

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.