# Beverage Services Order Form



University of Toronto Telephone: 978-6415 FAX 971-3181 Email: beverage.services@utoronto.ca

Staff/Faculty Event: □

 Please check off which type of event applies → Student Event: □ External Organization: □

**Event Information:** *Please note we will arrive 1 hour prior to start time to set-up the bar*

|  |  |  |
| --- | --- | --- |
| Date: | Start Time: | End Time: |
| Purpose: |
| Expected Attendance: | Host Bar: □ | Cash Bar: □ |
| Location: |  |  |
|  |
| Convenors’ Name: |
| Phone Number: | Email: |
| Contact Name |
| Phone Number: |  | Email: |  |

**Billing Information**:

|  |
| --- |
| Department/Contact Name: |
| Mailing Address: |
|  |
| Phone Number: | Email: |
| **Billing Information**: **NEW**as of January 2016 – Paper copies of debit memos will no longer be mailed. They will be stored in FIS as a Debit Memo Authorization and attached. If you require a copy you must provide a **legible** email address |
| Billing Type: | **I****Invoice:** □ Please ensure address data above is complete and correct. |
|  |
|  | **Debit Memo:** □ Internal F.I.S. Accounting Numbers **must be provided**  *(For University Departments and Faculties only)* |
|  |  |
| GL Account:  | (836400 will be used unless otherwise stated) |
| Cost Centre: |
| Internal Order: |
| Fund Number: |
| Commitment Fund Centre: |
| Departmental Authorization for internal billing (*signature required*): |
| **Please note – GST is not charged when valid internal FIS accounting numbers are given with order placement.**  |

**Staffing:** The University of Toronto's Alcohol Policy requires anyone involved in the sale or service of alcohol to hold a valid Smart Serve card. Non-compliance could result in the suspension or loss of liquor licence for the entire St. George Campus.

 For information, please call 978-8444.

□ Beverage Services to provide staff

□ Providing Server Trained Staff

*Please ensure* ***all areas are completed in full*** *and email your order to* *beverage.services@utoronto.ca* *Beverage Services will make every effort to FAX or email an order confirmation within 48 hours for current orders and 7 days for future events.*

##### Order Information: Please indicate your preferences below by placing an “x” in the box to the right of the item. Orders should be placed a minimum of 7 business-days in advance of your event.

##### When offering beer both a light brand and a regular brand must be available. Food and non-alcoholic beverage must be available at all functions offering alcoholic beverage from start to end time.

##### The University of Toronto is committed to environmental sustainability and encourages alternatives to bottled water.  CBS does carry bottled water for your convenience but is happy to discuss other options to meet your event requirements.

|  |  |  |  |
| --- | --- | --- | --- |
| Domestic Beer | Canadian White Wine | Liquor Bar Brands | Rentals |
| Coors Light |  | Angel’s Gate Riesling |  | Rye – Wiser’s Special  |  | Table |  |
| Molson Canadian |  | J.T. Sauvignon Blanc |  | Rum - Captain Morgan |  | Table Cloth |  |
| Cracked Canoe |  | Peller Estate Chardonnay |  | Gin – Gordon’s |  | Cooler Tubs (chill product) |  |
|  |  |  | Vodka - Smirnoff |  | Glassware - Highball |  |
| **Premium Beer** |  |  |  | Glassware - Wine |  |
| Beau’s Lug Tread Ale |  | Imported White Wine | Liquor Premium Brands | Glassware - Beer |  |
| Keith’s IPA |  | Chilensis Sauvignon Blanc - Chile |  | Rye - Wiser's 10 year |  |  |
| Mill Street Organic |  | McPherson Chardonnay - Australia |  | Rum - Barcardi White |  | **Miscellaneous Items** |
| Upper Canada Lager |  | Cozza Pinot Grigio - Italy |  | Gin - Beefeater |  | Ice |  |
| Upper Canada Dark |  |  |  | Vodka - Absolut |  | Plastic Beer Cups |  |
|  |  |  |  | Scotch - JW Red |  | Plastic Liquor Cups |  |
|  **Imported Beer** | Canadian Red Wine |  |  | Plastic Wine Glasses |  |
| Stella Artois |  | J.T. Cabernet Sauvignon |  | **Non-alcoholic Beverages** |  |  |
| Heineken |  | Palatine Lakeshore Red |  | Bottled Juices |  | **Beverage Staffing** |  |
| Town Old Jokes |  | Pelham Baco Noir |  | Spring Water (500 ml) |  | Bartenders |  |
|  Ciders | Peller Estate Cab Merlot |  | Perrier Water (750 ml glass) |  | Representatives |  |
| Brickworks Cider |  | Trius Merlot |  | Soft Drinks (pepsi, diet pepsi, gingerale) |  | Event manager |  |
| Mocktails | **Imported Red Wine** |  | Eska Still Water (1L PET) |  | **Special Orders** please provided CPC# |
| Beck’s Non-alcoholic |  | Farnese Sangiovese – Italy |  | San Pellegrino Flavoured Sparkling Drink |  |
| Virgin Caesar |  | Fuzion Shiraz - Argentina |  |  |  |  |
| Spiced Rhum and Coke |  | Masi Valpolicella – Italy |  | **Group will provide own non-alcoholic beverages** |  |
| McPherson Shiraz - Australia |  |
| Gin and Tonic |  | Yellow Tail Cabernet Sauvignon - Australia |  |  |  |
|  |  |  |  |  |
| *Please note that returns on special ordered items may have a restocking fee applied.* |

The terms and conditions of alcohol service on campus are governed by the Liquor Licence Act and Regulations.

Section 33 of the Liquor Licence Regulations specifically state that a licence holder may not permit liquor to be brought onto the licensed premises other than that which is purchased under the license by the licence holder from an approved outlet. The definition of liquor within the Act and Regulations includes all alcoholic beverages.

The Act and Regulations are furthermore specific with regards to the relationship between licence holders and manufacturers and/or distributors of alcohol. Marketing, advertising and promotional activities may be undertaken by licence holders in cooperation with manufacturers. However, the Act and regulations expressly prohibit the receipt of cash, cash rebates, product or product rebates from a manufacturer. Donated products fall within this definition.

*Please ensure* ***all areas are completed in full*** *and FAX or email your order to 416-971-3181 or* *beverage.services@utoronto.ca* *Beverage Services will make every effort to FAX or email an order confirmation*