

## **REQUIREMENTS WHEN APPLYING FOR SPECIAL OCCASION PERMITS FOR OUTDOOR FUNCTIONS**

Written municipal approval must be submitted respecting all outdoor functions.

Approval letters must include:

- Name of the organization;
- Type of function;
- Location of the function;
- Date(s) of the event; and
- Hours that beverage alcohol is to be served.

The letter must be signed, including the position title of the person authorizing the function and printed on letter head (or corporate seal affixed). SLGA suggests using the attached editable form to ensure that the approval contains all necessary information.

If holding an outdoor function on reserve lands or in municipal/provincial/federal parks, applicants must be able to produce written approval from the appropriate body of authority.

Capacity is limited in accordance with the *National Fire Code of Canada* and must not be exceeded by the total of all individuals in the permitted area, staff included. For your planning purposes, you should be aware that each individual in the proposed permitted area requires approximately 13 square feet of space. The entrances/exits to the proposed permitted area must allow the people within the area to exit safely. One entrance/exit of 36 inches allows approximately 150 people to exit safely from an area.

SLGA will not typically permit an event that is located next to a body of water unless it is separated by an appropriate barrier that will prevent accidental access.

Events held in temporary structures such as tents and trailers, or in unheated permanent structures (i.e. quonset/barn) are typically considered outdoor events. If you are unsure whether yours is an outdoor event, please contact SLGA's Head Office at (800) 667-7565 or (306) 787-5563 for clarification.

### **Events of 500 People or Less**

#### **Site Dimensions:**

SLGA will ask you to provide the dimensions of the proposed permitted area in order to help you calculate the maximum capacity of the event.

#### **Enclosure:**

The proposed permitted area must be enclosed by a barrier that clearly marks the area for sale, service, and consumption of liquor, and that enables event organizers to maintain control of the event.

Typically, this enclosure will be a 3- to 4-foot-high rope or fence. In cases where the event has high public safety risk, has the potential to have significant impact on the surrounding area, or is a difficult-to-monitor space, SLGA may require the use of a more substantial barrier such as a five-foot fence or a four-foot double fence with a four-foot buffer.

#### **Security:**

Security plans for the event may be required in cases where the event has high public safety risk. The number and type of security required will depend on the size of the proposed permitted area and the type of event.

## **Events of More than 500 People**

### **Site Plan:**

A detailed site plan of the area where beverage alcohol will be served and consumed must be supplied. This plan should have the following information:

- Dimensions of proposed permitted area;
- Width of each exit/entrance;
- Location and dimensions of bar area, dance floor/stage, etc.;
- Location of food booths/concession areas; and
- Location of washrooms

Based on this information, SLGA will help you calculate the maximum capacity of the event. It will also help clarify any concerns around access to the event by minors.

### **Enclosure:**

The proposed permitted area must be enclosed by a barrier that clearly marks the area for sale, service, and consumption of liquor, and that enables event organizers to maintain control of the event.

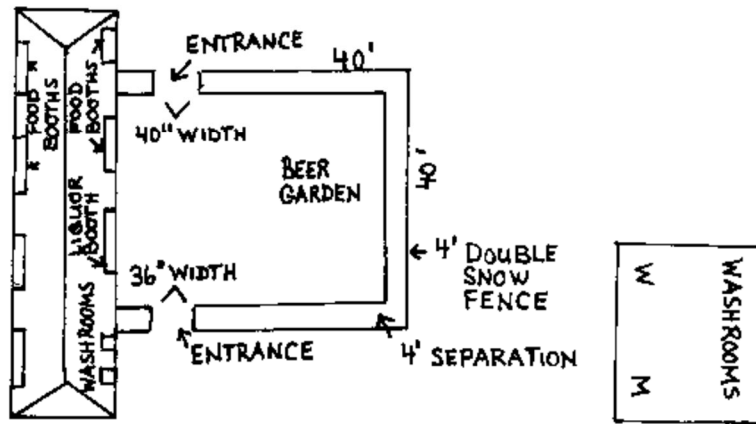
- Enclosure must be constructed of material that will not allow containers of beverage alcohol to be passed through or over (e.g., plastic snow fence)
- Enclosure must be secured to ensure that it cannot be climbed over or pushed down to gain access
- Enclosure must be a minimum of 5 feet high. If the barrier height is less than 5 feet, a double barrier is required with a buffer zone of at least 4 feet in width

