

# UNIVERSITY OF NEW BRUNSWICK

## Fredericton Campus



### Alcohol On Campus

### Policy and Procedures Handbook

Approved: 1998-NOV-06, Alcohol Policy Advisory Group

Approved: 1999-FEB-25, U7NB Board of Governors

Approved: \_\_\_\_\_

Approved: \_\_\_\_\_

Revised: 2004-NOV-02, Alcohol Policy Advisory Group

## Table of Contents

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<b>PREFACE</b>	<b>3</b>
<b>1. STATEMENT OF POLICY</b>	<b>4</b>
1.1 PRINCIPLES	4
1.2 JURISDICTION	5
<b>2.0 ADMINISTRATION OF LICENSED EVENTS - FREDERICTON CAMPUS</b>	<b>6</b>
2.1 ADMINISTRATION	6
2.2 UNB SPECIAL FACILITY LICENCE	7
2.3 OTHER LICENSED UNB(F) CAMPUS LOCATIONS	7
2.4 UNB(F) RESIDENCE COMMUNITY	8
2.5 OFF CAMPUS EVENTS AND PROMOTIONS	8
2.6 NEW BRUNSWICK SPECIAL OCCASION PERMITS (S.O.P.)	8
<b>3.0 BREWERY AND DISTILLERY PROMOTION ON THE UNB (F) CAMPUS</b>	<b>9</b>
3.1 Brewers and/or Distillery Vehicles on Campus:	9
3.2 Advertising and Posters:	9
3.3 Other Forms of Promotion:	9
3.4 Orientation Period:	10
3.5 Violations/Action:	10
<b>4.0 HOME BREW</b>	<b>11</b>
<b>5.0 DELIVERY OF ALCOHOL TO CAMPUS BY TAXI COMPANIES OR OTHER LICENSED COMMON CARRIERS</b>	<b>11</b>
<b>Appendix A</b>	<b>12</b>
How Alcohol Works	12
What is Intoxication	13
<b>Appendix B</b>	<b>14</b>
UNB RESIDENCE COMMUNITY ALCOHOL POLICY	14
UNB Special Facility License	17
<b>Appendix D</b>	<b>21</b>
<b>Appendix E</b>	<b>29</b>
NEW BRUNSWICK SPECIAL OCCASION PERMIT (S.O.P.)	29
<b>Appendix F</b>	<b>31</b>
Sample Forms	31

## ***PREFACE***

Since September 16, 1983 the New Brunswick Liquor Licensing Board (NBLLB) has licensed the Fredericton campus of The University of New Brunswick to serve alcoholic beverages on campus. On November 28, 1989 that license was changed by the Liquor Licensing Board to a Special Facility License and since then the New Brunswick Liquor Licensing Board has been merged into the New Brunswick Department of Finance and is now known as New Brunswick Liquor Licensing and Registration (NBEL).

The University has assigned the responsibility for the administration of this Special Facility License to the Associate Director (Finance & Operations) Residential Life & Conference Services. The University must comply with all requirements set forth in Provincial Legislation and by the NBLL. The Special Facility License is managed for the University by the university's food service operator who provides alcohol beverage service in conjunction with food service for events held in licensed areas.

Individuals or groups committing violations of the *Liquor Control Act* or the University's internal policies will be subject to penalties provided under that *Act* and/or the UNB Student Disciplinary Code. Normally, charges against the individual students are referred to the Student Disciplinary Committee for appropriate action. All other violations are handled by the Associate Director (Finance & Operations) Residential Life & Conference Services. The following are examples of penalties which may be imposed:

- a) A warning letter;
- b) A fine;
- c) Suspension of social privileges related to licensed events for a specified period of time;
- d) Payment for damages;
- e) Referral to appropriate authorities with the possibility that charges will be laid;
- f) Confiscation of supplies of unauthorized alcoholic beverages;
- g) Cancellation of events;
- h) Removal or cancellation of promotion items which are in violation of regulations.

For further information or for inquiries concerning policies and procedures related to use of alcohol on campus, please contact the Associate Director (Finance & Operations) Residential Life & Conference Services at (506) 453-4800, Residence Administration Building, University of New Brunswick, P.O. Box 4400, Fredericton, New Brunswick, 33B 5A3.

