

University of Toronto Telephone: 978-6415 FAX 971-3181 Email: [beverage.services@utoronto.ca](mailto:beverage.services@utoronto.ca)

Please check off which type of event applies →

Staff/Faculty Event:	<input type="checkbox"/>
Student Event:	<input type="checkbox"/>
External Organization:	<input type="checkbox"/>

**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: <input type="checkbox"/>	Cash Bar: <input type="checkbox"/>
Location:		
Convenors' Name:		
Phone Number:	Email:	
Contact Name		
Phone Number:	Email:	

**Billing Information:**

Department/Contact Name:	
Mailing Address:	
Phone Number:	Email:

**Billing Information:** 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:**
- 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 <i>(signature required)</i> :	

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

Please ensure **all areas are completed in full** and email your order to [beverage.services@utoronto.ca](mailto: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	
<b>Premium Beer</b>						Glassware - Wine	
Beau's Lug Tread Ale		<b>Imported White Wine</b>		<b>Liquor Premium Brands</b>		Glassware - Beer	
Keith's IPA		Chilensis Sauvignon Blanc - Chile		Rye - Wiser's 10 year			
Mill Street Organic		McPherson Chardonnay - Australia		Rum - Barcardi White		<b>Miscellaneous Items</b>	
Upper Canada Lager		Cozza Pinot Grigio - Italy		Gin - Beefeater		Ice	
Upper Canada Dark				Vodka - Absolut		Plastic Beer Cups	
				Scotch - JW Red		Plastic Liquor Cups	
<b>Imported Beer</b>		<b>Canadian Red Wine</b>				Plastic Wine Glasses	
Stella Artois		J.T. Cabernet Sauvignon		<b>Non-alcoholic Beverages</b>			
Heineken		Palatine Lakeshore Red		Bottled Juices		<b>Beverage Staffing</b>	
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		<b>Imported Red Wine</b>		Eska Still Water (1L PET)		<b>Special Orders</b> 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 McPherson Shiraz - Australia		<b>Group will provide own non-alcoholic beverages</b>			
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](mailto:beverage.services@utoronto.ca) Beverage Services will make every effort to FAX or email an order confirmation