

**YORK UNIVERSITY**  
**Procedure for the Sale, Service and Use of Alcoholic Beverages on Campus**

**Appendix IV**

**Security Plan Approval Guidelines & Questionnaire**

**Guidelines for Food Service Operators/Liquor License Holders**

1. In addition to Smartservice trained wait staff, York Security Services requires that event operators provide door staff.
2. Door staff :
  - . shall not carry batons or other weapons, unless they are pay-duty police
  - . shall limit their activities to the licensed area.
3. License holders shall have security plans, approved by York Security Services, for:
  - i. regular hours of operation; and
  - ii. those occasions when the license holder can reasonably anticipate the occupancy of the premises will exceed 80% of the permitted numbers.
4. A separate security plan must be created and approved for each special event. To do so, the following questionnaire should be completed and delivered to: Manager, Security Services, William Small Centre at least 48 hours prior to an event.
5. A copy of the security plan and proof of approval from York Security Services should be available at the event and may be requested.

**Special Event Security Plan Questionnaire**

- 1. Is this event sponsored, limited or targeted to a particular group or club?**

\_\_\_Yes      \_\_\_No

- 2. If “yes”, please provide name and contact information for the group:**

Name of Group \_\_\_\_\_

Contact(name/number/position/email address  
\_\_\_\_\_

- 3. What is the capacity of the venue (including patios or secondary rooms) i.e., number of people allowed per the liquor license? Fire regulations?**

\_\_\_\_\_

**4. What is the approximate number of people expected for the event?**

\_\_\_\_\_

**5. Is the venue fully specified on your liquor license?  
Is any part of the event to be held under a caterer's endorsement or special occasion permit?**

\_\_\_\_\_ Fully specified on liquor license

\_\_\_\_\_ Caterer's endorsement (copy of the 10 days prior notification, required under the Liquor License Act, attached).

\_\_\_\_\_ Special Occasion Permit (copy attached).

**6. How many door staff are booked for the event?**

\_\_\_\_\_

(Note: expected ratio of door staff to patrons is 1:50).

**7. What is the status/affiliation of your door staff?**

\_\_\_\_\_ Paid duty police

\_\_\_\_\_ Security Staff provided by an external agency

\_\_\_\_\_ Independent individuals hired by yourself or event sponsor

**8. Is the event "all ages" or 19 and over only?**

\_\_\_ All Ages

\_\_\_ 19 and over only

**9. If the event is all ages, then please list measures in place to identify underaged persons?**

\_\_\_\_\_ Wrist banding procedure

\_\_\_\_\_ retaining photo ID

Other (list):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_