



Conference and Catering Services
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THE UNIVERSITY OF MANITOBA ALCOHOL POLICY FOR FUNCTIONS TO BE HELD UNDER AN OCCASIONAL PERMIT

Events with Alcohol require an Occasional Permit and the maximum attendance is based on the event location. A copy of the Permit must be given to Conference and Catering Services three days prior to the event. For licensed events occurring outdoors, snow fencing is required to enclose the space. Physical Plant must approve this application and will make arrangements for snow fencing.

All Occasional Permit functions require a Hall Supervisor be present. The cost of this application is as follows (subject to change):

- For Events 3 Hours and under: \$75.00 plus GST
- For Events 3-5 Hours: \$165.00 plus GST

Conference and Catering Services, located at 230 UMSU 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 the Conference and Catering Services with all information completed **AT LEAST 15 BUSINESS DAYS** before the date of the function.

When the Conference and Catering Services is assured all requirements have been met, they will apprise the Liquor, Gaming & Cannabis Authority of Manitoba (LGCA) 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 (**AT LEAST SEVEN TO TEN BUSINESS DAYS**) before the date of the function. This may be done at the Head Office of the LGCA (1055 Milt Stegall Drive) or at any Liquor Mart. The Liquor Marts closest to the Fort Garry campus are at 2851 Pembina Hwy and 1235 Pembina Hwy. Liquor must be paid for in cash, certified cheque or credit card at the time of pick-up. Beer can be purchased at any beer vendor. When you apply and pay for the Permit, you will be given a yellow legal-sized copy of your application. **THIS IS NOT THE PERMIT.** You must return to where you applied several days later (LGCA personnel will tell you when) to pick up the actual Occasional Permit. At that time, you will be expected to also pay the Administration Fees assessed by the LGCA. The valid Permit is an 8" x 11", white paper with pink/purple lettering and a printed sheet attached to it, entitled: *Duties & Responsibilities of Permittee under the Liquor Control Act and Regulations*.