

**Please return to:** Office of the Superintendent of Schools with requested attachments.

### Request for Alcohol Use Check List

|                          |   |                |  |
|--------------------------|---|----------------|--|
| <b>Function:</b>         |   |                |  |
| <b>Date:</b>             |   |                |  |
| <b>Received</b>          |   | <b>Comment</b> |  |
| <input type="checkbox"/> | Newfoundland Liquor Licensing Board Permit  |                |  |
| <input type="checkbox"/> | Newfoundland Liquor Licensing Board Permit for attendance of persons less than 19 years of age (if applicable)  |                |  |
| <input type="checkbox"/> | Proof of liability insurance to cover any potential liabilities arising out of the proposed event <b><u>listing Government of Newfoundland and Labrador as a named insured.</u></b>   |                |  |
| <input type="checkbox"/> | A signed waiver form that absolves the Government of Newfoundland and Labrador of liability and indemnifies the Government of Newfoundland and Labrador in respect of any claims that may arise.  |                |  |
| <input type="checkbox"/> | A void copy of the event admission ticket clearly showing the name of your group/organization as the event sponsor/owner.   |                |  |
| <input type="checkbox"/> | An outline of your plan for pre-arranged transportation from the event for all participants through a source that can be counted on to provide transportation free of the influence of alcohol (i.e. designated drivers, taxis, bus).         |                |  |
| <input type="checkbox"/> | An outline of your plan of communication on the availability of the transportation to the participants before the event. This will enable participants to position themselves to not to be responsible for a vehicle at the end of the event. |                |  |
| <input type="checkbox"/> | A plan to ensure monitoring of alcohol consumption and participant departure that is commensurate with the number of people anticipated to be in attendance.  |                |  |
| <input type="checkbox"/> | Monitoring is to be conducted by responsible adults who themselves commit to being alcohol and drug free during this event. A written commitment to this effect is required.  |                |  |
| <b>Signature:</b>        |   | <b>Date:</b>   |  |