## ***1. STATEMENT OF POLICY***

### **1.1 PRINCIPLES**

#### **UNB ALCOHOL POLICY**

In formulating regulations and practices regarding alcohol use on campus, the University is guided by the following principles:

- The University encourages responsible decisions concerning using and not using alcohol by the members of the University Community. The University will assist members by periodically offering educational programs in alcohol awareness and serving practices. Attached to this Policy as Appendix A is educational information regarding the effects of alcohol and the meaning of intoxication.
- The University has an obligation to manage alcohol use on campus in a way that is consistent with the terms of its license and other applicable legislation, and that protects the University from liability with respect to alcohol related incidents.
- While the University has a general concern for the welfare of its members, alcohol use is primarily the responsibility of individuals. The University takes the position that all its members, including students, have an obligation to make legal and responsible decisions about using and not using alcohol.
- The University intends to take reasonable steps to intervene where alcohol is used illegally, irresponsibly or in a manner which contravenes university regulations and standards. Intervention will be a result if the misuse or abuse of alcohol leads to conduct endangering any person, that results in damage to property or the reputation of the University, disrupts its activities or interferes with the rights of other persons.
- Regulations and practices concerning alcohol service should be developed and reviewed annually in the context of the provincial Liquor Control Act of New Brunswick and regulations. They should be developed in consultation with users and should be realistic, clearly articulated in writing and widely circulated on campus, especially to those who are responsible for facilities where alcohol is served on campus. These regulations and practices should be enforced consistently.

## 1.2 JURISDICTION

All functions involving the sale or distribution of alcoholic beverages on campus shall be governed by the *Liquor Control Act* of New Brunswick. Under that *Act*, the New Brunswick Department of Finance has granted the University of New Brunswick a separate Special Facility License for each of its Fredericton and Saint John campuses. The University has developed an Alcohol Policy which provides the guidelines under which both the *Act* and the Special Facility License are enacted on campus. As an educational institution with a commitment to learning, the University reserves the right to adopt, and to encourage other license holders on campus to adopt, a higher standard regarding alcohol consumption, service and distribution on campus than that indicated in either the *Act* or the Special Facility License.

For these reasons alcoholic beverages can only be legally served or consumed:

- a) Where the University's Special Facility License permits this to take place;
- b) In the University residences as provided for under the Residence Alcohol Policy;
- c) At campus events held in accordance with any other license (Special Occasion Permit) issued by the New Brunswick Department of Finance (not applicable to the Saint John campus); or
- d) In campus locations operating under the provisions of a separate license (Student Union Beverage Services Inc, College Hill Social Club, Windsor Castle Bar and UNB Athletics/Aitken University Centre) (not applicable to the Saint John campus).

## 2.0 ADMINISTRATION OF LICENSED EVENTS - FREDERICTON CAMPUS

### 2.1 ADMINISTRATION

The administration of alcohol policy and procedures on the Fredericton campus of the University has been assigned to the Associate Director (Finance & Operations) Residential Life & Conference Services whose office also coordinates the preparation and dissemination of the "Alcohol on Campus Policy and Procedures Handbook".

A broadly based Alcohol Policy Advisory Group (APAG) advises the Associate Director (Finance & Operations) Residential Life & Conference Services and the Vice-President (Fredericton/Academic) on alcohol on campus matters. A small Management Group, drawn from the APAG, assists to the Associate Director in dealing with routine management concerns. The Management Group will prepare an annual report, to be submitted through the Chair to the Vice-President (Fredericton/Academic) and the Vice-President (Finance and Administration) covering the administration of liquor on campus in accordance with regulatory requirements and University policy. The Alcohol Policy Advisory Group includes:

Director of Student Affairs and Services [Chair]  
Associate Director (Finance & Operations) Residential Life & Conference Services  
[Secretary]

Chief, Student Campus Police  
Director, UNB Security  
Student Development Coordinator  
Assistant Director, Residential Life & Conference Services  
Food Services Director (Sodexo)  
Operations Manager, SUBS Inc  
Plus

6 student nominees:

2 by the Student Union, one to be the *DrinkSmart* Coordinator  
1 by the Graduate Student Association (GSA)  
1 by Adult Learners, Part-time Students.(ALPS)  
1 by the Residence Representative Board (RRB)  
1 by the Senate Student Services Committee

Events on the UNB Fredericton Campus may obtain alcohol services in several ways and under various license provisions which are described below. See the Appendices for additional detail.

