

AMS Delicensing

The Nest building has its own liquor license, because of this, clubs who wish to host their own bar will need to apply to Delicense. Before you apply please read through this document.

What you need to know BEFORE submitting a request:

- Application must be submitted AT LEAST 5 weeks before scheduled event
- Applications submitted less than 5 weeks prior will not be accepted
- 4 delicensed events allowed per calendar year (Jan 1-Dec 31) shared between all the clubs
- 1 delicensed event per year per club
- First come, first served
- Fee to delicense: \$175
- Number of attendee must be in align with the room capacity
- The same name must be used on both the delicense application and the SEP

How to apply to delicense:

1. Send request to AMS Bookings with the following details:
Event date, time, location, type of event and # of attendees
2. Apply for [SEP](#) (this can be done before the delicense is approved)
3. Submit Security Plan to buildingopsmanager@ams.ubc.ca (at least 4 weeks prior)
4. Confirmation of Security (at least 2 weeks prior)
5. SIR (at least 1 week out)
6. Show Approved SEP (submit not later than 1 week out)

Clubs providing their own bar are responsible for set up, tear down and must provide all items including but not limited to:

- Glassware
- Ice
- Ice scoop
- Tables
- Tablecloths