

SECTION:	Finance		
TOPIC:	Liquor		
EFFECTIVE DATE:	February 16, 1989	REPLACES:	
RECONFIRMED DATE:	June 1990		
REVISION DATE:	January 21, 1990	ARCHIVED:	
Original signed by President + CEO			

SPECIAL EVENTS

All special events for the Main Mall area require a Special License. A request for such a license must be given to the Liquor Coordinator at least two weeks prior to the event, to allow for processing through ALCB.

LIQUOR ACCESSIBILITY/CONTROL

One key to the Liquor Stores will be issued to the Commissionaire. ACASA and Gallery Staff must notify the Liquor Coordinator of who has access to the Liquor Area. A list will then be given to the Commissionaire, where a Log Book will be set-up. Keys must be signed out (by approved staff only) and returned to the Commissionaire the same day of sign out (by the same person who signed it out). Inventory will be taken before and after all functions to allow proper accounting of liquor use. Liquor consumed will be charged out to the hosting group.

ACASA and the Gallery must submit liquor requirements for Pub Nights and Special Events at least 10 days in advance to allow for delivery of stock. A standing stock requirement for Pub Nites may be issued to the Liquor Coordinator.

All pop/mix requirements must be submitted to the Liquor Coordinator at least 10 days in advance of functions.

The host group or organization is responsible for hiring its own bartending staff for each function, and being familiar with ALCB regulations.

Before each academic year (or as required), an ALCB Training Seminar will be organized by the Liquor Co-ordinator, and held for all ACASA Bar Staff and ACAD Staff, to educate persons involved in liquor distribution, ALCB Regulations, ordering procedures, and problem solving.

DELIVERIES

Receiving of Liquor Shipments will be under the auspices of the Liquor Coordinator who will make arrangements to unload, price and add to existing inventory.



BOTTLE RETURNS

All empty bottles (wine/beer/liquor) are to be cased and stacked neatly outside the Liquor Storage near the Gallery loading dock the hosting organization (i.e. ACADSA Pub Manager). The Liquor Coordinator will arrange for bottle refund pick up.

PAPER GOODS

A supply of cups, glasses, napkins will be on hand at all times, and available for distribution through the Liquor Coordinator. ACADSA will supply their own paper goods as required.

INVENTORY

Physical Inventory will be taken by the Liquor Coordinator before and after all functions, with a copy going to the Accounting Department for invoicing.

Any liquor sold to ACADSA or any other ACAD Department will be tagged and set aside for their use only.

All incoming inventory will be ticketed at prices charged that date and sold at ticketed price.

ACADSA or other ACAD Departments, will receive a copy of the Liquor Requisition form, re: liquor purchased for that event. The Accounting Department will in turn be notified by the Liquor Coordinator to invoice the appropriate parties.

Year end (June 30) inventory at current prices will be verified by one accounting staff