

**Title of Event:** \_\_\_\_\_

**Date of Event:** \_\_\_\_\_

\*\*form must be submitted minimum 2 weeks in advance of event date for approval

**What is this event for?**  Gallery/Exhibition Reception  Fundraiser  Industry Event  Social Event  
 Other (please explain) Dates of Exhibition, if applicable \_\_\_\_\_

**Brief Event Description:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Location:** (indicate all that apply)

- |   |  |
|---|--|
| <input type="checkbox"/> Main Mall Upper (in front of IKG)                    | <input type="checkbox"/> Room 371                                |
| <input type="checkbox"/> Main Mall Mid (in front of MNG and/or SPLT)          | <input type="checkbox"/> Stanford Perrott Lecture Theatre (SPLT) |
| <input type="checkbox"/> Main Mall Lower (from elevators to cafeteria stairs) | <input type="checkbox"/> Cafeteria Seating Area                  |
| <input type="checkbox"/> AUArts Boardroom                                     | <input type="checkbox"/> Other (specify)                         |

Estimated Number of Attendees : \_\_\_\_\_

Will alcohol be served at the event?  Yes  No  
Will you require the AUArts SA bar?  Yes  No

**Bar Scheduling** \*\*\*Last call will be 20 minutes before bar closure

Time Event Starts: \_\_\_\_\_ Time of Event Ends: \_\_\_\_\_

Time Bar Service Starts: \_\_\_\_\_ Time of Bar Closure\*: \_\_\_\_\_

**Will food be served or sold at the event?**  Served  Sold  N/A

Is this an AUArts community event or a general public event?  AUArts  Public

**PERSON RESPONSIBLE FOR EVENT/PRIMARY CONTACT** This person acknowledges responsibility for this event, all costs and food health + safety measures associated (if applicable)

Name: \_\_\_\_\_ Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Student group name (if applicable): \_\_\_\_\_

**AUArts/AUArts SA Department + Account Number (if applicable) for security/janitorial/av services invoice**

\_\_\_\_\_

Department Chair Signature: \_\_\_\_\_

Or AUArts SA Executive Director or Office Manager Signature: \_\_\_\_\_

**FOR OFFICE USE ONLY**

**Event Approved:**  Yes  No

**AUArts Director, Campus Operations Signature:** \_\_\_\_\_

\*\*\*unless otherwise written all items must be arranged **2 weeks** before the event.

**EVENT SPONSORSHIP AND FUNDRAISING** (6 weeks before event)

Are you looking for outside sponsorship (ex. cash donations, gifts in kind)?

Contact AUArts Gifts Administrator at [julianne.larson@auarts.ca](mailto:julianne.larson@auarts.ca)

**Have you coordinated with AUArts Gifts Administrator?**  Yes  N/A

AUArts Gifts Administrator \_\_\_\_\_ Date \_\_\_\_\_

**BAR SERVICE**

**Have you read the new updated liquor policy?**

Contact the AUArts SA Office at [office.sa@auarts.ca](mailto:office.sa@auarts.ca) to ensure that bar staff is available

Contact Campus Operations at [campus.operations@auarts.ca](mailto:campus.operations@auarts.ca) for sponsored events (non-cash bar)

**Have arrangements been made for bar service?**  Yes  N/A

AUArts SA Executive Director or Office Manager Signature \_\_\_\_\_ Date \_\_\_\_\_

Or Campus Operations Signature \_\_\_\_\_ Date \_\_\_\_\_

**FOOD SAFETY**

**Have you read and are following the food safety portion of the guidelines?**  Yes  N/A

**SECURITY** (2 weeks before event)

Does your event require additional security (i.e. event is over two hours in length when alcohol is being served)

Contact Manager, Campus Operations at [campus.operations@auarts.ca](mailto:campus.operations@auarts.ca)

**Have arrangements been made with additional security staff?**  Yes  N/A

Manager, Campus Operations Signature \_\_\_\_\_ Date \_\_\_\_\_

**AUDIO/VIDEO EQUIPMENT & SERVICES** (2 weeks before event)

Do you require Audiovisual Equipment or Main Mall Audio Services for this event? See the GUIDELINES section for brief descriptions of these services.

Contact AV services at [avservices@auarts.ca](mailto:avservices@auarts.ca)

**Have arrangements been made for AV Equipment and Set-up?**  Yes  N/A

AV Services Signature \_\_\_\_\_ Date \_\_\_\_\_

**JANITORIAL**

Is your event over two hours in length and/or has over 100 attendees?

Do you need to sign out tables or chairs for your event?

