

Special Occasion Permits: Policy Manual



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CHAPTER 1 - GENERAL INFORMATION

1.1 Introduction

Special Occasion Permits (SOPs) are required for anyone selling alcohol, or for anyone serving alcohol at an event that is not held in a commercially permitted establishment (such as a tavern, restaurant, or similar location), an occupied private residence, or another private place. This applies to private, invitation-only events as well as to public events.

1.2 Definitions

1.2.1 Bona Fide Organization

A “bona fide organization” must have a non-profit or charitable purpose such as the advancement of educational, sports, cultural, religious, or community goals. To establish that an organization is legitimate, SLGA typically looks for a structured organization with an executive, a membership that meets regularly to further its stated goals, and a bank account set up to manage revenues and expenses for the organization. A social club may qualify but an adult sports league would not qualify as a bona fide organization.

1.2.2 Catered Event

A “catered event”, for the purposes of a Special Occasion Permit, is an event where the beverage alcohol is being provided by a third party that holds a commercial liquor permit or endorsement from SLGA, typically a business such as a restaurant or tavern. Food at the event may be provided as part of the catering service or may be supplied separately.

1.2.3 Community Fundraising Organization

A “community fundraising organization” is a temporary organization set up to fundraise for a particular good cause in the community. Examples of eligible good or charitable causes include:

- Raising funds for a community member who lost their home/possessions in a fire
- Raising funds to assist a community member who must travel for the purposes of medical care
- Raising funds for the restoration of a community facility

1.2.4 Family Event

A “family event” is a private event celebrating a family occasion that is open only to family members and friends of the host or guest of honour. The event cannot be publicly advertised or open to the public.

Examples of family events include, but are not necessarily limited to:

- Weddings
- Pre-wedding socials
- Family reunions
- Retirement celebrations
- Anniversaries
- Birthdays

1.2.5 Private Event

A “private event” is an occasion that is open to invited guests only. The invitation may be formal or informal, but the event cannot be publicly advertised or open to the public.

Examples of private events include, but are not necessarily limited to:

- Staff parties
- Weddings
- School reunions
- Club meetings

1.2.6 Public Event

A “public event” is an occasion that is open to the public. The event may be publicly advertised, and tickets may be sold in advance and/or at the door.

Examples of public events include, but are not necessarily limited to:

- Business promotions
- Charitable fundraisers
- Sporting events
- Social functions
- Community events

1.2.7 Seniors’ Organization

A “seniors’ organization” is a non-profit membership organization where a majority of the members are 55 years of age or over.

1.2.8 SIRS

“SIRS”, also known as Serve It Right Saskatchewan, is an online course available through the Saskatchewan Tourism Education Council and provides education on server intervention training.

1.3 Eligibility

1.3.1 Who Should Apply for the Permit?

To apply for a Special Occasion Permit (SOP), an individual must be at least nineteen (19) years of age.

The permit must be applied for and held by the individual, organization, or business responsible for the event. Applications cannot be submitted on behalf of someone else.

An individual applying on behalf of an organization or business must be authorized by the organization or business to obtain a liquor permit in its name. The applicant for the Special Occasion Permit is considered the event host and thus, is culpable and responsible for all aspects of the event. The permittee obligations included with the approved permit must be followed at all times.

1.3.2 What Events are Eligible for a Permit?

Only special occasion events typically qualify for permitting. In most cases, SLGA does not issue an SOP for the regular operations of an organization or business.

The eligibility of individuals, organizations or businesses will vary depending on the details of the event being held.

	<u>Non-Sale</u>	<u>Cost Recovery</u>	<u>Sale</u>
Event Type	Private events only	Private family events only	Public or private events
Who is Eligible?	Individuals, All organizations, Businesses	Individuals	Individuals (private events only), Bona fide organizations, Businesses

Retail Store Permittees are eligible for a Special Occasion Permit for events providing beverage alcohol samples at a location other than their commercially permitted location. An example of this is a tasting event. Additionally, Retail Store Permittees may apply for a Special Occasion Permit for in-store receptions.

Similar to Retail Store Permittees, Craft Alcohol Producers are eligible for a Special Occasion Permit for events providing beverage alcohol samples at a location other than their commercially permitted location. This can include a tasting event or a farmers’ market. Craft Alcohol Producers can also apply for a Special Occasion Permit for an event being held in their onsite hospitality suite.

Additional information can be found in Chapter VIII, Section 6b (i) (Retail Store Permittees) of the [Commercial Liquor Permittee Policy Manual](#) and Chapter III, Section 14 (e) (Craft Alcohol Producers) of the [Saskatchewan Alcohol Manufacturing Policy Manual](#).

