

**Requirements for Events with Alcohol**  
per Policy 801: [Community Use and Rental of Facilities](#)

**Groups wishing to serve or consume alcoholic beverages on school premises must complete the following:**

1. Secure a Facility Rental contract for use of the facility.
2. A minimum of 30 days prior to the event, request permission to serve alcohol from the Secretary Treasurer using the Request for Permission form located on the school district website.
3. Apply for and obtain a Special Events Permit (SEP)
4. A minimum of 10 days prior to the event, provide copies of the Special Event Permit (SEP) and other required documents to [secretarytreasurer@sd44.ca](mailto:secretarytreasurer@sd44.ca) and [rentals@sd44.ca](mailto:rentals@sd44.ca).
5. Post the Special Events Permit at the event.
6. Ensure compliance with all applicable laws, policies and procedures for the duration of the event. Please see details on Page 2 of this document.

**Detailed instructions and requirements are on Page 2 of this document.**

If you have any questions, please contact [secretarytreasurer@sd44.ca](mailto:secretarytreasurer@sd44.ca) or 604-903-3452.

## Requirements for Events with Alcohol per Policy 801: [Community Use and Rental of Facilities](#)

### Detailed Instructions

#### 1. Secure a Facility Rental Contract

- Complete the [Facility Rental Application Form](#) disclosing the intent to serve alcohol
- Sign the contract, submit payment and obtain insurance for the event
- A security deposit equal to 50% of the total rental contract will apply to rentals with the intent to serve alcohol

#### 2. Request Permission (a minimum of 30 days prior to the event)

- [Complete the form](#) to request permission to serve or consume alcoholic beverages on School District property
- When approved, a letter of permission will be prepared for you.
- The following items are required in order to request permission:
  - o Contact information for the person responsible (which must align with the name on the Facility Rental Contract and Insurance)
  - o Facility Rental Contract number
  - o Details of the event (location, date, time, types of food and beverages to be served, # guests)
  - o Full Name, Address, Date of Birth, and Certificate number of the "Serving It Right" certificate holder
  - o Harm reduction plan including plans to manage alcohol service, attendees, site security

#### 3. Obtain Special Event Permit (SEP)

- Review Special Event Permit holder's [requirements and responsibilities](#).
- Apply for and obtain a [Special Event Permit \(SEP\) online](#)

#### 4. Provide Required Documents (a minimum of 10 days prior to the event)

- A minimum of 10 days prior to the event, provide copies of the following documents to [secretarytreasurer@sd44.ca](mailto:secretarytreasurer@sd44.ca) and [rentals@sd44.ca](mailto:rentals@sd44.ca).
- Copy of Special Events Permit (SEP)
  - Copy of Serving it Right Certificate
  - The Event Site Plan, that clearly shows all areas being used including event holding areas, the areas of liquor service and consumption, entrances and exits
  - Event Liability Insurance including Host Liquor Liability for \$5 million per occurrence, naming The Board of Education of School District #44 (North Vancouver) as additional insured.
  - The School District may also request a Municipal Fire Occupant Load at their discretion

#### 5. Responsibilities During the Event

The Event Organizer is responsible for:

- Posting the Special Events Permit in a visible location at the main entry of the event
- Adequate planning and control of the event
- Ensuring compliance with all applicable laws, policies and procedures including but not limited to:
  - o The SD44 Facility Rental Agreement Terms and Conditions
  - o Board Policy ensuring the liquor is not consumed out-of-doors
  - o The Special Event Permit Holder's [Requirements and Responsibilities](#) as outlined by the Province of British Columbia