquor or any combination of hard liquor, e.g. shooters.
  - d) One 14oz of draught
- 3.7 No disorderly, boisterous or intoxicated person will be permitted to enter or remain at the event.
- 3.8 No alcoholic beverages may be served after 2:00 a.m. The tolerance period is 30 minutes after the closing of the bar. I.e. The licensed area(s) must be cleared of patrons within 30 minutes of the closing of the bar.
- 3.9 Following the event, all alcoholic beverages which have not been consumed must be returned to The Cellar Pub by the bartender who has signed for them.
- 3.10 During the hours mentioned in the Request Form, the license holder and any other person present in the rooms mentioned in the SUBS Inc. Request Form shall allow authorized members of SUBS Inc. Bar Services, any Government Inspector, members of the CP Executive, any person who has the written authority of the Liquor Licensing Board, or any member of the University Security Service, access to the premises mentioned in the Request Form to do what they deem necessary in order to assure that the Provincial Liquor laws, regulations and conditions of the SUBS Inc. Bar Services Regulations are adhered to.

#### **SECTION FOUR: BILLING INFORMATION**

- 4.1 A group or organization with an outstanding account of any kind with the UNB Student Union will not receive approval for another function until its previous balance has been paid in full by cash or certified check or satisfactory arrangements have been made with the UNB Student Union.
- 4.2 Following all events SUBS Inc. Bar Services will retain all bar receipts. An invoice will be forwarded to the event organizer following reconciliation of the account.
- 4.3 Organizations funded in part or totally by the Student Union will require the original copy of the UNB Foundation for Students Inc. purchase order.
- 4.4 Special orders: Types of beer, wine, spirits, and liqueurs that are not ordinarily stocked by SUBS Inc., are available upon request, and will be supplied provided the NBLC stock them. Special requests must be identified on the SUBS Inc. Request Form application. A deposit equal to the cost of special order products must accompany the Request Form application. The event organizer or individual is responsible for the total retail cost of special order products.

- 4.5 **Billing Procedures-Cash Bars:** Following an event, a detailed Billing Reconciliation Form will be completed by the Bar Manager within 10 working days. All products used will be accounted for including, but not limited to, alcohol, mix, and staff. A 20% overhead charge, GST, and PST will be added. Should the gross margin from the events bars sales not cover the cost of products used, the difference will be billed to the event organizer.
- Host Bars:** Following an event, a detailed Billing Reconciliation Form will be completed by the Bar Manager within 10 working days. All products used will be accounted for, including, but not limited to, alcohol, mix, and staff. A 20 % overhead charge, 15 % gratuity (based on alcohol sales), GST, and PST will be added.
- 4.6 **Happy Hour:** Happy Hour, reduced prices and host bars may be arranged at the organizer's expense and must comply with all regulations under the New Brunswick Liquor Control Act.
- 4.7 **Cancellations:** SUBS Inc. Bar Services requires a minimum of three working days notice of any cancellation. Failure to do so will result in the organization being charged for a minimum of 3 hours of labor for all staff scheduled for the event.

## **SECTION FIVE: IDENTIFICATION REQUIREMENTS FOR ENTRY INTO LICENSED EVENTS**

In order to gain entry to any licensed event all persons must be prepared to show valid identification to establish identity and student affiliation and also to establish proof of age.

- 5.1 **Identification:** Membership of Student Union Beverage Services Inc. is defined in Section 1.1.
- 5.2 **Proof of age:** SUBS Inc. reserves the right at any time to require a person seeking admission to all licensed events to show a valid photo ID card as proof of age. Acceptable forms of I.D. are a) A current driver's license complete with photo b) Canadian passport with a photo c) A certificate of Canadian citizenship with photo d) A Canadian Armed Forces I.D. with photo.
- 5.3 **Stamp:** All persons entering a licensed student function will receive a stamp, proving their payment.
- 5.4 **Guests policy:**
- Persons who are not member of SUBS Inc. must be 19 years of age, show a valid picture I.D. card upon request and must be signed in by a member.
  - Only two guests per student are permitted. All guests are subject to the same regulations as student patrons, including the above regulations concerning entry and the general regulations concerning the serving of liquor.
  - Members of SUBS Inc. are responsible for the behavior and action of their guest.