1.3.3 Ineligible Applicants

The following individuals are not eligible to obtain a Special Occasion Permit:

- An owner, manager, or employee of the commercial liquor permitted premises where the special occasion permitted event is to be held. If the special occasion event is held in a minors prohibited commercial liquor permitted establishment, the commercial liquor permit must be temporarily suspended for the duration of the event.
 - An exception to this policy is granted for commercially permitted Craft Alcohol Producers. These permittees are eligible for a maximum of 6 Sale special occasion permits per year for events held within their hospitality suite.
 - Commercial permittees can contact their Licensing Specialist or email LL@slga.com for further information.
- SLGA employees unless a waiver has been obtained from SLGA in accordance with SLGA policy.

1.3.4 What Kinds of Locations Can Be Permitted?

SLGA can only permit events held in public places as defined in *The Alcohol and Gaming Regulation Act, 1997*.

Public places include, but are not limited to, the following:

- A place that the public can access (such as a community hall, hotel banquet room, Craft Alcohol Producer's hospitality suite or retail store premises)
- A street
- An unoccupied land or building (including outbuildings on farms)
- Land attached to a private residence that is not within a residential area
- A private members' club

1.3.5 What Kinds of Locations Cannot Be Permitted?

An SOP cannot be issued for an event to be held at private residences or private places.

A private residence is a place that is occupied and used as a residence, including:

- Houses
- Condos
- Apartments (but not public areas within apartment buildings)
- Residents' rooms in senior care homes (but not common areas)

- Hotel guest rooms
- Private compartments on trains
- Moored vessels
- Mobile homes, trailers, campers, and tents

Private places include:

- Land attached to a private residence within a residential area (such as a backyard)
- A place in a building that is not ordinarily open to the public and is not open to the public when beverage alcohol is being consumed (such as a private office area)

Additionally, an SOP cannot be issued for the consumption of alcohol in a limousine. Information regarding this Special Use commercial permit can be found in Chapter V, Section 13 of the [Commercial Liquor Permittee Policy Manual](#).

1.3.6 Number of Permits per Year

An individual, organization, or business is eligible to be approved for a maximum of 25 permitted events per calendar year, including all Non-sale, Cost Recovery, Sale, and Sale Catered permits.

There are additional limits on the number of Sale permits available to individuals and businesses:

- An individual qualifies for only one Sale permit per year and that must be for a private, family event only.
- A business qualifies for a maximum of six Sale permits per year.

An individual or business can obtain additional Sale permits only if a commercially permitted liquor caterer provides the alcohol at the additional events. The maximum of 25 permitted events within a calendar year still applies. *For more information about using a Liquor Caterer, see Section 1.4.2 of this Manual.*

1.4 Contracting Out Alcohol Service

1.4.1 Use of a Bona Fide Organization

A bona fide organization may be approved for a permit to sell and serve beverage alcohol at an event being hosted by an individual, business, or another organization, with the consent of the event host. All revenue from beverage alcohol sales at the event must be retained by the bona fide organization. After the event, SLGA may request documentation from that organization confirming the revenue and the use of funds raised at the event.

Additionally, the event host may provide compensation to the bona fide organization for the beverage alcohol services provided during the event.

In cases where the permit is held by a bona fide organization rather than the event host, SLGA holds the bona fide organization responsible for compliance with all requirements of the liquor permit. SLGA recommends that event hosts and potential permittees obtain legal advice about civil and criminal liability for the event in these situations.

1.4.2 Use of a Liquor Caterer

Applicants that are not eligible to sell beverage alcohol at a Sale permit event under the eligibility rules outlined in subsection 1.7.2 below may still be able to host a special occasion event by hiring a commercial liquor permittee that holds a valid beverage alcohol catering permit or endorsement. The catering permit or endorsement allows the commercial permittee to sell and serve beverage alcohol at special occasion events at locations other than their permitted establishment.

Where alcohol service is planned to be provided by a caterer, the event host must still apply for a Special Occasion Permit and indicate on the application that the event's beverage alcohol is being catered. The applicant must provide the name of the commercial permittee providing the alcohol catering service.

