School District 42
Maple Ridge & Pitt Meadows
Learning Today, Leading Tomorrow

FORM 10400.3 – REQUEST TO SERVE ALCOHOL AT A FACILITY RENTAL

Facility Rentals Department - 23889 Dewdney Trunk Road, Maple Ridge, BC | t. 604.466.6159 | e. booking_clerk@sd42.ca

APPLICANT INFORMATION

Organization (or group) name

Licence to occupy

Address

City

Province

Postal code

Representative

Phone number

Email

FUNCTION DETAILS

Date of function

School district facility / location

Type of function

Expected attendance

Start time

End time

Responsible Serve it Right permit holder(s):

APPLICANT DECLARATION

I confirm that alcohol will be served responsibly and in accordance with applicable law, the approved permit, Procedure 10400.3 Alcohol at Facility Rentals, and the licence to occupy. No person under 19 years of age or person who appears intoxicated will be served. I understand that this is a community facility rental and is not sponsored by the Board or school district. I will ensure appropriate safety measures and transportation options are available.

☐ I agree to the declaration above.

Date:

Applicant / permit holder

Home address

REQUIRED SUPPORTING DOCUMENTS

☐ Serving it Right / Special Event Server certificate, as applicable

☐ Special Event Permit or other required liquor authorization

☐ Host liquor liability insurance - minimum $2M

☐ Licence to occupy

THE APPROVED FORM, LICENCE TO OCCUPY, AND REQUIRED PERMITS MUST BE AVAILABLE AT THE FUNCTION

SCHOOL DISTRICT APPROVAL

Approval from Principal: **Yes** ◯ **No** ◯

Approved by: _____ **Date:** _____

Conditions / comments:

_____

Submit the completed form and supporting documents to the Facility Rentals Coordinator at booking_clerk@sd42.ca.