## **SECTION SIX: WET/DRY**

- 6.1 **Application of wet/dry events:** Event organizers are required to apply to SUBS Inc. for permission to hold a Wet and Dry Event. This application is made by completing the appropriate section of the SUBS Inc. Request Form.
- 6.2 **Entry to wet/dry events:** All patrons 19 years of age must present their membership card and valid photo I.D. proving their age. All members under the age of 19 must take these steps in order to attend any licensed function: a) Are not permitted to be under the influence of alcohol b) Present a valid photo I.D. c) Membership cards (student cards) must be left with management at the door d) The member must sign the underage policy form. (see appendix)

- 6.3 Bracelet procedures: Every person entering a Wet and Dry event who has proven their age of 19 or over, will receive a bracelet on the right wrist in order to consume alcohol.
- 6.4 Serving-Liquor:
- a. Anyone wishing to purchase or consume a drink containing alcohol must display the liquor bracelet.
  - b. Even though the person may have a liquor purchase bracelet, the bartender has the right to ask the patron to show ID. The only proof of age a bartender has to accept is described earlier in Section 5.
  - c. All bars will maintain sufficient quantities of soft drinks and other nonalcoholic beverages.
  - d. During the event, Campus Police and door staff will monitor patrons in possession of alcoholic beverages to ensure they have a bracelet.
- 6.5 Violations: Students under the age of 19 whom:
- a. Get caught consuming alcohol in the event
  - b. Pick up their membership card and are under the influence of alcohol or,
  - c. Do not pick up their membership card at all, will be banned from all Student Union events for up to 12 months after reaching the age of 19 and may be charged under the Student Disciplinary Code. Any other students who violate any regulations in appendix or commit other alcohol related offences, will also be charged under the Student Disciplinary Code. Inquiries concerning the Code may be directed to the Commissioner of Student Discipline (Office of the University Secretary 453-4613). Students and other individuals may also be subject to prosecution under the Liquor Control Act.

## **SECTION SEVEN: ADVERTISING**

When licensing an event with SUBS Inc., event organizers are permitted to advertise, but must abide by the following guidelines.

- 7.1 Advertising must include the words "Bar Services provided by Student Union Beverage Services Inc. members and their guests only."
- 7.2 Advertisements cannot make mention or reference to liquor pricing or happy hours.
- 7.3 Advertisements cannot make mention or reference to a distillery or brewery.
- 7.4 Any and all prices outlined in advertising must clearly refer to admission tickets only.

License 18288

STUDENT UNION BEVERAGE SERVICES INC.

NO.

REQUEST FORM

Sponsoring Group: \_\_\_\_\_

Billing Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Contact Phone No. \_\_\_\_\_

UNB Student Union STU Student Union UNB Residence Community

Other: \_\_\_\_\_ None

Method of Payment:

UNB SU Purchase Order - PO # \_\_\_\_\_ Certified Cheque Cash

EVENT INFORMATION

Location: \_\_\_\_\_

Expected Attendance: \_\_\_\_\_ Fire Marshall Capacity: \_\_\_\_\_

Time of Event Start: \_\_\_\_\_ Finish: \_\_\_\_\_

Type of Event

Wet and/or Dry Wet Only Wet and Dry

Bartender Dress Code: Casual Formal

Cash or Host Bar \_\_\_\_\_

Type of Bar

Full Bar (Beer, Liquor, Wine, Coolers)

