# Beverage Services FAX Order Form



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

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

**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: |  |  |
| Room Number |
| Convenors’ Name: |
| Phone Number: | Email: |
| Contact Name |
| Phone Number: |  | Email: |  |

**Billing Information**:

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| Contact Name: |
| Mailing Address:  |
|  |
| Phone Number:  | Email: |
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| Billing Type: | **Invoice:** □ Please ensure address data above is complete and correct. |
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|  | **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 – HST 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 Server Training Card. Non-compliance could result in the suspension or loss of liquor licence for the entire St. George Campus. Information on Server Training Courses is available by calling

978-8444.

□ Beverage Services to provide staff

□ Providing Server Trained Staff (list name, level & expiry dates below)

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##### 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 *14-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 beverages must be available at all functions offering alcoholic beverages.

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.

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| Domestic Beer | Canadian White Wine | Liquor Bar Brands | Rentals |
| Coors Light |  | Angel’s Gate Riesling |  | Rye – Wiser’s Special  |  | Table |  |
| Cracked Canoe |  | J.T. Sauvignon Blanc |  | Rum - Captain Morgan |  | Table Cloth |  |
| Molson Canadian |  | Peller Estates Chardonnay  |  | Gin – Gordon’s |  | Cooler Tubs (chill product) |  |
|  |  | Trius Merlot | Vodka - Smirnoff |  | Glassware - Highball |  |
| **Premium Beer** |  |  |  | Glassware - Wine |  |
| Beau’s LugTread | Imported White Wine | Liquor Premium Brands | Glassware - Beer |  |
| Mill Street Organic |  | Anakena Sauv Blanc -Chile |  | Rye - Wiser's 10 year |  |  |
| Upper Canada Lager |  | McPherson Chard - Australia |  | Rum - Barcardi White |  |  |  |
| Upper Canada Dark |  | Cozza Pinot Grigio - Italy |  | Gin - Beefeater |  |  |
| Keith’s IPA |  |  |  | Vodka - Absolut |  | Miscellaneous Items |
| **Imported Beer** |  | Canadian Red Wine | Scotch - JW Red |  | Ice |  |
| Stella Artois |  | J.T. Cab Sauv |  | Plastic Beer Cups |  |
| Heineken |  | Pelham Baco Noir |  |  | Plastic Liquor Cups |  |
|  |  | Peller Estate Cab merlot |  | Non-alcoholic Beverages | Plastic Wine Glasses |  |
|  |  |  |  | Bottled Juices |  |  |
| Specialty Items |  | Spring Water (500 ml) |  | Beverage Staffing |
| Town Outside Jokes |  | **Imported Red Wine** |  | Perrier Water (750 ml glass) |  | Bartenders |  |
| Brickworks Cider |  | Farnese Sangiovese – Italy |  | Soft Drinks (pepsi, diet pepsi, gingerale) |  | Representatives |  |
| Corona Non-alcoholic beer |  | Yellow Tail Cab Sauv - Australia |  | Eska Still Water (750ml glass) |  | Event manager |  |
| **Mocktails** | San Pelligrino Flavored Sparkling drink50ml glass) |  |  |
| Spiced Rhum and Coke |
| Mojito |
| Gin and Tonic |
| Virgin Caesar |  |  |  |  |  |  |
| **Special Orders** *please provided CPC#* | Masi Valpolicella – Italy |  |  |  | **Special Orders** please provided CPC# |
|  | Fuzion Shiraz - Argentina |  | **Group will provide own non-alcoholic beverages** |  |  |
| McPherson Shiraz -Australia |  |
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| 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 within 48 hours for current orders and 7 days for future events.*

#  University of Toronto



 **BEVERAGE SERVICES** Tel: (416) 978-6415 Fax: (416) 971-3181

#### BEVERAGE SERVICES

**STUDENT EVENT APPLICATION FORM**

The Beverage Services Student Event Application Form is to be used if a group wishes to have a student event in a location other than an approved licenced facility. The approved licenced facilities are Hart House, GSU, the Faculty Club and Victoria University. This application must be first filled out and approved by the Principal, Dean or appropriate Director of the building location for the event. Next it must be FAXED or emailed to Beverage Services at 416-971-3181 or beverage.services@utoronto.ca The Manager of Beverage Services will authorize the event after reviewing room capacity, hours of service and staffing. In order to ensure adequate stock and delivery in a timely manner this application must be submitted a minimum of 14-buisness-days prior to an event. Orders placed with Beverage Services will not be fulfilled until the paperwork is complete.

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| Application Date: |  | Organizer’s Name: |  |
| Group Name: |  | Telephone #: |  |
| Address: |  | Email Address: |  |

**Event Information:**

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| --- | --- | --- | --- |
| Event Date: |  | Expected Attendance: |  |
| Start Time: |  | End Time: |  |

Building location and address:

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Room #/Name/Floor:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Room Capacity:\_\_\_\_\_\_\_

Will underage students be admitted to the event? Yes \_\_\_\_\_\_\_\_\_\_ No\_\_\_\_\_\_\_\_\_\_

If yes, please describe the controls that will be in place to ensure underage students will not be served alcohol.

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**Event Information:**

Details of physical layout and set-up of event (include location of room exits, bar(s) and number of servers, location of bar(s) door staff, bar staff, etc.). Attach a diagram of the area. Please also include a copy of your house policies.

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Is the group supplying the servers/bartenders? Yes \_\_\_\_\_\_ No\_\_\_\_\_\_

**If yes**, please provide the names of Server Trained Manager and Server Personnel along with **STP certificate expiry dates**. (Attach a list if additional space is required):

1) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 4)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 5)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 6)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Approvals:**

Faculty/Departmental approval:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Date) (Signature of Principal, Dean or Director)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Print name and title)

Beverage Services approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Date) (Signature – Manager, Beverage Services)

Comments about event (from Beverage Services):

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