The caterer is responsible at the special occasion event for proper beverage alcohol service and other duties, including:

- Crowd control
- Monitoring beverage alcohol consumption to avoid over service
- Checking identification for minors, and refusing beverage alcohol service to minors
- Obtaining liability insurance
- Providing adequate staff

All requirements of a Sale permit as defined under Section 1.7 of this Manual, as well as the general operating requirements for all permits as defined under Chapter 3 of this Manual, apply to Sale Catered permits. Except as noted above, the special occasion permittee is responsible for ensuring compliance with these requirements.

A list of establishments providing alcohol catering can be obtained by emailing SOP@slga.com.

1.5 Non-sale Permit

1.5.1 Definition

This type of permit is available for private, invitation-only events where alcohol is being provided at no charge to the guests. Typically, Non-sale permits are used for staff parties, weddings, reunions and various family functions.

An event may be considered Non-sale only if there is no direct or indirect charge for alcohol. Indirect charges may take a variety of forms, including membership fees, fees to attend the event, and donations at the bar.

Events that are open to the public or are publicly advertised are defined as Sale events, even if there is no charge for the alcohol being served. *For more information about Sale permits, see Section 1.7 of this Manual.*

1.5.2 Eligibility

Non-sale permits are available to individuals, businesses, and organizations.

1.5.3 Minors Endorsement

Non-sale permits are typically endorsed so that minors may attend as non-drinking patrons or staff, either with or without their parent, legal guardian, or spouse that is of legal age. In exceptional circumstances, SLGA may determine that minors should be prohibited from attending a Non-sale special occasion event.

1.6 Cost Recovery Permit

1.6.1 Definition

This type of permit authorizes the sale of alcohol at a price sufficient to recover the cost of providing beverage alcohol service at the event. *See Section 1.6.4 below for information about the maximum drink prices allowed under this permit type.*

These permits are available only for private family celebrations and events, such as weddings, gift openings, stags/stagettes/pre-wedding socials, birthdays, anniversaries, retirement celebrations, and other family functions. Cost Recovery events must be open to invited guests only, and cannot be publicly advertised.

1.6.2 Eligibility

Cost Recovery permits are available to individuals only.

1.6.3 Minors Endorsement

Cost Recovery permits are typically endorsed so that minors may attend as non-drinking patrons or staff, either with or without their parent, legal guardian, or spouse that is of legal age. In exceptional circumstances, SLGA may determine that minors should be prohibited from attending a Cost Recovery special occasion event.

1.6.4 Maximum Charge per Drink

With the exception of spirits and liqueurs, the maximum charge per standard drink is \$3.00. *For more information about standard serving sizes, see Section 3.3.7 of this Manual.*

The maximum charge for a spirit or liqueur beverage is \$3.00 per ounce. The standard serving size for spirits and liqueur is 1.5 ounces, for a maximum charge of \$4.50.

In cases where the retail cost exceeds the \$3.00 maximum, permittees may charge the actual cost for the following types of beverage alcohol:

- Beer by the bottle or can
- Coolers by the bottle or can
- Wine by the bottle

1.7 Sale Permit

1.7.1 Definition

This type of permit is available for public or private events where the event host sets the price charged for beverage alcohol. Typically, Sale permits are used for charitable fundraisers, social functions, community events, and business events.

An event is considered Sale if there is any direct or indirect charge for alcohol. Indirect charges may take a variety of forms, including membership fees, fees to attend the event, and donations at the bar.

Events that are open to the public or are publicly advertised are defined as Sale events, even if there is no charge for the alcohol being served.

1.7.2 Eligibility

Sale permits are available to individuals, businesses, and organizations, with the following limitations:

- Individuals may obtain a maximum of one Sale permit per calendar year and it may only be for a private, invitation-only family function such as a pre-wedding fundraising social.
- Businesses may obtain a maximum of six Sale permits per calendar year (not to be used for regular business operations).

In addition to the above-noted limits, individuals and businesses may qualify for Sale events, up to the total maximum of 25 events per year, only if the alcohol at the event is provided by a permitted caterer. *For more information, see Use of a Liquor Caterer, in Section 1.4.2 of this Manual.*

Bona fide organizations and seniors' organizations may be eligible for an Annual permit allowing up to one event per week under limited circumstances. *For more information about Annual permits, see Section 1.8 of this Manual.*

1.7.3 Minors Endorsement

Typically, minors may not attend Sale permitted events. However, if requested by the event host, SLGA may endorse the permit to authorize minors to attend as non-drinking

guests or event staff in the company of their parent, legal guardian, or spouse that is of legal age. The decision whether to issue a minors endorsement is made on a case-by-case basis depending on the nature of the event.