## **2.2 UNB SPECIAL FACILITY LICENCE**

The University of New Brunswick contracts with a food services company for the provision of food services at several Fredericton campus locations; they also provide food services to numerous suitable rooms on the campus. Food Services will provide alcohol beverage service to licensed events only in conjunction with the provision of food service to the same event; a minimum food service charge per patron is required. The details of obtaining alcohol beverage service from this source are set out in Appendix C and a sample of the "Application for Internal Liquor Permit" form is found in Appendix F.

## **2.3 OTHER LICENSED UNB(F) CAMPUS LOCATIONS**

The UNB Student Union created an entity, separately incorporated as "Student Union Beverage Services, Inc" (SUBS Inc), to provide alcohol services in a campus bar known as "Cellar Pub" following the 1993 closure of UNB's Bar Services and its bar. In 1995 SUBS Inc expanded their service to offer beverage service in other locations within the Student Union Building. In 1996 they further extended services to other approved locations on the campus, still operating under the provisions of the SUBS Inc liquor license. The CLUB LICENSE held by the Cellar Pub and Grill, permits SUBS Inc to serve "Wet/Dry" events where students below the legal drinking age may be present where alcohol is served in a responsible and approved manner; provisions are made at "Wet/Dry" events to distinguish between the under-age students and those of legal age so that the under-age students will not be served alcoholic beverages. The provision for "Wet/Dry" allows students of all ages to socialize together which is seen as a part of the broad mission of post-secondary education to strive to meet the educational needs of the whole person. The SUBS Inc policies and procedures are set out in detail in Appendix D. Additional information may be obtained from the SUBS Inc Operations Manager, Student Union Building, (506) 451-1009.

Separate liquor licenses are held by the College Hill Social Club, the Windsor Castle Bar (operated by the Graduate Student Association), and UNB Athletics (in the Aitken University Centre). As such, they are each responsible for their own policy and procedures with respect to alcohol; they can be contacted directly for information at 506-450-3135 (CHSC), 506-453-3555 (AUC) and (506) 453-4700 (GSA).

## **2.4 UNB(F) RESIDENCE COMMUNITY**

The Fredericton Residence Community has developed and maintains a set of policies and procedures regarding the appropriate use of alcohol within that Community. A complete statement of that policy is found in Appendix B. Further information may be obtained from the office of the Associate Director (Residential Life) on the Fredericton campus.

## **2.5 OFF CAMPUS EVENTS AND PROMOTIONS**

In accordance with University policy and legal advice, the University does not lend its name to, or allow its name to be associated with an off-campus events that it knows or ought to know involves reckless, illegal or potentially harmful conduct.

Off-campus events or trips organized or sponsored by UNB students, faculty or staff which involve the consumption of alcohol must conform to Provincial Liquor Laws, Regulations and University regulations in order to be granted authorization. The University of New Brunswick has assigned the responsibility for the authorization of such events and trips to the Associate Director (Finance & Operations) Residential Life & Conference Services.

Individuals or organizations considering sponsoring an alcohol related off-campus event should consult the Associate Director (Finance & Operations) Residential Life & Conference Services at least 14 days prior to the event concerning the conditions that should apply to off-campus events or road trips. Off-campus trips or events which are not authorized by that office shall be without University authority and those who are so involved shall be subject to disciplinary proceedings. A sample of the "Approval for Off Campus Events" form is found in Appendix F.

