

Section:	District Administration	
Title:	Heritage Park Centre – Community Alcohol Serving Procedure	2.7.2

The Board of Education recognizes that occasionally a community group or organization may wish to serve alcohol at an event they are sponsoring at Heritage Park Centre. The Board of Education, in consultation with the District of Mission and University of the Fraser Valley, will establish guidelines and procedures for granting permission to serve alcohol and for the serving of alcohol at an event or activity at the Centre.

Notwithstanding this policy, the school district retains the right to refuse permission to any group or organization requesting permission to serve alcohol if the school district is of the opinion that the planned activity or event does not meet the goals and objectives of Heritage Park Centre.

Applications to serve alcohol at Heritage Park Centre must be submitted to the attention of the Secretary-Treasurer for the school district on the [Application to Serve Alcohol](#) form at least 30 days prior to the planned activity and prior to any advertising of the event.

Serving and consumption of alcohol at Heritage Park Centre is limited to those areas that conform to the Liquor Control Licensing Board Regulations, with the exception of the community gymnasium where alcohol will not be allowed.

Guidelines for Permitting Alcohol Service

Organizations serving alcoholic beverages must comply with the requirements and regulations of the *BC Liquor Control and Licensing Act*, and specifically with *Section 7* of the *Act* regarding ‘Special Occasion License’.

The organization must have permission from the school district to serve alcohol. Preferably, events considered for approval should be educationally or culturally focused in nature.

Guidelines for Serving Alcohol

Serving and consumption must be confined to the serving area as defined above.

Adequate security must be provided and measures in place to ensure the physical safety of the building. Measures must be in place to control entry and exit.

Beer and wine must be served in single servings as follows and pricing must be in accordance with the *Liquor Control Licensing Board Regulations*. A single serving is: a 12 oz beer or 5 oz wine.

Pursuant to the *Liquor Control Licensing Board Regulations*, there must be a minimum of one individual on site at all times while alcohol is being served who has successfully completed the Serve-It-Right training. The certificate of training must be posted on or near the bar.

A copy of the appropriate Liquor Permit will be provided to the school district at least 10 days prior to the scheduled event.

Food (i.e. nuts, chips, cheese, etc) should be available and non-alcoholic beverages must be available. Drinking should not be promoted as an activity.

Serving of alcohol must cease at least 30 minutes before the conclusion of the event.

Liability Insurance

All groups using Heritage Park Centre will be required to provide evidence of the applicant's public liability in accordance with the following:

- \$2,000,000 coverage with the Board of Education of Mission Public Schools (SD 75) named as co-insured.
- Host Liquor Liability Extended Coverage

Facility Rental Agreement

All community individuals / groups / organizations using Heritage Park Centre must complete a Community / After School Use of Schools rental agreement, and must comply with the conditions as specified under said agreement.

Date Adopted: June 2001 (formerly AP #602)

*Legal Reference: BC Liquor Control and Licensing Act, Section 7
Liquor Control Licensing Board Regulations*

*Cross Reference: [Administrative Procedure Community and After School Use of Schools](#)
[Administrative Procedure Alcohol Consumption at School District Activities](#)*