1.7.4 Re-sale Levy

Beverage alcohol purchased for Sale events is subject to an additional charge, known as the re-sale levy, at the time of purchase. The re-sale levy is collected by the retail liquor store so that the special occasion permittee does not have to charge a Liquor Consumption Tax of 10% on individual drinks served at the event.

The re-sale levy is calculated on the retail price using the following percentages:

- Spirits and liqueurs 18%
- Wine, coolers, and cider 14%
- Beer 10%

At an event where alcohol is being sold but there is no direct charge for a specific quantity of alcohol, the re-sale levy is not applied to the alcohol that is being provided at no cost. An example of this would be a wedding with a cash bar but a bottle of wine is bring provided to the head table. All the alcohol purchased for the event would be subject to the re-sale levy with the exception of the bottle of wine provided to the head table.

The re-sale levy is applied to all alcohol purchased for the event if the event is operating under a Sale permit but there is no direct charge for any of the alcohol. *For more information about the kinds of events that require a Sale permit, see Section 1.7.1 of this Manual.*

1.8 Annual Permit

SLGA may issue an Annual Sale or Annual Non-sale permit for recurring events held at the same time and location. These Annual permits are issued for no more than one (1) event per week for up to one year. Performing arts events may exceed one (1) event per week.

An organization cannot have more than one Annual permit at any given time during the calendar year. For example, a bona fide organization could not have an annual permit for weekly meetings while also having one for recurring community events.

1.8.1 Eligibility

The following types of organizations are eligible for Annual permits:

- Bona fide organizations holding regular business meetings. Attendance at the event must be limited to members of the organization and invited guests.
- Seniors' organizations holding social events, including but not limited to dances, card games, holiday events, and family celebrations. Attendance at the event must be limited to members of the organization and invited guests.

- Bona fide community organizations holding a series of recurring community events where liquor sales are not the primary purpose of the event.
 - “Community events” are defined as recurring scheduled events, of the same nature, which are operated for a non-commercial or not-for-profit purpose such as performing arts or cultural events where the performers are not paid. Sporting events are excluded for the purpose of this policy.

1.8.2 Minors

SLGA typically endorses an Annual permit to allow minors to attend with or without the company of a parent, legal guardian, or spouse of legal age.

1.8.3 Duration of Event

Meetings and recurring community events held under an Annual permit cannot exceed 6 hours in length. Seniors’ social events may be permitted for up to 12 hours.

CHAPTER 2 - APPLICATION PROCESS

2.1 Apply Early

Applications for any type of Special Occasion Permit should be submitted at least 10 days in advance of the event. This helps ensure that SLGA has enough time to review the application and discuss any concerns with the applicant while also allowing time for alternate arrangements to be made if any aspect of the proposed event requires modification.

Applications received more than 10 days in advance of the event will have their fee discounted by 20%.

SLGA strongly encourages organizers who are planning higher-risk events, such as cabarets or large open-air festivals, to apply for a permit well in advance of the event as additional requirements may apply to those applications. Each event is evaluated on its own merits to determine what types of controls may be appropriate. *For more information about requirements for certain types of high-risk events, please see Chapter 4 of this Manual.*

2.2 Information Required

In addition to the appropriate fee, a Special Occasion Permit application typically requires the following information:

Applicant/contact information:

- Name, address, and contact information of the individual submitting the application (this is the primary contact for the permit)
- Name, address, and contact information of the applicant (an individual cannot apply on behalf of another individual)
- Name and contact information for an alternate contact (one or both contacts must be present or easily accessible for the duration of the event)

Event information:

- Name and address of the event location, including, where applicable, the specific room in the premises (e.g., Crown Room, ABC Hotel, 1234 Albert Street, Regina, Saskatchewan)
- Information about whether the event will be held outdoors or in a private residence/private place (*For more information about public and private places, see Sections 1.3.4 and 1.3.5 of this Manual, respectively*)
- Date(s) and hours of the event
- Brief description of the event
- Whether minors will attend
- Whether you plan to charge for alcohol
- Number of guests expected
- Name of commercial liquor permittee catering the beverage alcohol, if applicable
- Name of hired security company, if applicable

- A signature acknowledging that the applicant has read and understands the “Permittee Obligations” form attached to the application

Depending on the answers to these questions, additional information may be requested by SLGA when reviewing the application. For example, events being held outdoors or where high-risk activities are taking place (e.g., auto racing) may require further information and/or documentation. *For more information about requirements for outdoor events, see Section 4.2 of this Manual. For more information about the requirements for certain types of high-risk events, please see Chapter 4 of this Manual.*

2.3 Permitting Multiple Locations and Multiple Days

Where an event takes place over a period of two or more days, a single permit will be provided for the event. The permit will detail the approved dates and hours for beverage alcohol service at the event. Please note that separate fees apply for each day of the approved event.