## **2.6 NEW BRUNSWICK SPECIAL OCCASION PERMITS (S.O.P.)**

Where the University Food Services and SUBS Inc are both unable to provide service and in appropriate circumstances, the Province of New Brunswick may approve an application for a Special Occasion Permit (S.O.P.) for the provision of alcohol beverage service in approved campus areas. The University cautions sponsors wishing to use an S.O.P. that they must take great care to employ well trained and qualified door staff and serving staff. The approval of the Associate Director (Finance & Operations) Residential Life & Conference Services is required as a part of obtaining a UNB room reservation and applying for the S.O.P. The details about obtaining an S.O.P. are found in Appendix B and a sample of the provincial application form for an S.O.P. is found in Appendix F.

### **3.0 BREWERY AND DISTILLERY PROMOTION ON THE UNB (F) CAMPUS**

#### **3.1 Brewers and/or Distillery Vehicles on Campus:**

- a) Brewery identified vehicles are not permitted on campus for the purpose of making alcohol deliveries to persons or groups other than licensed facilities.
- b) Brewery and or Distillery identified vehicles will be allowed on campus to assist student organizations with events of a campus wide nature, if prior written approval has been obtained from the Associate Director (Finance & Operations) Residential Life & Conference Services. Extended or overnight parking of brewery identified vehicles on campus is prohibited.
- d) Any advance promotion of student events on the UNB campus by the use of a P.A. van must rigidly adhere to times when no classes are being conducted, i.e.

#### **MONDAY, WEDNESDAY AND FRIDAY**

11:20 am to 11:30am

12:20 pm. to 12:30 pm

1:20 pm. to 1:30pm

#### **TUESDAY AND THURSDAY**

11:20 am to 11:30 am

12:50 pm to 1:00 pm

#### **3.2 Advertising and Posters:**

Brewery or Distillery Companies may assist in the promotion of special events by the printing of posters, programs and tickets. Such advertising must adhere to NBLL Regulations.

#### **3.3 Other Forms of Promotion:**

No student or faculty club, association or society house committee, or administrative unit can affiliate exclusively with a brewer or distillery for the expressed purpose of receiving free alcohol products in violation of the New Brunswick Liquor Control Act.

With the exception of the Orientation period, other forms of product promotion i.e. trophies, mugs, hats, shirts, cups, program tickets, advertising, financial contributions and/or general program assistance toward the organization and conduct of special student events are acceptable. No such promotional activity may take place during Orientation period.

### **3.4 Orientation Period:**

Special regulations will apply during the University's annual Orientation period.

- a) Alcohol awareness literature and campaign materials which bear a brewery or distillery name/logo are permitted, provided that they display no other product promotion.
- b) Non-alcoholic products ("near-beer", drink mixes, etc.) which bear brewery or distillery name/logo are permitted to be served only at a Dry Bar operated by or in conjunction with a university recognized alcohol awareness group.
- c) Except as allowed by (a) or (b) above, direct brewery or distillery promotion or advertising of any kind during the Orientation period is not permitted.
- d) Except as allowed in (a) or (b) above, no direct brewery or distillery promotion or advertising is permitted in Orientation kits or mail-out materials.  
Brewery or distillery identified vehicles are not permitted on campus during the Orientation period, except for the purpose of making a delivery to a licensed facility.

### **3.5 Violations/Action:**

Non-compliance with these regulations by any brewery/distillery may result in:

- a) The firm being refused permission to be on campus;
- b) The University suspending the purchase and sale of the firm's products for a period of time.

#### **4.0 HOME BREW**

The NBLL has informed the University that it will not grant the required permit to any student living in the UNB residence community to brew homemade beer or wine.

In view of this regulation, and the subsequent clarification concerning home brew in UNB residences, home brew will not be permitted on campus. Infractions to this regulation should be reported to the Associate Director (Finance & Operations) Residential Life & Conference Services or Security. The Associate Director (Finance & Operations) Residential Life & Conference Services will advise the offender to dismantle the equipment and/or destroy any home brew on hand. The Associate Director (Finance & Operations) Residential Life & Conference Services must then report the incident, through the University's solicitor, to the NBLL.

#### **5.0 DELIVERY OF ALCOHOL TO CAMPUS BY TAXI COMPANIES OR OTHER LICENSED COMMON CARRIERS**

The practice of beer and other alcoholic beverages being picked up for and delivered to a student on the campus of the University of New Brunswick is currently a legal one, providing that:

- a) The beer and/or other alcoholic beverages is being delivered during liquor store hours of operation; and
- b) The deliveries are made to individuals who are of legal age.

