



Reservation # _____

- Be sure to read important information on Page 2**
- Upon completion of Form, return to: Conference & Catering Services, 230 University Centre**

I formally request your approval of an Occasional Permit for a social function to be held on the University of Manitoba campus.

FUNCTION (Name & Type of event): _____
(e.g., Career Day W & C Reception **OR** Halloween Social Evening)

SPONSORING ORGANIZATION: _____
(e.g., Faculty of Law **OR** Manitoba Law Students' Association)

LOCATION (Room & Building): _____
(e.g., Great Hall, University College **OR** Centre Space, Russell Building)

FULL DATE & TIMES: _____
(e.g., Friday, January 14, 2011 from 8:00 pm - 1:00 am)

NUMBER OF PERSONS EXPECTED: _____
(Must conform to MLCC capacity)

PERSON IN CHARGE OF PERMIT (PRINT): _____ **UMSAFE #** _____
(Person must have signing authority for Organization)

_____ (Signature of Permittee)	_____ (Address)
_____ (City & Postal Code)	_____ (Phone Number)
_____ (Email Address)	

**** Will music be played at this event? Yes No Will there be dancing? Yes No**

***** NOTE: SOCAN Tariff 8 rates changed as of June 30, 2004. They are now based on capacity. ReSound Tarriff 5 rates are now required to be collected. Conference & Catering will assess applicable SOCAN/ReSound rates at time of booking. *****

I have obtained approval from the Dean/Director (or designate) of the Faculty/School involved, Director (or designate) of University Security Services (if applicable), and the Conference & Catering Manager (or designate).

1. NAME OF DEAN / DIRECTOR (please print) _____

SIGNATURE OF DEAN / DIRECTOR (or designate) _____
or if applicable

NAME OF FACILITIES REP. (please print) _____

SIGNATURE OF FACILITIES REP. (if applicable) _____

2. SIGNATURE & DATE UNIVERSITY SECURITY SERVICES, Director, Assistant Director or Patrol Supervisor
(For functions over 100 people ONLY) _____
Date _____

3. UMSU EXEC. DIRECTOR SIGNATURE (or designate)
(For U of M student group functions ONLY) _____

4. SIGNATURE OF CONFERENCE & CATERING MANAGER / REP. _____

NOTE: a.) As per the University of Manitoba Campus Alcohol policy, no one under the age of 18 is to be admitted.
b.) Any security arrangements for events outside the University Centre must be coordinated through University Security Services.

THE UNIVERSITY OF MANITOBA ALCOHOL POLICY
FOR FUNCTIONS TO BE HELD UNDER AN OCCASIONAL PERMIT

1. As per subsection 7(2) of Manitoba Regulations 12/2002 under The Liquor Control Act, The University of Manitoba is required to have a Hall Supervisor present at all Occasional Permit Functions. In an effort to subsidize the cost of having the supervisor present at your event, the cost of this application is as follows:
For Events 3 Hours and under: \$60.00 plus GST (\$63.00)
For Events 3-5 Hours: \$150.00 plus GST (\$157.50)
2. The 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 the Conference & Catering Services with all page 1 information completed **AT LEAST 15 BUSINESS DAYS** before the date of the function.

3. When the Conference & Catering Services is assured all requirements have been met, they will apprise the Manitoba Liquor Control Commission with the University's written approval for the function to be held on campus.
4. 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 Liquor Control Commission - 1555 Buffalo Place - or at any Liquor Store. The Liquor Stores most convenient to the Fort Garry campus are at 2585 Pembina Hwy & 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 hotel vendor outlet. 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 (MLCC 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 MLCC. 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*.
5. A tariff on the public playing of any & all recorded music was instituted in 1991 by the Society of Composers, Authors and Music Publishers of Canada (SOCAN). **SOCAN Tariff 8 rates are now based on capacity. Conference & Catering Services will assess applicable SOCAN rate at time of booking.** These include band or music man socials, receptions, conventions, assemblies and fashion shows. In all cases (excepting St. John's, St. Paul's and St. Andrew's), tariff monies will be collected by Conference & Catering Services and passed onto the SOCAN organization. There are separate SOCAN Tariffs for events with or featuring live music. Please ask at Conference & Catering Services for details pertinent to your specific event.
6. **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.