

Order Form

University of Toronto Telephone: 416-978-6415 Fax: 416-971-3181 Email: beverage.services@utoronto.ca

Event Information:

Please select the type of event:

Staff/Faculty Event	<input type="checkbox"/>	Student Event	<input type="checkbox"/>	External Group Event	<input type="checkbox"/>
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Event Date:	Event Start Time:		Event End Time:	
	Bar Start Time:		Bar End Time:	

*Please note CBS Staff will arrive 1 hour prior to the Bar start time to set-up unless a different time is requested.
Noise from bar setup should be considered if the bar is located in a shared space.
Event End Time and Bar End Time should coincide as CBS must remove all signs of alcohol service.*

Event Purpose:						
Location:						
Expected Attendance:		Will underage guests be present?	No:	<input type="checkbox"/>	Yes:	<input type="checkbox"/>
<i>Underage guests may require additional staff and/or entry controls. Legal IDs can be requested of any guest.</i>		If yes, please estimate the number of underage guests:			<input type="text"/>	

Bar Type: (please select)	Host Bar:	<input type="checkbox"/>	Cash Bar:	<input type="checkbox"/>	Ticket Bar:	<input type="checkbox"/>	Cash & Ticket Bar:	<input type="checkbox"/>
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If you require drink tickets to be supplied by CBS, please select them from our menu on the next page.

Note: Internal Groups using valid F.I.S. numbers for Host or only Ticket Bars will not be charged HST.

Organizer Name:					
Department / Group					
Phone Number:		Email:			
<i>On Site contacts or their designates are expected to be available during the entirety of the event.</i>					
On-site Contact Name					
Phone Number:		Email:			

Billing Type:					
Invoice:	<input type="checkbox"/>	For Student Groups and External Organizations			
		<ul style="list-style-type: none"> • Invoices will be emailed using the above billing information. • Please ensure it is complete and accurate. 			
Debit Memo:	<input type="checkbox"/>	For University Departments and Faculties only			
		<ul style="list-style-type: none"> • Internal F.I.S. accounting numbers must be provided for required fields. • Debit Memos are attached to the document stored in F.I.S. 			
GL Account: (836400 will be used unless otherwise stated)					
Required Selection: Choose only one.	<input type="checkbox"/>	Cost Centre:			
	<input type="checkbox"/>	Internal Order:			
Required	<input type="checkbox"/>	Commitment Fund Centre:			
Optional	<input type="checkbox"/>	Fund Number:			
Departmental Authorization for Internal Billing (signature required)					<input type="text"/>

Please ensure **all areas are completed in full** and email your order to beverage.services@utoronto.ca

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 (indicated with (light) in selection below) 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	Spirits
Coors Light - 341ml. 4% abv. (light)	Jackson Triggs Sauv. Blanc - <i>ON.</i> 13%	Absolut Vodka - 1oz. 40% abv.
Molson Canadian - 341ml. 5% abv.	Peller Estate Chardonnay - <i>ON.</i> 13%	Bacardi White Rum - 1oz. 40% abv.
	Tawse Riesling - <i>ON.</i> 10.5% abv.	Gordon's Gin - 1oz. 40% abv.
Premium Beer	Imported White Wine	Wiser's Deluxe Rye - 1oz. 40% abv.
Beaus Lug Tread - 355ml. 5.2% abv.	Chilensis Sauv. Blanc - <i>CHL.</i> 13% abv.	J.W. Red Scotch - 1oz. 40% abv.
Cracked Canoe – 341ml 3.5% abv. (light)	Cozza Pinot Grigio - <i>ITA.</i> 12% abv.	
Keith's India Pale Ale - 341ml. 5% abv.	McPherson Chardonnay - <i>AUS.</i> 13.5%	Non-alcoholic Beverages
Lost Craft Light - 355ml. 4% abv.		Carbonated Water – 750ml
Mill Street Organic - 341ml. 4.2% abv. (light)	Canadian Red Wine	Ioli Mineral Water – 1L (flat)
Upper Canada Dark Ale - 341ml. 5% abv.	Jackson Triggs Cab. Sauv. - <i>ON.</i> 13%	Soft Drinks (Coke, Diet, Gingerale) - 355ml
Upper Canada Lager - 341ml. 5% abv.	Henry of Pelham Baco Noir - <i>ON.</i> 13%	Bottled Juices (Apple, Orange) - 300ml
	Peller Estate Cab. Merlot - <i>ON.</i> 13%	San Pellegrino Sparkling Juice - 330ml
Imported Beer	Trius Merlot - <i>ON.</i> 13% abv.	Spring Water - 500ml
Heineken - 330ml. 5% abv.		Tonic Water, Club Soda (for mix) - 355ml
Stella Artois - 330ml. 5% abv.	Imported Red Wine	Becks non-alcoholic beer – 330ml
	Fantini Sangiovese - <i>ITA.</i> 13.5% abv.	
Ontario Craft Beer	Fuzion Shiraz Malbec - <i>ARG.</i> 12.5%	Select if Group will provide their own non-alcoholic drinks
Town Brew. Outside Jokes - 473ml. 5% abv.	Masi Valpolicella - <i>ITA.</i> 12% abv.	
	McPherson Shiraz - <i>AUS.</i> 14.5% abv.	
Cider	Yellow Tail Cab. Sauv – <i>AUS.</i> 13.5%	Special Orders (may incur additional costs) Please provide CPC # below
Lost Craft Apple Cider - 473ml. 5% abv.		
	Prosecco	
	Prosecco Bottega DOC - <i>ITA.</i> 11% abv.	
Rentals	Miscellaneous	Staffing
Table	Ice	Beverage Services will determine the staffing requirements for your event based on time, location, expected attendance, nature of event and other factors during the order confirmation process. This will include Bartenders, Representatives and Manager designates.
Table Cloth	Plastic Beer Cups	
Cooler Tubs (chill product)	Plastic Liquor Cups	
Glassware – Wine	Plastic Wine Glasses	
Glassware – Beer	Drink Tickets	
Glassware – Old Fashioned (spirits & non-alc.)	Additional furniture and equipment rentals can be discussed on an as needed basis	
Ice Buckets & Scoop		

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.

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