



## Procedures for Alcohol Service and Consumption

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Parent Policy:	<i>Alcohol Service and Consumption Policy</i>		
Procedure Reference	ASCPR_2412N_AD/VPC		
Procedure Sponsor:	College Financial Officer and Vice President, Corporate Services		
Procedure Contact:	Senior Administrative Officer, Coordination and Operations		
Stakeholders:	Employees, Students, all members of the College Community and external visitors		
Approved by:	College Financial Officer & Vice President, Corporate Services		
Effective Date:	January 6, 2025		
Last reviewed:	New	Scheduled review date:	December 2029

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### 1. Purpose

The intent of this procedure is to ensure the responsible service and consumption of alcohol at Okanagan College events and on Okanagan College campuses.

### 2. Scope and Application

This procedure applies to College-Related Activities and External Events where alcohol will be served or consumed. These events may be organized by the College (an employee, group or entity contracted by the College) or by an external individual or organization.

The Event Organizer for an event where alcohol will be served is responsible for ensuring all legal requirements and College policies are followed.

### 3. Procedures

#### ***Request an Event Booking***

3.1 Request an event booking following the *Facility Rental Policy* and associated event booking processes.

#### ***Assess license/permit requirements***

3.2 Identify the type of event space being used:

- a) Licensed area: If the event is being held in a licensed area no special permit is required but all alcohol must be purchased through the licensee and stored in compliance with the LCL Act.
- b) Public event: If the event is held in a space where access is open to the general public proceed to item 3.7.

- c) Private event: If the event is being held in a Private Place, where access is restricted to invited guests only proceed to item 3.3.
- 3.3 Identify the type of event being organized:
- a) For College-Related Activities proceed to 3.4.
  - b) For External Events proceed to 3.7.
- 3.4 Determine how the alcohol will be provided:
- a) Serving Alcohol for free: If alcohol will be provided at no charge proceed to item 3.5.
  - b) Selling Alcohol: If alcohol will be sold at the event proceed to item 3.7.
- 3.5 Determine how attendees will gain access to the event:
- a) Invitation only: If attendance at the event is invitation only and includes only employees and their guests proceed to item 3.6.
  - b) Ticketed: If the event will be advertised and tickets sold proceed to item 3.7.
- 3.6 Determine the size of the event:
- a) Large event: If the nature and size of the event is such that it will draw attention of the public through excessive noise or other disturbances proceed to item 3.7.
  - b) Other events: If the nature and size of the event is such that it will not draw the attention of the public through excessive noise or other disturbances proceed to item 3.8.
- 3.7 Due to the nature of the event it is likely that a Special Event Permit **is** required and the Event Organizer is required to apply for one and proceed to 3.10.
- 3.8 Due to the nature of the event it is likely a Special Event Permit **is not** required for the service of alcohol. The Event Organizer is responsible for ensuring the Liquor & Cannabis Regulation Board criteria for not requiring a Special Event Permit are met.
- 3.9 For additional support in determining the type of license required contact:  
[eventbookingkelowna@okanagan.bc.ca](mailto:eventbookingkelowna@okanagan.bc.ca)

***Applying for a Special Event Permit***

- 3.10 For an event that requires a Special Event Permit the Event Organizer must follow all requirements outlined in the LCL Act and any other applicable laws including the following steps:
- a) Apply online and gain approval for a Special Event Permit from the BC Liquor Licensing Branch. For College-Related Events, employees will need a BCeID attached to their College email address to apply for a Liquor Permit online. Requests for a College BCeID can be sent to [eventbookingkelowna@okanagan.bc.ca](mailto:eventbookingkelowna@okanagan.bc.ca);
  - b) Provide a copy of the Special Event Permit to Okanagan College event services as part of the event booking process at least 21 days in advance of the event;
  - c) Ensure all required documents associated with the Special Event Permit are on-site at the event, including but not limited to:

- i) Special event Permit
- ii) Site Plan
- iii) Signage
- iv) Serving it Right or Event Server certificate information for all servers
- v) Drink Price List
- vi) Incident Log
- vii) Security Plan, if required.

3.11 As required by legislation, the Special Event Liquor Permit applicant or designated individual must:

- a) be present throughout the entire event and available to meet College officials, law enforcement officers and a Liquor Board Inspector if necessary;
- b) remain responsible for the conduct of the event attendees; and
- c) have food and non-alcoholic beverages available during the time alcohol is served.

#### **4. Related Acts and Regulations**

*BC Liquor Control and Licensing Act*  
*BC Liquor Control and Licensing Regulation*

#### **5. Supporting References, Policies, Procedures and Forms**

*Alcohol Service and Consumption Policy*  
*Facility Rental Policy*  
*BC Liquor Special Event Terms and Conditions*  
*Special Event Permit Policy Manual*

#### **History / Revisions**

Date	Action
2024-12-18	<i>New Procedure Approved by Policy Sponsor:</i> Procedures for Alcohol Service and Consumption (ASCPR_2412N_AD/VPC)