Contact Maintenance at [maintenance@auarts.ca](mailto:maintenance@auarts.ca) for a cleaning quote and/or for chair & table requests (specifying amount required, when they are needed, and where they should be dropped off)

**Have you made arrangements with maintenance/janitorial staff?**  Yes  N/A

Maintenance Signature \_\_\_\_\_ Date \_\_\_\_\_

**DELIVERIES**

Do you have any deliveries or rentals arriving for your event that you require a loading dock for?

For the Bookstore loading dock, arrange a delivery time with the bookstore by contacting [marci.simkulet@auarts.ca](mailto:marci.simkulet@auarts.ca)

For the West loading dock, arrange a delivery time with the gallery by contacting IKG technician

[ann.thrale@auarts.ca](mailto:ann.thrale@auarts.ca)

**FLOAT/CASH BOX + POPCORN MACHINE** Contact the AUArts SA Office at [office.sa@auarts.ca](mailto:office.sa@auarts.ca) for booking procedures and cost information

**COMMUNICATIONS** Do you need to spread the word about your event (email, abstract, social media)?

Contact the Communications Office at [communications@auarts.ca](mailto:communications@auarts.ca)

**GUIDELINES**

**1. EVENT PLANNING – THINGS TO KNOW (6 weeks before event)**

An event or project typically requires additional support from the Advancement Office if it involves:

- Ticketed events or sales transactions needing to be processed through AUArts Finance
- Fundraising, sponsorship or tax receipting affiliated with AUArts philanthropy
- External partnerships or community involvement
- A large number of attendees (ie. Events with more than 100 attendees)
- Multi-day programming (events)
- A communications plan (ie: A website listing, media, public relations, social media posts, newsletter listings, design & printing of collateral, key messaging or speaking notes, invitations, etc.)
- Event management consultation

For all other events please follow the below guidelines no less than 2 weeks prior to the event.

**2. BOOKING SPACE**

- Events and exhibitions can be booked through Office 365 calendars. If you are hosting an exhibition with an opening, both the exhibition and the opening must be booked
- AUArts Staff and Faculty can book event spaces through Office 365 calendar booking
- Resources:  
<https://helpdesk.auarts.ca/kb/articles/o365-meeting-rooms>  
<https://helpdesk.auarts.ca/kb/articles/mac-outlook-open-room-or-shared-calendar>

**3. EXHIBITION BOOKING GUIDELINES**

- Max 1 week for bookings that are not Department-wide Exhibitions
- Exhibitions installs and strikes must be within weekday AUArts office hours. This ensures that there is a technician on staff to support the install and take-down of the exhibition.
- One day class critique installations do not need to fill out the Exhibition Approval Form.
- Booking times must include install and take-down.
- Opening receptions are typically held on Thursday – which must also be booked through Office 365
- If you have any other questions, please see your area Educational Art Technician (E.A.T). For areas without an area EAT (AUArts SA, Administration, SCD) please see the Studio Manager – tara.niscak@auarts.ca
- Please arrange for plinths, walls, lighting, communications and AV a min. 2 weeks before the exhibition

*\*\*\*unless otherwise written all items must be arranged **2 weeks** before the event.*

**4. ALCOHOL/ CASH BAR BOOKING**

- Please review the AUArts Liquor procedure
- Only AUArts SA is authorized to serve liquor at University events other than those sponsored by AUArts administration (see below Non-Cash Bar)
- All areas where the event will take place must be indicated. Events that take place across multiple locations may require additional security.
- Alcohol service will end 20 min before the bar closure.
- Any event held outside of the following areas requires an extension to our liquor license (which may take up to 3 weeks for approval)
  - Cafeteria Seating Area, Main Mall, IKG, MNG, AUArts Boardroom, and Room 371
  - Served alcohol must not be transported beyond the booked area.

**5. ALCOHOL/ NON - CASH BAR**

- Please review the AUArts liquor procedure
- Note that this option is only available to AUArts Faculty & Staff
- This process requires the University's sale license to be suspended through the AGLC and a temporary non-sale license to be secured from a licensed retail provider. Often the non-sale alcohol provided at the event must be procured from the retail location providing the non-sale license.
  - It is the responsibility of the event organizer to obtain this (a \$12 fee) and adhere to the regulations.
  - Non-cash bar events prevent any cash bar events from happening simultaneously on campus
  - Alcohol may only be served by a pro-serve certified bartender.
  - Served alcohol must not be transported beyond the booked area .