In addition to (a) and (b) as noted, the University of New Brunswick also requires that:

- c) The agent for the taxi company or common carrier be responsible for checking the identification of the student receiving the delivery to ensure that the student is of legal drinking age.

Should the University learn that a taxi company or any other common carrier's representative is not following the above three requirements, the University will take action against that company and its representative.

Infractions should be reported to UNB Security. A report should include the following:

- a) Date and time of the infraction
- b) The name of the individual receiving the delivery;
- c) The name of the taxi or delivery company;
- d) The license number of the delivery vehicle.

## *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 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 non-alcoholic 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 will 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 will intensify the effects of alcohol (and vice versa).

## *Appendix B*

### **UNB RESIDENCE COMMUNITY ALCOHOL POLICY**

(September 2004)

#### **Alcohol**

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

#### **Accountability**

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

#### **Educative Goals**

The Community's primary goals in this area remain 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 lawfully drink;
- to maintain a community where the effects of alcohol abuse and the problems of behavior 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 of any kind are prohibited.**

**Bottle Policy:** Beer in glass bottles pose various safety risks and may not be brought into residence. **Beer (including malt liquor, “strong beer”, Colt 45, etc.) is only permitted in single-serving aluminum cans, regardless of brand.** Coolers, if available in plastic bottles or aluminum cans, must be purchased as such; coolers in glass bottles (which, unlike beer in glass bottles, have not proven problematic) are permitted if the equivalent product is not available in an unbreakable container. *Again, for clarity: beer of any kind may only be brought into residence in single-serving aluminum cans.*

**Kegs and other bulk alcohol:** Kegs, mini-kegs, “bubbas”, “texas mickeys”, and other alcohol in bulk or common-source form, given their tendency to promote over-consumption and unsafe drinking, 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 guest who are of legal drinking age are permitted to have and consume alcohol in their rooms.

**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 Office of the Fire Marshall.
- Community Coordinators, Dons, Proctors, UNB Security, 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 guest must comply with House rules and regulations (which may be stricter, but may not supersede this policy).

**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 aluminum can or plastic cup), but are not permitted to congregate in the halls or stairwells with open alcohol.

**Parties:** Planned or “spontaneous” House/Hall parties are not permitted. Houses wishing to plan a social event in the House must do so in accordance with the policy governing House Functions (available from your Community Coordinator).

### **Other Policies Governing Alcohol in Residence**

- The health and safety of members of the Residence Community is of primary concern. UNB Security 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 Residence alcohol policies may result in referral to an appropriate treatment service or facility.
- As members of a community, residents have a duty to assist an impaired individual in procuring the assistance of UNB Security, 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.
- Abusive consumption of alcoholic beverages will not excuse conduct which violates University or residence policies. In such instances, appropriate penalties for violations will be applied, and referral for personal assistance may be indicated.
- The possession of open containers of alcoholic beverages, and/or the consumption of alcoholic beverages, is prohibited on the grounds of the University.

## Appendix C

### **UNB Special Facility License**

#### **OBTAINING AN INTERNAL LIQUOR PERMIT**

Internal Liquor Permit Applications are available from Associate Director (Finance & Operations) Residential Life & Conference Services, whose offices are located in the Residence Administration Building.

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 Associate Director (Finance & Operations) Residential Life & Conference Services, 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) Credit rejection,
- b) Organization or individual has an outstanding bill of any kind with the University and has not made satisfactory arrangements with the Assistant Comptroller,
- c) Organization or individual has been suspended from sponsoring alcohol related events due to previous violations, or
- d) Nature of function is not in line with UNB or NBLL regulations. 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. A minimum food service charge per patron is required by Food Services for the provision of alcohol service under the Special Facility License.

Bartenders and someone responsible for security are required for all licensed events in the Student Union Building. Campus Police must be present for all student events.

The number of people permitted in the room shall not exceed the maximum number authorized by the Fire Marshall, and a notice to this effect shall be clearly posted at the entrance to the room. The locations and capacities of licensed areas can be obtained from the office of the Associate Director (Finance & Operations) Residential Life & Conference Services.