Where an event is held in more than one location:

- If the two locations are operating consecutively, both locations can be issued on a single permit.
- If the two locations are operating at the same time or at overlapping times, separate permits are required.

The total length of the event cannot exceed 12 hours per day, regardless of the number of permits issued, unless authorized by SLGA as an event of provincial, national, or international interest.

Where multiple activities are being run by different organizations as part of a single community celebration, the permit for each activity may be held by the committee responsible for the community celebration, or by the individual organizations if they qualify for permitting under the appropriate permit type. The permit must be held by the organization that is responsible for the conduct and management of the event, including crowd control and control of access to alcohol throughout the permitted area.

2.4 Multiple Permits at One Event

At some events, alcohol is sold through a cash bar operated by the commercial liquor permit holder who owns the facility, but the event host may wish to provide some alcohol to guests at no direct charge (for example, wine on the tables for toasts at a wedding). In these cases, the event host must obtain a Special Occasion Permit to provide the limited amounts of alcohol.

The Special Occasion Permit may be either Sale or Non-sale depending on the nature of the event and whether there is any indirect charge to access the alcohol. *For more information about definitions of Non-sale and Sale permits, see Sections 1.5.1 and 1.7.1 of this Manual, respectively.*

Both the commercial permittee and the event host/special occasion permittee are responsible for the service of the beverage alcohol under the Special Occasion Permit.

2.5 Amending a Permit

Once a permit has been issued, a request is required to change any detail of the permit. Requests should be made to SLGA Head Office via email (SOP@slga.com) or telephone (1-800-667-7565). Depending on the change requested, the permit may be amended immediately, or further review may be necessary. Additional information about the event may be required to approve the request, including obtaining approval from the municipality even if such approval was previously provided for the original permit.

CHAPTER 3 - OPERATING REQUIREMENTS

It is the responsibility of the permittee to ensure that the event is conducted in accordance with *The Alcohol and Gaming Regulation Act, 1997*, *The Alcohol Control Regulations, 2016*, the terms of the permit, and SLGA policies.

3.1 Facility Requirements

3.1.1 Capacity and Safety

The number of guests and event staff present at a special occasion permitted event at any one time must not exceed the fire rated capacity of the facility where the event is being held. If desired by the applicant, SLGA can provide assistance in calculating the fire capacity of the permitted area, particularly in cases where the event is to be held in a temporary structure or fenced-in area.

The permittee is responsible for ensuring that the facility is suitable for the event, including compliance with building and health codes as well as applicable fire regulations. *For information about specific facility requirements for outdoor and high-risk events, see Chapter 4 of this Manual.*

3.1.2 Access to Washrooms and Other Facilities by Minors

Some Sale permitted events may have an unpermitted area where minors who are not accompanied by their parent, legal guardian, or spouse of legal age can attend. At those events, unaccompanied minors must be able to access washrooms, food service, and activities without entering the permitted area.

3.2 Hours of Operation

Beverage alcohol may be sold, served, and consumed at a special occasion permitted event only during the hours specified on the permit. If the desired hours change after the permit is issued, a request must be made to SLGA Head Office (SOP@slga.com or 1-800-667-7565) for approval.

3.2.1 Maximum Length

Typically, a Special Occasion Permit cannot exceed 12 hours. Some event types are restricted to a shorter period of time, including:

- Annual permits for meetings (Section 1.8.3)
- Annual permits for recurring community events (Section 1.8.3)
- Adult sports league games (Section 4.11.2)

For events that are deemed to be of provincial, national, or international interest, SLGA may consider approving a permit to operate for up to 19 hours per day. Requests for extended hours must be submitted to SLGA Head Office via email at SOP@slga.com.

3.2.2 Start Time

Beverage alcohol cannot be sold, served, or consumed before 9:30 a.m. (or the start time listed on the permit, if later).

3.2.3 Tolerance Period and End of Beverage Alcohol Sale and Service

Sale and service of beverage alcohol must cease at least a half hour before the end time listed on the permit. This half hour is known as the tolerance period and is intended to allow patrons to comfortably finish their drinks before the end of the event.

3.2.4 Standard End Time

Except on New Year's Eve, beverage alcohol cannot be consumed, and no open alcohol can be present in the permitted area after 2:30 a.m. (or the end time listed on the permit, if earlier).

