How to Organize a Social in University Centre

Room 230 University Centre
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Dear Student Group Executive:

This package has been designed to help facilitate student programmers and student groups’ socials on campus. I trust you will find this information both comprehensive and useful.

Conference & Catering Services serves the University community and general public as a One-Stop service. Our goal is to provide our customers with exceptional service and oversee the details that make your events memorable. This information package covers policies and procedures related to student group socials on campus. This package should make planning your student group’s socials much easier for you and your fellow executives.

When seeking assistance planning a social 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,

Office Coordinator
Conference & Catering Services

ccs@umanitoba.ca
Why Have Your Social in University Centre?

- Convenient and central location on campus
- Worry-free (our staff look after the bar, the door, and the security to give you the freedom to concentrate on other elements of your event)
- Accountable (we provide an itemized invoice after your event, with a clear and concise breakdown of consumption, services, and related charges)

Conference & Catering Services is pleased to provide:

- Room/Venue with furnishings;
- UMSAFE training for all event staff: (Bartenders, Bar Helpers, Ticket Sellers, Volunteer Security);
- Bar equipment, ice, glasses, mix (if requested);
- Ticket printing;
- Clean up of room after the event; and
- Social food, if an outside supplier is not used

How it Works

When arranging a social at University Centre, we assist you with contracting the required services. This makes it easier for you to run a social event and allows us to maintain the security of a very large facility.

On an Occasional Permit (liquor-licensed) event, you provide the ticket sellers and retain the cash from the sale of your alcohol. You are billed for the services pre-arranged with CCS, less the deposit amount paid on the room. You will receive this in the form of an itemized confirmation, within seven days prior to the function. Full payment is due at least two days prior to your function.

More information can be found in your event contract.
Applicable Fees and Conditions

Room Rental Fee + Service Costs + Taxes

A Room Rental Fee is applicable for events where the Organization is charging admission at the door or selling advance tickets. The Room Rental fee is in addition to the costs and applicable taxes for all other services provided, such as staffing, Audio/Visual, food and beverages, ticket printing, etc.

Due to building and fire regulations, any non-alcoholic function held in University Centre where 100 or more people are expected to attend, one (1) Fire Marshall is required on site for every 100 people in attendance. A Fire Marshall can be a trained volunteer provided by the student council/group or University Centre Security (UCS staff costs are the student group’s responsibility). Training of volunteers must be coordinated through Conference & Catering Services.

Paid Security staff and event logistics are coordinated through Conference & Catering Services. All costs associated with a social are the responsibility of the student council/group.
The Basic Process

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 ten 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 with signature of Dean/Director (or designate) in charge of building where function is to be held, indicating that approval has been granted for use of the room.
- Number of persons expected to be present.
- Signature of Director (or designate) of University Security Services, indicating security arrangements have been made when required.
- Signature of Catering Manager (or designate), indicating assurance that food for the function has been arranged.
- Signature of UMSU Executive Director (or designate).
- Signature, full address, and phone number of the person in charge of Permit.
- Signature of the Dean (or designate) of your Faculty.

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 Manitoba Liquor Control Commission store. The closest stores to the Fort Garry campus are located at 2585 Pembina Hwy and 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.

Visit Conference & Catering Services
- Room 230 University Centre -
for further information
and to pick up the required forms.
Planning a Social for 150 to 625 People?

**Step 1: RESERVE A ROOM  (as soon as possible)**
Call Conference & Catering Services at 204-474-8336 or 204-474-9394.

A room reservation is not confirmed until a deposit is paid. Deposits are the equivalent of the room rental fee plus ticket printing cost. Deposits are due three months before date of event, or at time of booking (if less than three months away).

Deposits are refundable (less a $50.00 Administration Fee) if the function is cancelled more than 60 days in advance of the event date. The receipt issued at the time of booking must be returned to Conference & Catering Services in order to obtain a refund.

An Occasional Liquor Permit “Request Letter” will be sent by Conference & Catering Services to the Manitoba Liquor Control Commission on your behalf, providing the necessary authorization for you to proceed with the Occasional Permit application with the MLCC. **Conference & Catering Services staff will assist you in the process.**

**Step 2: PRINT TICKETS  (no later than two or three weeks before event)**
Student Groups are responsible for printing social tickets for all socials held in University Centre, including UMSU events.

