
Special Request - Offsite Events

Policy & Information



Information is valid as of September 2023

The **Special Request - Offsite Events form** is to be used when a group wishes to have a student event at an off-site location (for example; Semi Formal or Industry Night) which requires the approval of the Managing Director or Designate.

Off-campus events bearing the Rotman School of Management/University of Toronto logo are required to adhere to School protocols regardless of whether or not alcohol will be served or will be available for purchase.

- For events in which alcohol will be available, the off-campus event space proprietor or designate is expected to have a valid liquor licence unless the event is to be held at a location for which the provision of alcohol does not require such licence (for example, and without limitation, designated parks)
- The sole allowable reference to the consumption or service of alcohol on promotional items such as posters or email is the information that the event is licensed.
- Sufficient non-alcoholic beverages must be available for consumption. Further, appropriate quantities of food must be served at all such events. Food must be available for the entire period of the event that alcohol is being served.
- The consumption of alcohol shall not be the focal point of the event, except with respect to particular events (for example and without limitation, a Wine Society event) that have previously obtained the approval of the Rotman School of Management.

One Student Event Organizer must be onsite for the duration of the off-campus event for each 50 attendees. **Student Event Organizers will not consume alcohol and are responsible for monitoring guests and liaising with off-campus event space proprietor or designate as appropriate.**

An "Open Bar" situation is limited to at most **two hours** over the course of the Event (i.e. pre-dinner cocktails) and is limited to the service of wine, champagne and beer.

- Wine and/or champagne with dinner is acceptable.
- Student Event Organizers are advised to consider either tickets or cash bar options for the remainder of the event.
- Exceptions are made at the discretion of the Chief Administrative Officer or their designate. If any request for exception is made you must first discuss your request with the Assistant Director, OSE and submit an explanation/proposal attached to this application.
- Student Event Organizers are responsible for advising all guests at off-campus events of options to travel home safely (i.e. taxi cab numbers, subway/Go Train late night schedules, nearby hotels, etc).

If, during the course of an event, the Event Organizer(s) cannot or will not abide by the agreed upon regulations, the Rotman School of Management and/or the University and/or Proprietor may either modify the structure of the event or bring the event to an immediate close.

The application must be submitted a [minimum of 2 weeks prior](#) to the event date. Please feel free to contact your Assistant Director, OSE with any questions.

Special Request - Offsite Events Application Form



Rotman School of Management
UNIVERSITY OF TORONTO

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|--------------------------|--|-------------------------------|--|
| Application Date: | | Lead Organizer's Name: | |
| Club Name: | | Telephone #: | |

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|-------------------------------------|--|-----------------------------|--|
| Event Date: | | Expected Attendance: | |
| Start Time: | | End Time: | |
| Building Address: | | Building Name: | |
| Room Name: | | Room Capacity: | |
| List of Event Organizer(s): | | | |
| List of Monitors (1/50) (s): | | | |

Program approval: _____
Date

Signature of Managing Director or Designate

Rotman

**Here's
where it
changes.**