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

- a) those authorized in the Internal Liquor Permit;
- b) at the time, location and price authorized in that Permit;
- c) to those nineteen years of age or over and not forbidden by law from buying or consuming alcoholic beverages.

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.

No disorderly, boisterous or intoxicated person will be permitted to enter or remain at the event.

No alcoholic beverages may be served after 1:00 a.m.; on Friday and Saturday nights 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.

Following the event, all alcoholic beverages which have not been consumed must be returned to the central storage by the bartender who has signed for them.

During the hours mentioned in the Permit, the license holder and any other person present in the rooms mentioned in the Internal Liquor Permit shall allow the Associate Director (Finance & Operations) Residential Life & Conference Services, any Government Inspector, members of the CP Executive, any person who has the written authority of the NBLL, or any member of the University Security Service, access to the premises mentioned in the Internal Liquor Permit to do what they deem necessary in order to assure that the Provincial Liquor laws, regulations and conditions of the Internal Liquor Permit are observed.

#### **ADVERTISING FOR LICENSED EVENTS**

All advertising for licensed events, including signs and posters requires prior approval from Associate Director (Finance & Operations) Residential Life & Conference Services.

Advertising for licensed events is subject to the following restrictions:

- a) An advertisement in any medium (including a daily or weekly newspaper, radio, television) must not appear more than 25 times in a week;
- b) No mention of product giveaways is permitted; and
- c) No mention of brand names of products produced or distributed by a brewer, winery and or distiller is permitted.

Advertising for licensed events may include the following:

- a) The regular price of beer, liquor and wine (but no brand names) may be stated;
- b) The use of the words champagne brunches, wine and cheese or similar events are permitted;
- c) Signs or posters may contain the words "bar", "barroom", "saloon", "spirits", "liquor" or words of like import; and
- d) A sign or poster may portray glasses, barrels, taps, bottles, and product advertising such as beer or wine but no specific brands.

Advertisement by means of electric or illuminated sign, contrivance or device, or on any boarding, signboard, billboard or other place in public view may advertise liquor (but no brands).

Signs and posters inside the licensed premises are permitted only during the hours of the licensed event. Signs and posters inside the licensed area during the evening may quote Happy Hour prices and regular products by brand name.

## **CREDIT APPROVAL AND BILLING INFORMATION**

University organizations must make credit arrangements through the Food Service Director prior to the event.

A group or organization with an outstanding account of any kind with the University will not receive approval for another function until its previous balance has been paid in full by cash or certified cheque or satisfactory arrangements have been made with the Assistant Comptroller.

An invoice for host bars will be forwarded to the sponsoring organization following the function.

Organizations funded in part or totally by the UNB Student Union will require the original copy of the UNB Student Union Purchase Order.

Special Orders: Types and qualities of beer, wine, spirits, and liqueurs not listed on the university's inventory may be available upon request, providing the NBLC stocks them. Special requests must be identified on the Internal Liquor Permit application. A deposit equal to the cost of special order products must accompany the Internal Liquor Permit application. The sponsoring organization or individual is responsible for the total retail cost of special order products. *Provincial law dictates that leftovers may not be taken by the organizers.*

Minimum Guaranteed Sales: A service charge of \$46.00 will apply to bar events not achieving net sales of \$250.00 per bar. The minimum food service requirement is \$3.45 per person in conjunction with and in addition to the provision of beverage services.

Happy Hour or Complimentary Beverages: Happy Hours, reduced prices and host bars may be arranged at the organizer's expense and must comply with all NBLL and UNB Regulations.

Cancellations: A minimum of 48 hours notice is required for any cancellation. Failure to do so will result in the organization being charged for a minimum of 3 hours labour for all staff scheduled for the event. The University reserves the right to withdraw approval of an internal permit for violation of any of the terms and conditions set out in the "UNB Alcohol On Campus Policies and Procedures Handbook"; the reason for such withdrawal will be stated in writing.

## **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 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 to a 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:**

- a) Persons who are not UNB/STU students, faculty or staff must be signed in as guest of a UNB or STU student. Only one guest per student is 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.
- b) UNB/STU students, faculty and staff are responsible for the behaviour and action of their guest.