**Five working days prior to function**, notify Conference & Catering Services of:
- Staging requirements for performing artists and/or DJ, and any special details.
- Power requirement: 50 amp, 100 amp, or 200 amp electrical hookup and disconnect? Time?

**Step 3: No Later Than Three Working Days Before the Event**
Bring in the original Permit to Conference & Catering Services. If a liquor representative is processing your permit for you s/he will ensure that it arrives in our office on time. Your social may be jeopardized if your Permit does not arrive in time.

**Two business days before the event**: All liquor and beer for the social must be delivered to Conference & Catering Services Office - 230 University Centre - during office hours.

Check all final details with Conference & Catering Services.

**During the Social**
Be sure to introduce yourself to the Hall Function Supervisor and bring any concerns to their attention.
**Conclusion of Social**
Be available after the bar closes to verify liquor and beer consumption and ticket sales with the Hall Function Supervisor.

All opened alcohol must be removed from the premises immediately following the social. the empties can be arranged to be picked up the next business day, during office hours.

Sign the Liquor Permit as well, and all Function Sheets in the appropriate spaces.

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**PARKING**
All parking in staff, student and metered areas is free of charge after 4:30 p.m. and on weekends, with the exception of “N” Lot which has an evening and weekend flat rate parking fee of $4.00. Parking is not allowed in any 24-hour restricted area. The Helen Glass Centre for Nursing/University Centre also has a 24-hour Parkade. The University Parkade grants access to University Centre during regular building hours.

**FOOD**
The MLCC states that food service suitable for the nature of the event must be provided in a quantity sufficient for the number of people attending. The food provided must be high in protein (meats, cheeses, pizza), with associated costs charged to the event organizer.
Rental Services

Services Included:
- Set up & clean up of room
- Receipt, storage, and return (if required) of alcohol products
- Complete counting of liquor and beer sales along with the event organizer
- UMSAFE training for all event staff

NOTES:
SOCAN and Re:Sound are mandatory tariffs on playing of music (live or recorded; appropriate tariff will be applied. See Pages 10 and 11 for more information).

To confirm a Social, an advance deposit of $250 is required.

Food is required for 100% of the planned attendance at all events serving alcohol. This food may be arranged through Conference & Catering Services or you may choose to bring in food from an off-campus source.

The "Catering Waiver" is subject to a $25 Administrative Fee (applicable when bringing in your own food for a Social).

Prices in effect until June 30, 2014.

GST and PST will be added to the total cost of the Social.
Food Policy for Student Functions

The University of Manitoba has a contract with University of Manitoba Food Services, granting them exclusive right of food service in all University space.

Food MUST be provided by University of Manitoba Food Services, or permission obtained to use an outside food service provider.

If using an outside source for food, a “Catering Waiver” form is to be completed and submitted to Conference & Catering Services for approval.

Non-Alcohol Events:

Student organizations are permitted to supply their own dry bulk products (e.g., chips, pretzels) and Pepsi products for non-alcoholic events on campus, regardless of the size. Conference & Catering Services will supply such products if requested.

Student organizations are entitled to a 20 per cent discount on regular retail prices of all cold party trays and platters (i.e., vegetable trays, nibblers, sandwich trays). All such products must be provided by Conference & Catering Services.

All food orders placed with Conference & Catering Services MUST BE PAID no later than three working days in advance of the event.

Alcohol Events - Occasional Permit Functions

Student organizations are entitled to a 20 per cent discount on regular retail prices of all cold party trays and platters (i.e., vegetable trays, nibblers, sandwich trays). All such products must be provided by Conference & Catering Services.

Note: This credit does not apply to any orders being placed on the UMSU Food Credit.
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 $20.00 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 would like to host a “Pot Luck” lunch open to guests. Is this allowed on campus?
No. The primary concern is health and food safety and public health, while secondary concerns relate to the exclusivity contract between the U of M and University of Manitoba Food Services. We cannot guarantee that any food - other than that provided by University of Manitoba Food Services - was prepared, stored, and transported in a safe and hygienic manner. If you wish to hold a student group event with an ethnic theme, our Catering Manager would be happy to work with you on menu and within your budget. Contact our office @ 474-8336 for further details.

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’ Catering Department can also provide bar services under our Dining Room License. Contact our office at 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.

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.

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