**6. SECURITY**

- Security Personnel is required when alcohol is served or when the event exceeds 2 hours and includes a large number of attendees
- Security bookings are arranged through the Manager, Campus Operations at an hourly rate of \$25 + tax.
- At the time of booking, an account department charge back code must be provided.
- Bookings will be allocated on a first come, first served basis. In the instance of an adjacent booking, the second event to submit this form will incur the security costs

**7. AUDIOVISUAL EQUIPMENT AND MAIN MALL AUDIO SERVICES**

- Audiovisual Equipment includes items such as projectors and TVs.
- Main Mall Audio Services consists of zone based installed speakers capable of playing music from a user supplied device or speech support with a microphone supplied by Audiovisual Services.
- Audiovisual Equipment and Main Mall Audio services are booked by emailing [avs.support@auarts.ca](mailto:avs.support@auarts.ca)
- If the event involves supplemental support, or occurs outside of the regular service hours (8am-6pm), additional staff may be required at the rate of \$45/hour or overtime at the rate of \$65/hour

**COMMUNICATIONS** Do you need to spread the word about your event (email, abstract, social media)?  
Contact the Communications Office at [communications@auarts.ca](mailto:communications@auarts.ca)

*\*\*\*unless otherwise written all items must be arranged **2 weeks** before the event.*

**8. CUSTODIAL**

- Events that are beyond the regular duties of custodial services (outside the regular scope of service over the weekend – including Friday night and holidays, over 2 hours in length and 100+ attendees) may require additional support, coordinated via [maintenance@auarts.ca](mailto:maintenance@auarts.ca)
- An hourly rate of \$45/hr or \$65/hour overtime with a minimum call of 4 hours may be required.
- At the time of booking an account department charge back code or cc must be provided.

**9. FOOD AND DRINK (OTHER THAN ALCOHOL)**

- No food or drink is allowed in the Stanford Perrott Lecture Theatre
- We strongly suggest that groups review and take the Basic Food Safety Online Course – free of charge at <https://www.albertahealthservices.ca/eph/Page3151.aspx>
- Food served at public events (those that are announced/advertised outside of the AUArts building / community must come from an approved supplier (prepared in a commercial kitchen, grocery store, caterer, restaurant) with the exception of Bake Sales
- Food served at AUArts community events (ex. potluck, student gallery shows not announced outside of AUArts) can be prepared by the individuals participating in their own kitchens
- For Bake Sales please follow AHS guidelines  
<https://www.albertahealthservices.ca/assets/wf/eph/wf-eh-bake-sale-guidelines.pdf>
- Tablecloths can be rented from the Engagement Department with a \$50 deposit Cloths must be returned in good conditioned and dry cleaned.

**10. LOCATION RESTRICTIONS**

- Cafeteria bookings are subject to noise restrictions due to Extended Studies classes held in Rm 439

**11. TABLES/CHAIRS**

- AUArts has a limited amount of banquet tables (approximately 50) and folding chairs (approximately 55) available for booking (subject to availability), via [maintenance@auarts.ca](mailto:maintenance@auarts.ca)

**12. DELIVERIES**

- For deliveries to the West loading dock, coordinate with IKG technician via [Ann.thrale@auarts.ca](mailto:Ann.thrale@auarts.ca)
- For deliveries to the bookstore loading dock, coordinate with the Manager, Procurement & Retail Operations at [marci.simkulet@auarts.ca](mailto:marci.simkulet@auarts.ca)

**13. CONTACT / RESPONSIBLE PERSON**

- Each event must have either an AUArts employee or AUArts SA Group Leader designated as the contact person who is responsible for the event, all costs and food health + safety measures associated (if applicable)
- If there will be charges associated with Security, AV Services and/or Custodial services a department code and chair signature must be provided.
- For student groups AUArts SA is the named department for invoicing.

**COMMUNICATIONS** Do you need to spread the word about your event (email, abstract, social media)?  
Contact the Communications Office at [communications@auarts.ca](mailto:communications@auarts.ca)



## LIQUOR SERVICE PROCEDURE

<b>Procedure Type:</b>	Management	<b>Initially Approved:</b>	February 16, 1989
<b>Procedure Sponsor:</b>	VP Finance and Operations	<b>Last Revised:</b>	November 23, 2021
<b>Administrative Responsibility:</b>	Director, Campus Operations	<b>Review Scheduled:</b>	November 2026
<b>Approver:</b>	President and CEO		

### A. INTENT

The Alberta University of the Arts (AUArts) recognizes events will take place on campus where alcohol will be served. The purpose of this procedure is to ensure alcohol is consumed in a safe and responsible manner following all Alberta Gaming, Liquor and Cannabis (AGLC) legislation.

### B. SCOPE

The Liquor Service Procedure applies to all AUArts Students, Faculty, Staff and Visitors while consuming alcohol at a university event and to all event organizers where alcohol is being served at the university.

### C. PROCEDURES

#### 1. LIQUOR LICENSE

- 1.1 AUArts has a Class C (Post-Secondary Institution) liquor license which permits the consumption of alcohol in areas of campus outlined in section 4.2a.
- 1.2 The Director of Campus Operations has been pointed by the Vice President, Finance and Operations to act as the Premise Manager responsible for maintaining alcohol licensing compliance at AUArts.

