Guidelines for Presenting Outdoor Events
July, 2013

Dear Student Group Executive:

This package has been designed to facilitate outdoor events on campus for student groups. Inside you will find information regarding policies and procedures for outdoor events. I trust you will find this information comprehensive and useful.

When seeking assistance planning a student event on campus, please contact me at 204-474-8336. I look forward to working with each of you to create successful events for the upcoming year.

Sincerely,

Ansel Vyrauen
Conference Manager

Ansel.Vyrauen@umanitoba.ca
Guidelines for Using Outdoor Spaces

The following areas have been approved for use as outdoor special events sites:

<table>
<thead>
<tr>
<th>LOCATION</th>
<th>Alcohol Permitted</th>
<th>Barbecue</th>
<th>Bonfire</th>
</tr>
</thead>
<tbody>
<tr>
<td>“White Castle” area - North side of campus</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
</tr>
<tr>
<td>South side barbecue/picnic area by Pembina Hall</td>
<td>NO</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>Patio - south side of University Centre</td>
<td>YES</td>
<td>NO</td>
<td>NO</td>
</tr>
<tr>
<td>Grassed area between Robson Hall and Univ. College</td>
<td>YES</td>
<td>YES</td>
<td>NO</td>
</tr>
</tbody>
</table>

Noise restrictions are generally in effect during the day for areas adjacent to buildings. Specific information can be obtained through Conference & Catering Services.

All spaces are reserved through Conference & Catering Services by completing an Application for Use of Outdoor Space form and agreeing to the terms and conditions therein.

Application Process

Application for Use of Outdoor Space forms are available from Conference & Catering Services, Room 230 University Centre. A representative of Conference & Catering Services must sign the application to initiate the process.

We recommend the application process be started as soon as possible, as the completed and authorized Form must to be returned to Conference & Catering Services no later than 15 business days (three weeks) before the event.

Where alcohol and/or a bonfire is involved, a copy of the Occasional Permit and/or Bonfire Permit must be submitted to Conference & Catering Services at least three business days prior to the event.

An application is not complete until all necessary signatures are on the form and copies of all relevant Permits are filed with Conference & Catering Services. Failure to obtain the applicable approvals will result in cancellation of the application.

Maximum Number of Events

No more than two events with alcohol and one bonfire will be approved in total on any given day. There is no maximum for alcohol-free events or barbecues. Approved events are on a first come, first served basis.

Food

All food must be arranged through Conference & Catering Services. A wide selection of bulk food items, condiments and disposable serving products are available for purchase. The MLCC requires food be served for at least 30 per cent of the expected number of people at the event. The food provided must be high in protein, with associated costs charged to the event organizer.
Furniture, Equipment, and Setup

All outdoor areas are reserved “as is.” Outdoor areas are regularly maintained by Physical Plant and will not be specially groomed for events.

Events with alcohol require snow fencing be put up to delineate the space being used. Physical Plant will deliver and pick up the snow fencing from the site - generally on the day of the event. Set up and take down is the responsibility of the organizer. If required, labour to set up and take down the fencing can be provided by Physical Plant at an additional cost. When an event with alcohol is cancelled, the organizer must notify Physical Plant at 474-6285 no later than 7:30 a.m. on the day of the event, to avoid being charged for delivery/pick up of materials and goods.

Such items as outdoor furniture, barbecue equipment, special lighting, etc., are not available on campus and must be rented from an outside supplier. Rental information is available at Conference & Catering Services.

Firewood for bonfires is not available on site and must be purchased off-campus.

Garbage containment, removal, and overall site clean up is the responsibility of the organizer.

Under no circumstances are motor vehicles of any kind permitted to drive or park on grassed areas.

If an area is damaged, garbage not removed, or the site is left dirty, the areas will be restored to an acceptable condition by Physical Plant and the organizer charged for the costs involved.

Required Approvals

All applications require certain approvals, depending on the nature of the event. Signatures from Conference & Catering Services and University Security Services are required on all forms. Additionally, Conference & Catering Services signs to verify catering arrangements on events involving food. For events with alcohol or fire, further approval signatures are required from Physical Plant (snow fencing) and the Environmental Health and Safety Office (fire extinguishers). Alcohol events must have an Occasional Permit obtained from the Manitoba Liquor Commission and for bonfires, a City of Winnipeg “Bonfire or Burning Permit” is required.

Terms and Conditions

The guidelines for use of outdoor space are subject to the provisions of the University of Manitoba Policy on Use of Facilities. The specific terms and conditions regarding the use of outdoor space is included on the reverse side of the Application and forms part of accepted Agreement.

