

S S M U

C L U B S

E X T E R N A L

E V E N T S

G U I D E



*In this guide, you will find important information to organize your **off-campus** events and activities.*

FORMS AND LINKS

REGULATIONS, RIGHTS, AND RESPONSIBILITIES OF STUDENT GROUPS

→ [Internal Regulations of Student Groups](#)

→ [Club Processes](#)

A complete list of processes and status and administrative sanctions

→ [Contracts & Agreements Checklist](#)

Details to consider when signing an agreement with an external organization

FORMS

→ [Declaration of Event & Insurance Request Form](#)

Visit the Resources for [Student Groups Executive](#) page of the SSMU website to find more extensive information, documentation and links.

EVENT FORM SUBMISSIONS

All Clubs and Services that hold off-campus events or activities are required to inform the SSMU of said events or activities prior to commencement and before advertising on social media and/or other platforms.

All meetings held in the University Centre building do **not** need to be disclosed

All meetings held outside the University Centre building **must** be disclosed on this [form](#)

Once you have submitted a [Declaration of Event & Insurance Request Form](#), you will be contacted within **2 business days** if your event has been approved or if we require additional information. You will also receive a copy of your entry.

You are obliged to disclose all activities in the [Declaration of Event & Insurance Request Form](#)

INSURANCE

The SSMU must provide proper insurance coverage to student groups for their events and activities.

We need up-to-date information from all of our student groups to ensure that the various activities put on by Clubs and Services are covered under our insurance policy. It is possible that our insurance may not cover activities that are out of the ordinary as our insurance covers office and business-related activities only. In order to obtain insurance, Clubs and Services will need to fill out the [Declaration of Event & Insurance Request Form](#) with detailed descriptions of each of their events.

For insurance purposes, we need to know your Club's or Service's weekly, monthly, and yearly activities. This means that all activities, whether they are held during the academic year, or over the summer months, should be noted on this form. In particular, please note which activities include alcohol, travel outside of the city of Montreal, or athletics of any sort. Athletics and sports require additional insurance, so you need to contact the Building Director or the Operations Department for details on how to obtain extra insurance for these activities.

Please note that if you also require a certificate for proof of insurance, you must contact the Building Director directly to request it.

You may fill out this [form](#) as many times as you require. Please note that if the activity(ies) described in the insurance form require confirmation of insurance coverage, it may take several business days for that request to be processed by our insurance broker. We recommend you submit your events well in advance to ensure your event will be covered (~60 days).

Any questions about insurance should be directed to the Building Director at wsealy@ssmu.ca

CONTRACTS & AGREEMENTS

All Clubs and Services are part of the SSMU and have no legal status. Therefore, Clubs and Services cannot enter into legally binding contracts or engage in activities that would pose a risk or liability to the SSMU.

This includes, but is not limited to, contracts and/or agreements (including verbal agreements) with:

- Venues
- Caterers
- Sponsors

Should you have any pending contractual agreements with a third party, it is compulsory to submit these agreements on the online [form](#) as an attachment or, alternatively, send a copy to the Events Administrator (eventsadmin@ssmu.ca) for processing. Once your event has been approved and signed by an authorized signing officer, you will receive a confirmation email.



Make sure to consider all the information on the [Contracts & Agreements Checklist](#)

CANNABIS

Club or Service funds may not be used for cannabis purchases under any circumstances.

ALCOHOL

The following regulations describe what Clubs or Services can and cannot do with respect to organizing events that include alcohol and alcohol purchasing:

1. Funds may not be used for alcohol purchases except alcohol purchased at venues holding a valid liquor permit for the purpose of consumption on-site;
2. Individuals will not be reimbursed for alcohol purchases made outside of venues;
3. The SSMU must approve any events involving alcohol;
4. If Club or Service funds are used for alcohol purchases that are not permitted within these regulations, sanctions will apply.



If you wish to purchase alcohol, you may do so by making a request at least twenty one (21) business days in advance and selecting one of the two following options:

1. A **CSP (CONSOMMATION SUR PLACE)** or bar establishment permit allows the bar or restaurant to sell alcohol to the patrons of the establishment. This means that the establishment has accepted the responsibilities and laws set for by the Québec government.

A Club or Service may have a contract or agreement prepared between them and the venue, once the agreement is in place they may now make a request with SSMU to have the contract or agreement signed.

2. A **CAD (CONSOMMATION À DOMICILE)** or reunion permit is a temporary permit that may be applied to space or venue when requested on behalf of a non-profit organization. In order to serve wine, beer or any other type of alcoholic beverage at an event a reunion permit issued by the Québec Government must be in place.

SSMU must take the responsibility of applying for the reunion permit if needed, additionally the SSMU must sign the venue space rental agreement prior to filling in the application request for the reunion permit. Due to legal liability if this type of request is needed, SSMU will supply all support staff (including servers, coordinators, and security), when resources are available, to allow this type of permit.

ASSISTANCE WITH EVENTS

Should you require assistance with creating your event, we have various preferred venues, caterers and bars that would be happy to offer you their services and collaborate. Please submit all inquiries to the Events Administrator (eventsadmin@ssmu.ca).

EVENT SERVICES

As a Club, you are also able to take advantage of one of SSMU's many student-run Services in order to ensure the success and safety of your event. You should consider working with:

- MSERT: The McGill Student Emergency Response Team. They provide first aid services to McGill Residences and major SSMU events.
- Walksafe: SSMU Walksafe is a group of volunteers who provide accompaniment to those are uncomfortable travelling by themselves in the evenings.
- DriveSafe: DriveSafe is a service that will provide safe and free rides home to anywhere on the island of Montreal on weeknight evenings.
- Midnight Kitchen Collective: The Midnight Kitchen provides vegan catering services for political and community based initiatives that keep with their political mandate.
- Plate Club: For Clubs that are serving food at their events and want to ensure their event is environmentally sustainable, the Plate Club provides free reusable dishware rentals for special events.

PROMOTING YOUR EVENT

Once your event has been approved by the SSMU you can proceed to advertise your event on social media and other platforms.

It's important to consider these points when you prepare your campaign:

- Do not poster off campus
- All posters for Club or Service events must include both the name of your Club as well as recognition that your Club is “a student group of the Students’ Society of McGill University.”
- By law, posters cannot advertise alcohol or the prices of alcohol. This means that in order to advertise for an event, that may include an alcoholic drink with the ticket price. You are required to advertise a free “beverage” with the ticket, instead of identifying the free drink as alcoholic.

We have prepared a list of resources on-campus you can consider to promote your events:

- [SSMU Listserv](#)
- [Screening on McGill campus](#)
- [McGill on-campus postering](#)
- [Postering at the University Centre](#) (Not available at this moment)

CONTACT INFORMATION

Events Administrator
eventsadmin@ssmu.ca

Vice President (Student Life)
studentlife@ssmu.ca

Building Director
wsealy@ssmu.ca