

1. To request a Host Liquor Liability Insurance Certificate for a staff event, **Form 3-10** needs to be completed and submitted to Regional Office a minimum 21 days in advance of the event.
2. Insurance coverage can be obtained only for events where:
 - a. Alcohol is not sold
 - b. Staff and Spouses are the primary attendees at the event
 - c. Immediate family members of retirees may also be in attendance
 - d. Events do not occur on Division Property.
3. Larger events where members of the public are invited, or where alcohol is sold would need to obtain insurance from a local insurance agency.

Division Staff

1. Upon receipt of Form 3-10, the Division will request a copy of the insurance certificate from our insurer.
2. Upon receipt of the Insurance Certificate, a copy will be forwarded to school.

School Staff

1. Upon receipt of the Liquor License, the school will forward a copy to Regional Office prior to the event.
2. Plan in advance to ensure guests who may be intoxicated can be taken home safely.
3. Inspect the premises on which the staff event will be held to ensure it complies with the relevant building and safety codes, and is reasonably safe for those who will be consuming alcohol.
4. Ensure alcohol is not served, provided or made available to any person who is or may be under the legal drinking age.
5. Ensure food and non-alcoholic beverages are available and stop serving alcohol long before the event is to end.
6. Do not provide or permit alcohol to be given, to a person who is or may be intoxicated.
7. Post signs encouraging people to drink responsibly (e.g. "Don't Drink and Drive").

Reference

[Form 3-10 - Host Liquor Liability Insurance for Staff Social Events](#)