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| **UPEI Student Union** | **Policy No.** UPEISU14 | **Version Date:**5 |
| **Policy Title:**The Fox & Crow | **Page:**1 of 4 |
| **Creation Date:**February 12th, 2015 | **Version Date:**Feb. 9th, 2020 | **Review Date:**Annually (summer) |
| **Authority:**UPEISU Council | **Responsibility:**General Manager |

1. **Preamble**

The UPEI SU may offer liquor service in the W.A. Murphy Student Centre (“Student Centre”) as stipulated by the PEI Liquor Control Commission (the “PEILCC'' or the “Commission”) in accordance with the Liquor Control Act and this UPEI SU policy.

1. **PEI Liquor Control Commission**

(1) The PEILCC is responsible for formulating and administrating regulations under the PEI Liquor Control Act.

(2) The power and duties of the PEILCC, as they pertain to UPEI SU are:

(a) Prescribing terms, conditions, or limitations in respect of liquor licenses and permits, as well as governing those premises that hold licenses and permits;

(b) Regulating the equipment and management of establishments where liquor is kept or sold;

(c) Determining the classes, varieties, and brands of liquor to be sold in licensed premises;

(d) Establishing and distributing price lists for liquor to be sold; and

(e) Prescribing the days and hours during which liquor may be sold or dispensed.

(3) The PEILCC appoints inspectors to inspect licensed premises and to make reports to the Commission.  The Commission is not compelled to issue any license or permit and may, in its discretion, suspend any license or permit which it has granted.

1. **The Student Pub**

**General**

1. There shall be a student pub established inside the Student Centre which offers food and beverage service to patrons. The student pub shall be called “The Fox & Crow”.

**Hours of Operation**

1. The UPEI SU holds a special premises license for The Fox & Crow. Prescribed hours for an establishment holding a special premises license are 9:00 a.m. to 2:00 a.m. The Fox & Crow hours of operation are determined by the UPEI SU but are subject to approval by the PEILCC.

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1. The hours of operation for The Fox & Crow, as approved by the PEILCC, are as follows:

(a) Monday to Friday 8 a.m. to 2 p.m.

(d) Saturday as required

(e) Sunday as required.

1. the UPEI SU and The Fox & Crow may apply for an extension of hours for a specific function or event by submitting a written request to the PEI LCC outlining the function's details. Submissions for extended hours shall be well in advance of event time when liquor will be served or sold in the licensed premise.

**Service of Alcohol**

1. Alcoholic beverages are permitted only in the following UPEI SU spaces

(a) The Fox & Crow; and

(b) McMillan Hall during an event

1. Alcohol may only be served by UPEI SU employees who possess a valid Responsible Beverage Services Course from the Province of PEI.

**Last Call**

1. The practice of last call is extended to patrons of The Fox & Crow.
2. The PEILCC recommends that last call be given one half (½) hour and fifteen (15) minutes prior to closure of bar and The Fox & Crow will adhere to this recommendation.
3. No liquor is to be sold or served after the prescribed hour of 2:00 a.m.
4. Orders taken after 2:00 a.m. will not be completed.

**Liquor Representative Rule**

1. Sponsorship from liquor representatives may be accepted by the UPEI SU in the form of cash donations, products, and prizes.

1. Distribution of such sponsorships from liquor representatives is at the discretion of The Fox & Crow Manager.

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1. **Events**

**General**

(1) The Fox & Crow Management Staff and the UPEI SU VP Student Life have discretion over the types of events to be held within The Fox & Crow premises.

(2) The regular operation of The Fox & Crow cannot be interrupted by fundraising events and no fundraising event will receive any proceeds from liquor sales.

**Wet/Dry Designation**

(3) The Fox & Crow may host wet/dry events on their premises with approval from the PEILCC

(a) “Wet” refers to a patron who is 19 years of age or older who is eligible to purchase liquor under the PEILCC Liquor Act; and

(b) “Dry” refers to a patron who is 17 years of age or older and is either a UPEI or Holland College student. Student IDs are required for Dry patrons’ admittance to Wet/Dry events.