In cases where the event is a private function taking place on an isolated acreage or similar self-contained location, SLGA may consider waiving the requirement for a physical barrier to be erected.

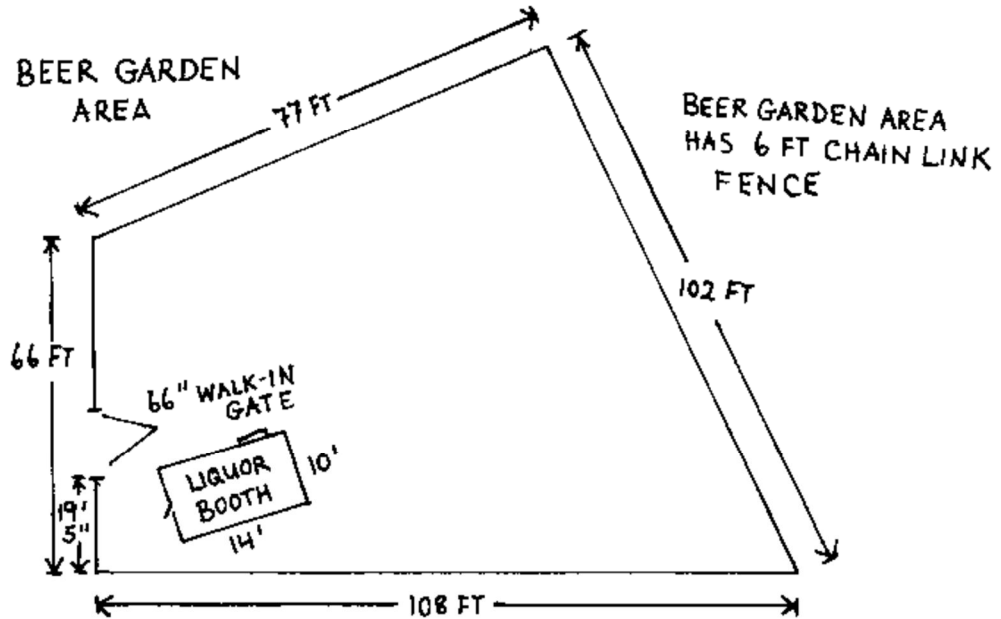
### **Security:**

Trained or licensed security is required for events that will be attended by more than 500 people, especially if the event is open to the public. Typically, SLGA will require one security personnel for every 100 people up to 1,000, and one for every additional 250 people after that. Depending on the event, SLGA may require a detailed security plan and/or impose other security conditions on a permit.

\* Sample Sketch \*



Dimensions are required for all areas to be permitted (label washrooms, bar area, kitchen, etc.); also show the width of entries/exits. Indicate type of enclosure for outdoor areas (must be 5' high or doubled with 4' dead space).



**Request for Municipal Approval**

All outdoor functions require municipal approval for the issuance of a liquor permit.  
Please provide your local municipality with the following information when applying for the approval:

Name of organization/individual:

Type of function:

Location:

Date(s) of function:

Hours for beverage alcohol service:

Applicant's name:

Signature:

Date:

**Notice to Municipality:**

The written municipal approval must clearly identify the municipality providing the approval (i.e. letter head or municipal seal). The approval must be signed and include the position title of the person authorizing the function. The approval must include the details of the specific request as approved.

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For further information, please contact the Client Services Branch at 1-800-667-7565.