Risk Management Responsibilities for Societies

General

- Submit a completed event information and risk management form at least ten days prior to your event. Follow the steps above to submit your event.
- Once event approval is received, ensure that any safety measures outlined are implemented for the event.

Events Involving Alcohol

- Read, educate your society, and abide by the University Alcohol Policy.
- Alcohol for all on-campus events must be arranged through DSU Bar Services. Contact Greg Wright, Director of Licensed Operations at greg.wright@dal.ca or (902) 494-6891 for more information.
- Schedule Smart Serve trained bartenders and have proof of certification on-site.
- Ensure that a minimum of one sober volunteer/staff member per 25 attendees is on-site for the event.
- Ensure promotional material does not encourage excessive drinking. Do not list drink prices or the number of drinks included with a ticket.
- Please note: The DSU does not, under any circumstances, endorse or approve of pub crawl events.

Food and Catering

- When using professional food service providers, you may need to obtain a certificate of insurance listing the venue as an additional insured party.
- If you want to serve or sell your own food at an event, you must have the permission of the venue, as well as obtain any necessary permits from the Nova Scotia Department of Agriculture.

Travel

- Vehicles with fewer than seven passengers require drivers insured with a minimum of $1 million in liability coverage.
- Vehicles with seven or more passengers require drivers insured with a minimum of $5 million in liability coverage.
- If you are renting transportation with provided drivers, ask the company for a certificate of insurance.
- Determine if bus monitors are required to check attendance at each point of departure.
- If you are travelling outside of Nova Scotia, please contact the Member Services Coordinator to discuss specific requirements.
- The DSU does not endorse society travel outside of North America.