3.2.5 New Year's Eve End Time

On New Year's Eve, beverage alcohol cannot be consumed, and no open alcohol can be present in the permitted area after 3:00 a.m. (or the end time listed on the permit, if earlier).

3.3 Event Management

The applicant for the Special Occasion Permit is considered the event host and thus, is culpable and responsible for all aspects of the event. This individual (or the designated alternate) is required to be present for the entire duration of the event. The Permittee Obligations included with the approved permit must be followed at all times.

3.3.1 Permit Documents

The approved permit must be posted in a prominent location at the event. The Permittee Obligations that were included with the permit are not required to be posted but must be on hand at the event for reference.

The receipts for all beverage alcohol at the event must be on-site and be readily available if requested. All the receipts must show the approved permit number for the event.

3.3.2 Minors

Minors may attend special occasion permitted events as non-drinking guests or event staff only if the permit is endorsed to allow minors. *For more information about minor endorsements on Non-sale, Cost Recovery, and Sale permits, please see Sections 1.5.3, 1.6.3, and 1.7.3 of this Manual, respectively.*

Minors must not purchase or consume alcohol, nor may they act in any way in the sale or service of beverage alcohol, including but not necessarily limited to:

- Checking identification
- Selling drink tickets
- Placing drink orders
- Serving beverage alcohol
- Serving mix
- Collecting used drink containers

Minors may also be present at Non-sale or Cost Recovery permitted events, with or without accompaniment, in order to provide professional entertainment or emergency maintenance services (e.g., plumbing, heating, etc.). At Sale permitted events, minors attending in this capacity who are not accompanied by a parent, legal guardian, or spouse that is of legal age must leave the premises when not providing the service, including during breaks.

Minors may not attend a liquor permitted event in any capacity if the event offers adult entertainment involving minimal clothing, wet clothing contests, pole dancing, burlesque, striptease, or similar performances. *For more information about restrictions on adult entertainment, see Section 3.3.16 of this Manual.*

3.3.3 Signage Regarding Minors

Appropriate signage regarding minors must be displayed in a conspicuous location at Sale permitted events. Several variations on these signs are available from SLGA, including:

- “Warning to Minors”
- “No Minors Allowed”
- “No Minors Allowed Unless Accompanied by Parent or Legal Guardian”

Contact SLGA Liquor Licensing and Inspections Branch at 1-844-699-7542 for available signage.

3.3.4 Checking Identification for Minors

Permittees are required to demand proof of age from anyone who appears to be a minor and who is attempting to purchase or consume beverage alcohol, or to enter a minors-prohibited area.

If a person is identified as a minor, or an individual who appears to be a minor fails or refuses to produce satisfactory proof of age identification, the permittee must deny service of beverage alcohol, and if applicable, must ask the person to leave the minors-prohibited area of the establishment immediately.

SLGA recommends that all permittees adopt SLGA's Check 25 Identification standards as an effective measure to prevent minors from purchasing beverage alcohol or accessing minors-prohibited areas.

Under the [Check 25 program](#), anyone who appears to be under the age of 25 years must show either:

- A government-issued photo identification with a birth date, or
- Three other pieces of identification, at least one of which must have a birth date

SLGA considers the following to be acceptable forms of photo identification (must be current and valid):

- Photo Driver's Licence
- Firearms Licence
- Passport
- Armed Forces I.D. Card
- Government Photo I.D.
- Landed Immigrant Photo I.D.
- Certificate of Indian Status

SLGA considers the following to be acceptable forms of secondary identification:

- Post-Secondary Photo I.D. Card
- Credit/Debit Card
- Birth Certificate
- An expired photo identification from the above list

The identification produced by a person should be carefully examined to ensure that:

- The photograph is authentic and has not been substituted
- Any plastic laminate has not been tampered with
- The signature is verified on photo identification to other forms of identification
- The name or date of birth has not been altered, and
- The authenticity of the identification is verified by comparing it to a known legitimate piece of identification. For example, compare an individual's driver's licence with your own driver's licence.

An electronic photo (i.e., cell phone photo) of any identification is not acceptable.

