



Hosting an event with alcohol on campus, NOT using Classic Fare Catering/Aramark

For 'other' caterers on campus:

As the Organizer or Host you are responsible for obtaining the SOL. Any alternate catering company may be able to obtain this license on your behalf. Please visit <http://www.pssq.gov.bc.ca/lclb/apply/special/index.htm> for more information.

Step 1: Book your meeting space through Conferences & Accommodation.

Step 2: Download, print and fill out the [Campus Security Event Application Form](#) and return it to the Campus Security office in the Library building on Alumni Ave, **25 days prior** to your event start date.

Step 3: Campus Security will contact you and review your application, and make recommendations (including additional costs, security, insurance, etc. that may be required).

Step 4: Obtain a Special Occasion License (SOL) application form from the Liquor Control and Licensing Branch nearest you if your caterer does not carry this license. [BC Liquor Store locator website](#)

Step 5: Take the signed Campus Security Event Application and SOL to the Kelowna RCMP office, located at 350 Doyle Avenue, **21 days prior to your event** for authorization.

Step 6: Once the RCMP have signed the SOL, submit the SOL and appropriate fees to the Liquor Control and Licensing Branch for **Final** approval and purchase of all alcohol.

Step 7: Provide a copy of the approved SOL and insurance to Campus Security, **5 days prior to your event.**

Step 8: The approved SOL must be posted in the bar area of your event and be visible for inspection.

Note: *You must supply a reasonable amount of food and non-alcoholic beverages at your event!!*