

# Permission Request for Alcohol Usage at KPU

## EVENT INFORMATION

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Name of Event: \_\_\_\_\_ TDx Ticket #: \_\_\_\_\_

Campus: Surrey  Richmond  Langley  Tech  Civic

Building/Area: \_\_\_\_\_ Room: \_\_\_\_\_

Event Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Anticipated Number of Attendees: \_\_\_\_\_

## PERMIT & DOCUMENTATION

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A **Special Event Permit (SEP)** is required if liquor is being provided or sold on KPU premises as per the BC Liquor and Cannabis Regulation Branch. The information in this section must match the information provided in the permit.

Applicant Name: \_\_\_\_\_

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

Server Name(s): \_\_\_\_\_

**Copies of the following documents must be attached to your Event Request Submission or, for student/external requests emailed to [Facilities@kpu.ca](mailto:Facilities@kpu.ca):**

- [Approved Hospitality Request Form](#) (internal KPU events only)
- Serving It Right Certificate(s) from the event host and/or any person(s) named above as servers (required 4 weeks prior to event)
- Special Event Permit (required at least one day prior to event)

*Note: Additional campus security and facilities staffing may be required for this event. The associated costs may be charged to the person or department named in this document.*

## AGREEMENT

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**By signing this agreement, I hereby acknowledge and understand the following terms:**

1. The Event Organizer and Special Event Permit (SEP) Applicant have read KPU's related policies regarding alcohol consumption on campus and events involving alcohol (policies SR1, BP1 and FM5), further information at: <http://www.kpu.ca/policies>
2. The Special Event Permit (SEP) Applicant shall be personally responsible for compliance with the terms of the permit, and all other alcohol related matters related to the functions, including the care and conduct of the guests. KPU's involvement shall be limited to the granting of permission to hold a licensed function on its premises.
3. The Special Event Permit (SEP) Applicant is to ensure no liquor is permitted to leave the building area in which the function is held, and ensure that patrons vacate the area in a timely manner after the event end time. They must also be present throughout the entire event.
4. The Special Event Permit (SEP) Applicant must ensure that liquor is served only by the certified servers named above (either a Special Event Server certificate or a Serving it Right certificate). The SEP Applicant is responsible for submitting the applicable certificates to KPU prior to the event.
5. The Special Event Permit (SEP) must be posted in a visible location in the area where alcohol will be served.
6. The Event Organizer and/or SEP Applicant has submitted and received pre-approval through the Hospitality Request Form (KPU internal events only).

Event Organizer: \_\_\_\_\_  
(NAME) (SIGNATURE) (DATE)

SEP Applicant: \_\_\_\_\_  
(NAME) (SIGNATURE) (DATE)

Supervisor (Internal): \_\_\_\_\_  
(NAME) (SIGNATURE) (DATE)