#### 2. SPECIFIC GUIDELINES

- 2.1 Organizers of University events where alcohol is served must have a strategy for controlling the delivery and monitoring of the consumption of alcohol.
- 2.2 Event personnel (whether volunteer or hired) must be ProServe certified when serving or monitoring consumption of alcohol.
- 2.3 Event personnel are not permitted to consume alcohol prior to or during their shift at any event.
- 2.4 Alcohol must not be served to any person under the legal drinking age of 18.

- 2.5 Alcohol must not be served to anyone who appears to be intoxicated by liquor or drugs.
- 2.6 Event personnel must ensure no apparently intoxicated individual leaves the event until reasonable steps have been taken to ensure they can leave the event safely.
- 2.7 Organizers of University events where alcohol is served must encourage and promote alcohol moderation and must provide food and non-alcoholic beverages.
- 2.8 The Director of Campus Operations (or delegate) has the authority to stop alcohol service or end an event in progress if the event is in violation of this procedure or poses any serious health and safety risk.

### **3. Responsibilities**

- 3.1 Director of Campus Operations
  - a. Acts as the Premise Manager for AUArts Liquor License
  - b. Ensures the AGLC policies are adhered to
  - c. Liaise with the AGLC on any issues or concerns
- 3.2 AUArtsSA
  - a. Ensures all AUArtsSA Bartenders have current ProServe certification
  - b. Ensures all alcohol is securely stored in designated liquor storage area
  - c. Ensures properly trained AUArts-SA representative is present for the duration of event
- 3.3 Event Organizers
  - a. Ensures the Event Approval Form is completed and submitted for approval two weeks in advance of date of event
  - b. Ensures AUArts and AGLC policies and procedures are being followed during event in accordance with the AGLC liquor license
- 3.4 ProServe Bartenders
  - a. Ensure that AUArts policies and AGLC policies are adhered to
  - b. Inform campus security of any security, safety, or behavioural issues
  - c. Check persons proof of age before serving
  - d. Liaise with other bartenders and inform them of any individual that is not to be served liquor

### **4. SERVICE OF ALCOHOL**

#### **4.1 Hours of Service**

Service of alcohol is permitted as per the Class C liquor license administered by the AGLC; typically Monday to Sunday from 9:00 am to 2:00 am with consumption until 3:00 am.

## 4.2 Permitted Locations

Service of alcohol is only permitted in locations identified by the liquor license provided by the AGLC:

### a. Locations:

- i. Public Gallery Rooms 320 and 330
- ii. Student Gallery Room 335
- iii. Conference Room 330 and 3<sup>rd</sup> floor boardroom
- iv. 2<sup>nd</sup> Floor Student Lounge
- v. Main Mall and Room 371
- vi. Room 493 Including the Closet Gallery on the 4<sup>th</sup> Floor

## 4.3 Bartenders

For any University event where liquor will be consumed, it must be served by an individual who has a ProServe certification from AGLC.

## 4.4 Security

If liquor service exceeds two hours or is a significant size that could pose safety challenges, additional guard service is required. The number of security guards required will be determined by the Campus Operations Department depending on the nature of each individual event.

# 5. HEALTH AND SAFETY

## 5.1 Training

Campus Operations will ensure that AUArtsSA staff are ProServe trained through AGLC.

## D. DEFINITIONS

- |     |                 |   |
|-----|-----------------|---|
| (1) | <b>AGLC:</b>    | refers to Alberta Gaming, Liquor and Cannabis, as established in the <i>Gaming, Liquor, and Cannabis Act, R.S.A. 2000, c.G-1</i> and amendments thereto |
| (2) | <b>Alcohol</b>  | includes spirits, wines, coolers, ciders, beer, or a combination thereof  |
| (3) | <b>AUArts</b>   | refers to the Alberta University of the Arts  |
| (4) | <b>AUArtsSA</b> |   |



- refers to the Alberta University of the Arts Students' Association
- (5) **Event Organizer**
- refers to those individuals, groups, clubs, departments, faculties, divisions which are part of AUArts that hosts events
- (6) **Event Personnel**
- Refers to hired individuals or volunteers of the event, including bartenders and security
- (6) **ProServe**  
Refers to the Alberta ProServe Liquor Staff Training program

**E. RELATED POLICIES**

- Code of Conduct Policy
- Student Conduct Procedure

**F. RELATED LEGISLATION**

- *Alberta Gaming, Liquor and Cannabis Act*

**G. REVISION HISTORY**

Date (mm/dd/yyyy)	Description of Change	Sections	Person who Entered Revision (Position Title)	Person who Authorized Revision (Position Title)
11/23/2021	Template, Logo, Complete Revision	All	VP Administration	President and CEO