

## **Appendix B to Operating Procedure 4-425 OP: *Alcohol Event Planning Form***

### **Definitions**

**Alcohol:** for the purposes of this policy the term alcohol shall be the same as the definition in the Liquor License Act of Ontario.

**Low Risk Event:** an event where the risk of the overconsumption of alcohol is low and has been proven so through a history of previous events.

**Moderate Risk Event:** an event where the risk of the overconsumption of alcohol is increased and there is limited or no history of the event on campus.

**Elevated Risk Event:** an event where the risk of the overconsumption of alcohol or alcohol-related violence is significantly increased requiring additional mitigation strategies to be implemented.

**High Risk Event:** an event where the risk of the overconsumption of alcohol or alcohol-related violence is beyond a reasonable level of acceptable for the event to occur on campus.

**Non-Reportable Incident:** an occurrence that requires documentation by the event organizer or establishment for liability reasons such as refusing service to a patron, non-physical removal of a patron or minor property damage.

**Reportable Incident:** an occurrence involving violence, threats of violence, first aid/EMS, significant property damage, the violation of the College Student Rights and Responsibilities Policy or the College Violence Prevention Policy. All reportable incidents require reporting to the Manager of Public Safety and Parking.

### **Alcohol Event Planning Form Instructions**

Students, employees, clubs, groups or individuals that are considering holding an event on campus where alcohol will be served are required to abide by the conditions set out in the Alcohol Event Assessment Policy.

The following steps shall be followed in order to have the event approved by the Alcohol Event Assessment Team:

1. Event organizers shall review the College Alcohol Event Assessment Policy and related Operating Procedure prior to submitting the Alcohol Event Planning Form to ensure the AEAT is aware of policy requirements and planning timelines for events where alcohol is served.
2. Prior to submitting the Alcohol Event Planning Form, event organizers shall contact the On Campus Venue Management to discuss availability of the space as well as the general details of the event.
3. This form must be submitted to the Alcohol Event Assessment Team a minimum of ten (10) business days prior to an event where alcohol is to be served.
4. The Alcohol Event Assessment Team shall review the information submitted and shall reply within five (5) business days of receiving this form.
5. The Alcohol Event Assessment Team has the authority to approve or deny an event based on the information provided by the event organizer. Reasonable effort will be made to work with the event organizers to put risk management strategies in place before denying an event.

## Alcohol Event Planning Form

### Event Organizer

Contact Name:		Dept/Club/Group:	
Email Address:		Phone #:	

### Event Details

Date:		Start/End Times:	
Location:		Event Name:	
Description of the purpose of the event and activities that will take place:			

### Facility Requirements

Describe and Facility requirements that you have (set up of tables, chairs, displays, heating/cooling etc).
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### Event Assessment Information

In order for the Alcohol Event Assessment Team to assess the level of risk and ensure appropriate risk management is in place for an event, the following information is required.

1. Is the event 19+ only or All Ages?	
2. What is the anticipated attendance?	
3. Is the event for Fleming Students only or the General Public?	
4. Can Fleming students sign in a guest for the event?	
5. Is the event being advertised on or off campus or both?	
6. Are advanced tickets being sold for the event?	
7. Has this event been held on campus in the past? When?	
8. Please provide names/details of any outside companies or vendors being used?	
9. Please provide names/details of any speakers or entertainers that will be presenting or performing at the event.	
10. Have you met with the management of the venue to discuss your event? Has venue availability been confirmed?	
11. How is alcohol being served?	
12. Are all legal/licensing requirements fulfilled?	
13. Is there provision in place for rides home?	

### Other Information

Please provide any other information that you feel is relevant for the Event Assessment Team to consider.
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