The Policy is available online at: www.umanitoba.ca/admin/governance/governing_documents/operations/412.html

Administration Fees, Costs, and Deposits

Organizers are responsible for all hard costs (e.g., SOCAN fees, caretaking, etc.) related to the use of the space. Once the Application is submitted to Conference & Catering Services, the organizer will be advised of the amount due.
Requirements For Outdoor Events With Alcohol

The University of Manitoba Alcohol Policy
for functions to be held under an Occasional Permit

Conference & Catering Services, 230 University Centre, must approve all functions held under an Occasional Permit at the University of Manitoba (except those held in St Andrew’s, St. Paul’s and St. John’s Colleges) before the application can be made for the Permit.

The organizer of a function must provide Conference & Catering Services with the following information no later than fifteen days before the date of the function.

- Name of event (Note: no reference to an alcoholic beverage may be used).
- Name of sponsoring group or individual.
- Date and beginning and ending time of function.
- Name of person in charge of the Permit.
- Location of function.
- Number of persons expected to be present.
- Signature, full address, and phone number of the person in charge of Permit.
- Signature of the Dean (or designate) of your Faculty.
- A fully completed and duly signed “Application for Use of Outdoor Space.”

When Conference & Catering Services is assured that all requirements have been met, they will furnish the Manitoba Liquor Control Commission with the University’s written approval for the function to be held on campus.

After this approval has been granted, the organizer must purchase the Occasional Permit - no later than seven (7) days - before the date of the function. This may be done at the head office of the Liquor Control Commission (1555 Buffalo Place) or at any Liquor Store. The closest Liquor Stores to the Fort Garry campus are located at 2585 Pembina Hwy & 1235 Pembina Hwy. Depending on the type of Permit, the cost will be $15.00 or $25.00. Liquor must be paid for by cash or certified cheque at time of pick-up. Beer can be purchased at any hotel vendor outlet.

Please note that SOCAN and ReSound tariffs may apply.

Visit the Conference & Catering Services Office
- Room 230 University Centre -
for further information
and to pick up the required forms.
All use of outdoor space is subject to the Guidelines for Use of Outdoor Space and its application process. In addition, the following conditions apply to an outdoor area when alcohol will be served.

1. Conference & Catering Services must approve all events with alcohol held outdoors on Campus. When requirements are met, a letter is sent to the MLCC authorizing the use of space under an Occasional Permit. The Organizer must at all times abide by the Campus Alcohol Policy and its service guidelines.

2. The Organization must apply for and obtain an Occasional Permit from the MLCC at least seven (7) to ten (10) days prior to the date of the function. This may be done at either the head office of the MLCC at 1555 Buffalo Place or at one of the liquor stores. The closest stores are at 1235 and 2855 Pembina Highway.

3. A copy of the Occasional Permit must be submitted to Conference & Catering Services before the event and the actual Permit must be visibly posted at the site during the entire function.

4. The site must be enclosed with a suitable separation (i.e. snow fencing) a minimum of four (4) feet in height. Snow fencing is arranged through General Services Office, Physical Plant, at 89 Freedman Crescent. Physical Plant will deliver and pick up the fencing. For an additional fee, they will provide set-up/take down labour.

5. NOTE: Stakes are not to be driven into the ground of the patio at University Centre. Fencing must be secured above ground or an alternative barrier set in place. Further information is available from Conference & Catering Services.

6. The maximum capacity for an outdoor space is 300 persons, unless otherwise authorized by U of M Administration and the MLCC.

7. On the basis of twelve (12) square feet per person, sufficient space, tables and chairs or benches are to be provided. Furniture for this purpose is not available on campus and must be rented. Information on rental companies is available from Conference & Catering Services.

8. Entrance and exits to be controlled by recognizable security attendants.

9. Appropriate food is to be available and must be compliance with the MLCC and Conference & Catering Services’ policy.
10. Secure facilities are to be provided for the proper storage of liquor. Provision must be made for cooling beer. Non-alcoholic products must be available during the event.

11. Only single service plastic containers are to be used for serving beer, liquor and wine. Containers for beer must have a minimum and maximum capacity of sixteen (16) ounces.

12. No bottles are to leave the service counter. Containers are not required for canned beer but cans must be opened before serving.

13. Artificial lighting is to be installed for evening functions for the outdoor area and washrooms.

14. Sufficient washrooms must be available for use adjacent to the outdoor location, without having to cross roadways. If these washrooms are inside an academic building, the Dean or administrator of that building must give approval in advance of the function.

15. In cases where there are no washrooms available (e.g., White Castle area), portable toilets must be rented. These toilet facilities are to be reserved for the sole use of patrons, only accessible from inside the Occasional Permit area and are to be provided with the following:

   A minimum of two toilets are to be provided for each sex
   3 toilets each for 101 to 200 persons
   4 toilets each for 201 to 300 persons
   toilets are to comply with health requirements

   Hand-washing facilities are to be available and provided with soap, paper towels and waste containers

16. A sufficient number of refuse containers are to be located throughout the Occasional Permit area, which are to be emptied and refuse removed from the site at regular intervals. In addition, Organizers are responsible for the removal of all garbage and cleanup of the site after the event. Any damage to University property will be assessed by Physical Plant and charged to the Organizer.