# **Student Union Beverage Services Inc.**

## **Alcohol Policy**

*Revised July 2004*



**Student Union Beverage Services Inc. (1994)**

# CONTENTS

<b>SECTION ONE - Membership Policy</b> .....	2
<b>SECTION TWO - Obtaining SUBS Inc. Bar Services</b> .....	2
<b>SECTION THREE - Administration of Licensed Events</b> .....	3
<b>SECTION FOUR - Billing Information</b> .....	4
<b>SECTION FIVE - Identification Requirements for Entry into Licensed Events</b> ...	5
<b>SECTION SIX - Wet/Dry</b> .....	6
<b>SECTION SEVEN – Advertising</b> .....	7
<b>APPENDIX A - SUBS Inc. Bar Services Request Form</b> .....	8

## *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:

a) 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:

- a) 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.
- b) 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.
- c) 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 19years 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 non-alcoholic 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.

STUDENT UNION BEVERAGE SERVICES INC.

License 18288

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 die Student Union Beverage Services Inc. and the University of New Brunswick from any claims or actions which may arise from the provision of bar set-vices 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 OFFICEUSE 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

### NEW BRUNSWICK SPECIAL OCCASION PERMIT (S.O.P.)

Applications will be considered for the following types of functions;

- corporation staff party
- business opening
- wedding
- wedding anniversary
- family reunion (with charter)
- group socials

#### Who may apply

Wedding, wedding anniversary according to the application form. Corporation staff party, business opening and other group; application will be completed in the name of the firm or organization with one individual being named for the function.

#### Who is eligible?

Legitimate group, organization with elected officers and having constitution and by-laws and other incorporated bodies.

#### CONDITIONS: Ordinary Permit

- 1) Application must be received by the NBLL at least ten (10) days prior to the date of function. duly completed and signed.
- 2) Premises must have a Fire Marshal and Department of Health approval.
- 3) Liquor must be provided free of charge.
- 4) Memberships, passes or cover charges will **NOT** be sold at the door or during the licensed function. **ONLY** members and invited guests can attend (4 guests per member). The general public will be excluded. Tickets will be available through members **ONLY**
- 5) **NO** public advertising of the function is permitted.
- 6) Allowable quantity of liquor - Maximum amounts per person can be any of the following:

Alternative	Spirits	Wine	Beer/Cooler
A	5 ounces	8 ounces	2 pints
B	5 ounces		2 pints
C	6 ounces		
D		14 ounces	
B			4 pints
F		8 ounces	2 pints

- 7) Liquor must be bought at a New Brunswick Liquor Corporation outlet.
- 8) Beer will be calculated to the closest dozen without going over the maximum allowable quantity.
- 9) No Special Occasion Permit will be issued during a Carnival OR Festival without prior written approval, at NBLL's discretion, from the authority in charge of the special event.

## **CONDITIONS: Resale Permit**

ALL conditions of the Ordinary Permit apply including the following:

- 1) The total maximum resale price that may be charged by permit holders will be set from time to time by the NBLL. The NBLL will accept lower resale prices when quoted on the application form. In all instances the maximum resale price that can be charged will be shown on the permit and will include:
  - purchase price
  - transportation
  - mix
  - provincial sales tax
  - container
  - ice and all other related costs for that function
  
- 2) The fee for the Special Occasion Permit and the provincial sales tax must accompany the application in the form of a certified cheque or money order made payable to the Minister of Finance or the NBLL.

### **IMPORTANT PLEASE TAKE NOTE**

This summary was prepared for information and convenience of individuals and organizations wishing to apply for Special Occasion Permits and has no legal force or effect. The *Liquor Control Act* and its Regulations and the NBLL's Standards and Conditions should be consulted for purpose of interpreting or applying the law. Your eligibility to obtain a permit should be verified with the NBLL before you enter into any agreement or commitments with regards to hiring of entertainment or hall rentals, etc.

*Appendix F*

**Sample Forms**

Approval of Food Function on Campus

Approval for Off Campus Events

Application for Internal Liquor Permit

Application for Special Occasion Permit