3.3.5 Server Intervention Training

Server intervention training, known as Serve It Right Saskatchewan or SIRS, is available online through the Saskatchewan Tourism Education Council (STEC). SIRS training is typically targeted at commercial permittees, however, STEC also provides an online course for unpaid volunteers who serve or sell alcohol under a Special Occasion Permit. This course is not mandatory but does provide helpful information regarding the

service of alcohol at events covered by a Special Occasion Permit. *For more information about available training courses, please visit www.sirs.ca.*

SLGA can provide additional assistance for event organizers to better manage their permitted event safely. *Contact SLGA Liquor Licensing and Inspections Branch at 1-844-699-7542 for additional information.*

3.3.6 Posting Drink Prices

Drink prices must be posted in a noticeable location at a permitted event, typically at the table where drink tickets are sold and/or the bar where drinks are served.

3.3.7 Serving Sizes

The following are considered standard serving sizes for special occasion permitted events:

- Spirits and liqueurs – 1.5 ounces (43 ml)
- Wine by the glass – 5 ounces (142 ml)
- Wine by the bottle – actual size
- Draught beer – 12 ounces (341 ml)
- Cider/Cooler – 12 ounces (341 ml)
- Bottled/canned beer and coolers – actual size

If the above serving sizes are not used, the permittee must post the actual serving sizes in a visible location at the event so that guests can make informed decisions about the amount of alcohol they consume.

Please note that all of the following drinks contain the same amount of absolute alcohol:

Beer - 5% alcohol	12 oz (341 ml)
Spirits - 40% alcohol	1.5 oz (43 ml)
Wine - 12% alcohol	5 oz (142 ml)

3.3.8 Serving Methods

Beverage alcohol at all special occasion permitted events must be sold and served by designated individuals. Self-service is prohibited unless specifically approved by SLGA.

The following conditions must be adhered to during the permitted event:

- Spirits and liqueurs must be measured and dispensed into a glass before being served.
- Wine, beer, and coolers may be served by the glass or in the original container.
- All containers must be opened by event staff before they are served.
- Drinks may be mixed in advance (e.g., jello shooters) or at the time of service.

If drinks are mixed in advance, the permittee must ensure that information regarding the amount of beverage alcohol contained in each drink is readily available to the customer.

For events where beverage alcohol is being consumed in bleachers, customers must purchase the alcohol at a designated point of sale, and all drinks must be served in a soft-sided cup that is easily distinguished from containers for non-alcoholic beverages. Hawking (selling) in bleachers is prohibited.

SLGA recommends that permittees consider limiting customers to purchasing two drinks at a time to help monitor consumption and reduce the likelihood of alcohol being passed to minors or intoxicated individuals.

3.3.9 Removing Alcohol from Premises

Beverage alcohol consumption is restricted to the area identified on the permit. Permittees are responsible for ensuring that patrons do not remove beverage alcohol from the permitted area.

Special occasion permittees are prohibited from selling or serving beverage alcohol for consumption off the permitted premises, unless authorized by SLGA as part of a fundraising auction by a bona fide organization. *For more information about auctioning beverage alcohol, see Section 4.9 of this Manual.*

3.3.10 Food and Non-alcoholic Beverages

A supply of food must be available to patrons during the permitted event. Light meals (e.g., appetizers, cheese/vegetable trays) and/or pre-packaged snacks (e.g., potato chips, peanuts) would be considered sufficient for event guests. Ideally, this food would be available throughout the event, but the event host may also choose to provide food at a specified mealtime.

Non-alcoholic beverages must be available at all times during the permitted event.

3.3.11 Security

It is the responsibility of the permittee to ensure that adequate security is present at the event.

Security must monitor access to the permitted area and should also circulate throughout the permitted areas to monitor for minors, intoxication, unruly behaviour, and any other violations of *The Alcohol and Gaming Regulation Act, 1997, The Alcohol Control Regulations, 2016*, the terms and conditions of the permit and SLGA policies.

Where non-compliance is found, the event host and/or security are required to address and correct the issue immediately at the event.

For large events, SLGA typically requires one security person for every 100 guests up to 1,000 and one additional security person for every 250 guests after that. *For more information about security requirements at large events, see Section 4.1.1 of this Manual.*

3.3.12 Lighting

The event host must ensure that adequate lighting is available to conduct proper identification checks, to aid the safety of patrons, and to address any possible emergency situations. Security personnel should carry flashlights where necessary.

3.3.13 Overservice, Overconsumption, and Conduct of Guests

Permittees have several responsibilities under *The Alcohol and Gaming Regulation Act, 1997 (Act)* regarding intoxication and the conduct of guests:

- Permittees must not sell or serve beverage alcohol to an individual who is, or appears to be, intoxicated.
- Permittees must ensure that an intoxicated individual does not possess or consume beverage alcohol at a permitted event.
- Permittees must not allow an intoxicated individual to remain at a permitted event, or where an individual appears to be intoxicated, the permittee may allow the guest to temporarily remain in the permitted area while reasonable arrangements are made to ensure the safety of the guest.
- Permittees must not allow riotous, quarrelsome, violent, or disorderly conduct at a permitted event.

