Guidelines for Events with Alcohol

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 Functions (LGA Occasional Permit). In an effort to subsidise the cost of having the supervisor present at your event, the cost of this application is as follows:

- For events 3 hours or less: $60.00 plus GST ($63.00)
- For events 4-5 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 organiser of a function must provide the Conference & Catering Services with all information on the Occasional Permit Approval Form 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 Liquor and Gaming Authority with the University's written approval for the function to be held on campus.

4 – After this approval has been granted the organiser must purchase the Occasional Permit) AT LEAST SEVEN (7) TO TEN (10) BUSINESS DAYS before the date of the function. This may be done at the Head office of the Liquor and Gaming Authority – 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 (LGA personnel will tell you when) to pick up the actual Occasional Permit. At that time you will expected to also pay the Administration Fees assessed by the LGA. The valid Permit is an 8"x11" white paper with pink/purple lettering and a printed sheet attached to it, entitled: Duties & Responsibilities of Permitee under the Liquor Control Act and Regulations.

5 – THE PERMIT HOLDER AND ALL BARTENDERS NEED TO HAVE THEIR UMSAFE CERTIFICATION. This is true even if they have their Smart Choices certification (formerly known as Serving It Safe – formerly It’s Good Business). Courses are offered in the fall and there are multiple sessions. If you miss the fall sessions then test booklets are available at the Conference & Catering office at 230 University Centre (open Monday-Friday 8:30-4:30).

6 – Substantial food for all guests must be provided. Please contact Conference & Catering Services to discuss your options.
7 – External security is required. The University require one (1) guard for every 50 people. (800 people = 16 security guards)
Conference & Catering can help arrange this if necessary.

8 – Outdoor Events have to stop serving alcohol at 12:00 am. Only five hours of alcohol service are permitted.

9 – If the event is outdoors then fencing is required.

10 – Liability insurance is available through UMSU. Note that insurance available through UMSU is only for UMSU recognized student groups