

Canteen Services & Application Form

Canteen Services are available through the Office of the Vice-President, Finance and Administration. All alcoholic beverages must be served through the Nipissing University Canteen or the Canadore College Canteen. The following areas are licensed:

Main Cafeteria - 802 persons

A238 (Staff/Faculty Lounge) - 50 persons

A246 (Coffee Shop Lounge) - 202 persons

F303 (Board Room) - 95 persons

H102 (Student/Alumni Lounge) - 133 persons

Nipissing Foyer - 170 persons

Athletic Centre Main Foyer - 184 persons

Athletic Centre Board Room – 99 Persons

Athletic Centre Gym A - 736 persons

Harris Learning Library Main Foyer - 181 persons

Harris Learning Library Thomson Reading Room - 130 persons

[Application forms](#) must be submitted for approval two weeks in advance of the event. Once the application is approved it will be forwarded to the Manager of Conference Services who will coordinate the bar service.

Failure to observe the Liquor License Board of Ontario regulations could result in the suspension or cancellation of the University's liquor license and all University employees are, therefore, requested to comply therewith.

Updated October 2017

**NIPISSING UNIVERSITY
APPLICATION FOR USE OF CANTEEN FACILITIES**

TO BE SUBMITTED TO THE OFFICE OF CORPORATE EVENTS

Name of Organization:

Address:

Nature of Function: Dinner Reception
 Other (please specify):

Name of Person in Charge:

Telephone Number:

Fax Number:

E-mail:

Date of Function:

Hours of Bar Operation:

Beverage Requirements: Beer Wine Liquor (min. 100 guests) Soft Drinks Other

Expected Attendance: Room Required:

Will this be: Cash Bar
 Host Bar

Signature of Appropriate VP or President (Host Bar Only)

Will food be served? Yes No

Cost Centre #: (if internal booking) Will application be made for a special occasion permit? Yes No

Date: Signature of Applicant:

Approval:

Date:

Vice President/Finance and External

THIS FORM IS TO BE SUBMITTED AT LEAST TWO WEEKS PRIOR TO FUNCTION DATE

NOTES:

- 1) Reservations for the space required must be done separately.
- 2) Any losses encountered by the Canteen will be charged back to the organization or group responsible for the function.
- 3) Cash bars: If \$300 in revenue is met or exceeded, there is no charge to the client for these services. However, if the sales quota is not met, the client shall incur the setup and bartender costs of \$200.00 (\$50/hour X 4 hour minimum).
- 4) Food must be served at all functions involving the serving of alcohol.
- 5) The responsibility for making necessary arrangements with the caterer (Chartwells Campus Services) rests with the applicant.
- 6) This permit is for functions utilizing space in Nipissing University's "licensed" areas only.
- 7) It is crucial that the room capacities in licensed areas are maintained. Please ensure that the area booked will accommodate the appropriate size group.
- 8) Organizations which are not considered to be directly related to Nipissing University are required to obtain a special occasion permit from the LLBO. The responsibility of obtaining such a permit rests with the organization or group.