Other \_\_\_\_\_

Beer Liquor Wine Coolers Other \_\_\_\_\_

Happy Hour Yes No

If Yes Start: \_\_\_\_\_ Finish: \_\_\_\_\_

Amount Subsidized per unit \_\_\_\_\_ Number of Units \_\_\_\_\_ Total \_\_\_\_\_

*Note: All Happy Hours are subsidized by the organizing group.*

Additional Information: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*It is hereby agreed that the aforementioned group will indemnify and hold harmless the Student Union Beverage Services Inc. and the University of New Brunswick from any claims or actions which may arise from the provision of bar services at the event described above, and will be fully responsible for complying with any applicable liquor control regulations. The undersigned acknowledges receipt of Student Union Beverage Services Inc. Bar Services Policies and also agrees to abide by all policies contained therein.*

\_\_\_\_\_  
Authorized Representative

\_\_\_\_\_  
Date

APPROVAL (FOR OFFICE USE ONLY. PLEASE RETAIN COPY) Date \_\_\_\_\_

Bar Services Manager

SUB Administration \_\_\_\_\_ Dept. of Housing and

Food \_\_\_\_\_

Green - SUBS Inc.

White - SUB Administration

Pink - Dept. of Housing and Food Services



## **Appendix E**

### **Sample Forms**

1. Application for Internal Liquor Permit
2. Approval for Off Campus Alcohol Events

University of New Brunswick  
Fredericton

**APPLICATION FOR AN INTERNAL LIQUOR PERMIT**

License Number 016591 29 001

*Please fill out form and submit to RLCCS, 10 Bailey Drive front desk or  
by Fax 506-453-3585 at least 10 Days Prior to the Event*

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Sponsoring Organization or Individual: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_ Fax: \_\_\_\_\_

\_\_\_\_\_ Email: \_\_\_\_\_

Date of Function: \_\_\_\_\_

Location of Function: \_\_\_\_\_ Room Number \_\_\_\_\_

Host or Cash Bar: \_\_\_\_\_ Number of Guests \_\_\_\_\_

Time of Service: From \_\_\_\_\_ To: \_\_\_\_\_

Will Minors (Under 19 years of age) be present? ☐ Yes ☐ No

*Check appropriate boxes for beverage requirements*

☐ Beer ☐ Coolers ☐ Juice ☐ Liquers ☐ Liquor ☐ Pop ☐ Wine

Additional Information/Special Requests

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**I hereby apply as designated person for an Internal Liquor Permit as outlined above and declare that  
all relevant regulations of the UNB Alcohol Handbook will be observed**

Application Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Approved Date: \_\_\_\_\_ Signature \_\_\_\_\_

## University of New Brunswick

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### Approval for Off-Campus Events

Name of organization: \_\_\_\_\_

Type of function: \_\_\_\_\_

Date of function: \_\_\_\_\_

Number of participants: \_\_\_\_\_

Licensed location of function: \_\_\_\_\_

Name of transportation: \_\_\_\_\_

Time of departure: \_ \_\_\_\_\_

Estimated time of return: \_\_\_\_\_

Supervising Personnel and Group Representative:

It is understood that the University of New Brunswick is not responsible or liable for the event and any activities related thereto. The supervising personnel and group representative accept full responsibility for complying with any applicable liquor control laws and regulations and university regulations. The supervising personnel, who will be present for the entire event, shall refrain from consuming alcoholic beverages and shall ensure that participants do not consume alcohol to excess.

Supervising Personnel: \_\_\_\_\_ Signature: \_\_\_\_\_

Print Name

Supervising Personnel: \_\_\_\_\_ Signature: \_\_\_\_\_

Print Name

Group Representative: \_\_\_\_\_ Signature: \_\_\_\_\_

Print Name

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

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

Recommended by: \_\_\_\_\_ Date: \_\_\_\_\_

Dean/Department Chairperson

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

James Brown  
Executive Director  
Residential Life, Campus and Conference Services

Return completed form to Residential Life, Campus and Conference Services (20 Bailey Dr.)