17. Functions must terminate no later than 12:00 a.m. (midnight) in the City of Winnipeg because of close proximity to residential areas (noise disturbance).
UMSAFE Program Information
(University of Manitoba Student Alcohol Function Education Program)

- This is a mandatory program for all students working or involved in alcoholic events on campus.
- The program is FREE.
- The UMSAFE program is a presentation of Conference & Catering Services, the Manitoba Liquor Control Commission, and University Security Services.
- Each course can accommodate a maximum of 20 people and takes approximately two hours to complete.
- The course ends with a multiple choice test, with a pass mark of 70 per cent required for Certification.
- Certification is valid for three years from date of completion, with each successful participant receiving a wallet-sized, laminated Proof of Certification.
- Each group/organization participating in the UMSAFE Program will receive a set of function signs as referred to in clause 1.2.2 of the Guidelines Pursuant to the Campus Alcohol Policy.
- A central registry of all trained students will be maintained by Conference & Catering Services.

Note: It has been suggested that training courses should be held for Residence student Councils (RSAC, UCRSA, St. John’s, St. Paul’s & St. Andrews) annually, in the last week of August when council members are on campus for their orientations. Please discuss with the members of your particular council and call to book an UMSAFE training session.

- Please discuss this among your group and call the Office Coordinator at 204-474-8336 to book a training session. Courses are booked on a “first-come-first-served” basis. UMSU coordinates multiple sessions each fall to train their Orientation Staff, and there is only one training team, so call early!

To obtain further information or to book space in a training course, please contact:
Office Coordinator, Conference & Catering Services
Phone: 204-474-8336 / email: conference_catering@umanitoba.ca
SOCAN Tariffs at the University of Manitoba

SOCAN is a tariff on the public playing of any and all recorded music, instituted in 1991 by the Society of Composers, Authors and Music Publishers of Canada (SOCAN). Two separate tariffs affect most campus events: Tariff 4 and Tariff 8. All SOCAN tariffs are subject to GST.

**Tariff 4** is generally known as the “Concert Tariff” and is applicable when a function features the live performance of a “headline act” whose presence is the focus of the event and commands a higher-than-average ticket price.

a) Where admission is charged: 3% of gross receipts from ticket sales, exclusive of sales and amusement taxes. (minimum $20.00 per concert).

b) Where no admission is charged: 3% of fees paid to singers, musicians, dancers, conductors & other performing artists (minimum $35.00 per concert).

**Please note:** where an event has live performers, Conference & Catering Services must be provided with the full name under which the band or group operates, and the name of the Agency through which they are represented and booked.

**Tariff 8** relates to non-concert events featuring music, with or without dancing (e.g., local band or DJ socials, receptions, conventions, assemblies and fashion shows, free musical performances (live or taped) in any University space such as Campo.

The fee varies, depending on room capacity:

a) Without Dancing: from $20.56 to $87.40

b) With Dancing: from $41.13 to $174.79

In ALL cases, tariff monies will be collected by Conference & Catering Services and remitted to the SOCAN organization.

*For more information, visit www.socan.ca*
Re:Sound is a Canadian organization which collects and distributes royalties for artists and record companies when recorded music is played publicly. Note that Re:Sound covers the use of sound recordings but not music performed live.

SOCAN? Re:Sound? What’s the difference?
Both SOCAN and Re:Sound are Canadian music collectives, but they represent different groups. SOCAN represents composers and music publishers while Re:Sound represents artists and record companies (the record labels). Businesses may be required to make payments to SOCAN, Re:Sound, or both when music is played publicly.

How do I know if payments should be made to Re:Sound?
If your unit uses background recorded music in public, or recorded music to accompany an event such as a reception, wedding, social, dance, fitness class, skating, ice show, convention, festival, fashion show, karaoke, parade or fair, a licence from Re:Sound is required.

Is Re:Sound new?
No, Re:Sound started out as the Neighboring Rights Collective of Canada in 1997. Re:Sound is a legitimate organization which receives approval from the Copyright Board of Canada to set tariffs for the use of recorded music.

For more information, visit www.resound.ca/en/
Frequently Asked Questions

Can any student apply for an Occasional Permit?
No. Students must be affiliated with a student group to apply for an Occasional Permit.

Do I have to be affiliated with an UMSU-recognized student group?
Yes. And also, your group must be registered with the MLCC. The designate applying for the Permit must also have signing authority for the student group.

What is the purpose of this card?
Issued directly by the MLCC, they serve as proof that the student group is in fact registered with the MLCC.