(4) Wet/Dry functions involve dividing the Student Centre to accommodate both Wet and Dry patrons. During these events, The Fox & Crow shall always be designated as a Wet area.

**Notice of Events**

(5) UPEI Security shall be advised by the UPEI SU when a major function is taking place in the Student Centre.

(6) Notification of scheduled events is required to ensure safety and security precautions are considered.

**Door Policy**

(7) The procedure for general admittance to a UPEI SU event is as follows:

(a) Individuals holding valid tickets for a UPEI SU event may enter upon presentation of said ticket until 1:30 a.m.;

(b) Ticket sales shall be closed by 1:30 a.m.;

(c) Wet individuals leaving the Student Centre during an event may gain re-entry until 2:00 a.m.;

(d) Dry patrons will not gain re-entry unless they purchase a new ticket; and

(e) All UPEI SU Events are opened to the public in coordination with the PEILCC Act.

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**Event Guest Lists**

(8) For UPEI SU Sponsored Events, a guest list may be established. The guest list is a list of specific individuals that are not required to pay admission to UPEI SU Sponsored Events (the “Guest List”). The privilege of waiving admission does not include bypassing the event line.  The UPEI SU Guest List may include the following:

(a) UPEI SU Executive Committee Members, plus one guest each;

(b) Past UPEI SU Executive Committee Members;

(c) Permanent UPEI SU Staff, plus one guest each;

(d) One (1) newspaper staff for reporting purposes;

(e) UPEI SU Council Members (1 event per semester);

(f) Band Loaders; and

(g) Guests of a Band, to a maximum of six unless otherwise stipulated by contract.

(9) The Guest List must not exceed 30 persons.

(10) The Guest List will be developed and approved by the UPEI SU Vice President Student Life by 3:00 p.m. of the business day prior to the event. The Guest List shall then be submitted to The Fox & Crow Manager prior to the opening of the Student Centre doors for the event.

(11) For Non-UPEI SU Sponsored Events a Guest List may also be created, under the following conditions:

1. With sufficient notice, the UPEI SU Vice President Student Life shall request Guest List names from the group sponsoring an event in the Student Centre. The group is responsible for completing the Guest List and forwarding that list to the UPEI SU Vice President Student Life for authorization.  This list must be submitted no later than 3:00 p.m of the business day prior to the event.

(b) The Guest List shall not exceed 30 persons.

(c) The UPEI SU Vice President Student Life shall supply the group sponsoring the event with the titles of individuals usually granted Guest List status to UPEI SU sponsored events for consideration.  The group sponsoring the event is under no obligation to extend this Guest List privilege to these individuals.

**Green Room**

1. No person, other than the Fox & Crow Manager, UPEI SU VP Student Life and one (1) designated security personnel shall have access to the green room when that space is utilized to host performing guests.

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1. **Gambling**

No gambling of any kind is permitted within the spaces the UPEI SU controls unless proper licensing is obtained from the PEILCC and prior approval is received from the UPEI SU Executive Committee.

6. Cash Handling

* 1. The following shall be the procedure for the recording and collection of The Fox & Crow monies:
		1. cash floats shall be prepared by the Administrative Coordinator;
		2. all sales shall be rung in on the cash register by a bartender or server;
		3. at the end of the shift the bartenders and servers shall calculate their sales from the cash register, and record it on a cash sheet. Then count cash on hand, deduct float, reconcile to the cash register sales tape, and sign the cash sheet;
		4. The Administrative Coordinator shall receive from the bartenders and servers the float, cash from sales, cash sheet, and cash register tape, and verify cash sales. If cash is correct the Administrative Coordinator shall sign the cash sheet;
		5. any cash shortage is the responsibility of the bartender or server; and;
		6. The Fox & Crow Sales Report is electronically generated, and sales are balanced with inventory by the Fox & Crow Manager.
		7. Staff will be paid for up to thirty (30) minutes following their shift to perform cash reconciliation.