Our student group is hosting a fund raising/charity event on campus. We have received a large donation of food and beverages for this event. How is this handled?
All donations of food and beverages will be reviewed on an individual basis by the Director of Food Services, University of Manitoba Food Services. The request must be writing on the donor’s letterhead, listing all the items to be donated. PLEASE DO NOT ASSUME that permission to accept the donation will be granted. The University of Manitoba has an exclusive contract with University of Manitoba Food Services to provide food services and with Pepsi for beverage services.

How do I know if I need an Occasional Permit?
If you are hosting an event on campus where alcohol will be served, you will need to apply for an occasional permit. However, if you do not wish to have this responsibility when planning for your event, with enough advance notice Conference & Catering Services can also provide bar services under our Dining Room License. Contact our office at 204-474-8336 to speak to the Catering Manager for further details.

How far in advance do I need to apply for an Occasional Permit?
At least 10 business days prior to the event, you must fill out the required campus paperwork prior to going to the MLCC and formally applying for a Permit. Once you have completed and signed the Forms for your campus event, Conference & Catering Services will send a letter to the MLCC indicating these campus forms have been completed and approved.
Frequently Asked Questions (cont’d.)

Why doesn’t Conference & Catering Services provide UMSAFE-trained staff for events outside University Centre?

Conference & Catering Services is mandated to provide staff and management services for events in University Centre only. As such, we work with approximately 20, UMSAFE-trained part-time student staff. That’s why we’re happy to offer UMSAFE training opportunities to all student groups on campus so they may have safe and enjoyable events in others areas of campus. These training sessions can be arranged during the school year. (See Page 9 for more information).

PLEASE NOTE: as of September 1, 2001, All students involved in alcohol events on campus MUST be UMSAFE trained.

How are student groups supposed to deal with marketing representatives of liquor/beer companies?

Executives and social programmers should be aware that a marketing representative cannot enter into any arrangement whereby monies, gifts, or discounts are paid or provided to any person, permittee, licensee, or operator of a licensed establishment. No inducement can be offered to a licensee or permittee, and any arrangements based on sales volumes between suppliers, licensees, or permittees are strictly prohibited and will be dealt with as an infraction.

A marketing representative may not give liquor or gifts to the licensee or their employees, with the exception of inexpensive promotional items. [MLCC Policy LS 0001, Date: February 3, 1982].

Further information is available from the MLCC head office at 1555 Buffalo Place, Winnipeg, MB.

Last revised: July, 2013
Here are some of the informational resources required for planning your social. The information is available through the Conference & Catering Services Office, included as part of this information package, or online as indicated.

<table>
<thead>
<tr>
<th>Resource</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus Alcohol Policy 240</td>
<td>University policy which governs all service of alcohol on campus; includes administrative guidelines. It is imperative that organizers familiarize themselves with the policy before permit approval will be granted. A copy of the Policy is included with this package, beginning on page 14. It is also available online at: <a href="http://www.umanitoba.ca/admin/governance/governing_documents/community/253.html">www.umanitoba.ca/admin/governance/governing_documents/community/253.html</a>.*** Student Councils/Groups seeking information/purchasing Party Alcohol Liability (P.A.L.) insurance are to consult UMSU (Room 101 University Centre).</td>
</tr>
<tr>
<td>Guidelines for the Sale &amp; Service of Alcohol at Campus Events</td>
<td>Events with alcohol have specific staff and management requirements as set out in the Campus Alcohol Policy guidelines.</td>
</tr>
<tr>
<td>Guidelines for Advertising Alcohol Related Events on Campus</td>
<td>The who, what, when, where, and how of promoting events with alcohol on campus, as set out in the Campus Alcohol Policy guidelines. It is available online at: <a href="http://www.umanitoba.ca/admin/governance/governing_documents/community/1051.html">www.umanitoba.ca/admin/governance/governing_documents/community/1051.html</a>.</td>
</tr>
<tr>
<td>Occasional Permit Signature Form</td>
<td>The form on which you collect various signatures from faculty &amp; campus officials for an alcohol related event held on campus. This form is not required for events held in University Centre. CLICK HERE for the Form.</td>
</tr>
<tr>
<td>Occasional Permit Permission Letter</td>
<td>The letter that is sent by Conference &amp; Catering Services to the Manitoba Liquor Control Commission which authorizes and gives formal approval of the event to be held on an Occasional Permit.</td>
</tr>
<tr>
<td>Bonfire Permit</td>
<td>Required if a bonfire will be part of your outdoor event. Visit the Conference &amp; Catering Services Office, Room 230 University Centre for more information.</td>
</tr>
<tr>
<td>Application for Use of Outdoor Space</td>
<td>Forms are available from Conference &amp; Catering Services, Room 230 University Centre.</td>
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