Permittees must not allow or create conditions that may encourage overconsumption or result in dangerous conditions, including:

- Selling more tickets than the event can accommodate at one time
- Offering incentives to customers to purchase several drink tickets at once
- Encouraging large ticket purchases at last call
- Providing inadequate facilities so that customers are overcrowded or lined up for long periods of time (including drink, food, and washroom lineups)
- Advertising events using language that endorses intoxication or unruly behavior (e.g., ‘Beer Bash’ or ‘Drink Until You Drop’)

In cases where a patron is or appears to be intoxicated, where a minor is in possession of beverage alcohol, or where an individual is found to be providing alcohol to a minor, any wristbands must be confiscated, and the individual(s) involved must be removed from the permitted area. *For more information about using wristbands at permitted events, see Section 4.1.3 of this Manual.*

If necessary to ensure the safety of the patron, event staff may allow an evicted patron to remain on the premises while reasonable arrangements for transportation are made. Event staff must ensure that the patron does not have access to beverage alcohol while waiting for transportation to arrive.

In addition to responsibilities under the *Act*, permittees and event hosts may face civil or criminal liability for injuries to customers or members of the public as a result of beverage alcohol consumption at a permitted event. SLGA recommends that event hosts obtain legal advice and maintain appropriate insurance for any permitted events.

If a permittee would like training to ensure they are equipped to identify signs of intoxication, as well as minors and other aspects of managing permitted events safely, options include:

- Server intervention training, known as Serve It Right Saskatchewan (SIRS), is available online through the Saskatchewan Tourism Education Council www.sirs.ca.
- Consultation session with an Inspector from SLGA's Liquor Licensing and Inspections Branch. *Contact SLGA Liquor Licensing and Inspections Branch at 1-844-699-7542 for additional information.*

3.3.14 Drinking Games

Special occasion permittees are prohibited from promoting and/or advertising events using language that endorses intoxication or unruly behaviour (e.g., “Beer Bash” or “Drink Until You Drop”). Events that promote increased or rapid consumption of beverage alcohol include events known as “drinking games”. An example of a drinking game would be beer pong.

SLGA has established the following conditions under which games imitating beer pong may occur at a permitted special occasion event:

- The consumption of beverage alcohol cannot be linked, either directly or indirectly, to the play of the game. Patrons are allowed to consume beverage alcohol while playing the game; however, they cannot be required or encouraged to consume beverage alcohol as a result or consequence of playing the game.
- Permittees are encouraged to change the name of the game to remove references to beverage alcohol.
- The permittee must ensure that all participants are clearly informed that beverage alcohol consumption is not a part of the game. This can be achieved through advertising and/or the rules of play, whether written or verbal.
- Within the game of beer pong, the cups used for game play cannot contain beverage alcohol. Similar rules would apply to other games where alcohol consumption is typically expected.
- Permittees are expected to prevent players from modifying the game rules of play to require or encourage the consumption of beverage alcohol.
- In the event players appear to be consuming alcohol according to the typical rules of play of the game, SLGA expects the permittee to advise participants of the rules and monitor accordingly. An example of this would be participants rapidly drinking from their own cups upon the scoring of a point.
- If this behavior occurs, the game needs to be discontinued.

3.3.15 Staff and Volunteer Alcohol Consumption

As a best practice, staff and volunteers providing beverage alcohol service or supervisory responsibilities at a permitted event should not consume beverage alcohol before or during the performance of assigned duties. Staff and volunteers cannot be intoxicated during their fulfillment of their responsibilities during the event.

If a staff member or volunteer decides to drink alcohol after the end of their shift, SLGA recommends that any clothing or badges identifying the individual as staff or a volunteer be removed first.

3.3.16 Nudity and Striptease

Except as described below, permittees are prohibited from having or allowing striptease entertainment or any nude activity or entertainment at a special occasion permitted event.

In communities where there is no authorized commercial liquor Special Use permitted premises, occasional striptease entertainment may be approved by SLGA to take place at an event subject to a Special Occasion Permit. SLGA will only consider approving an event with striptease entertainment if:

- The entertainment does not involve nudity.
- The event will not be attended by any minors including customers, event staff, or entertainment providers (including lighting and sound technicians).
- The entertainment will not be visible from outside the permitted area.
- The event is a fundraiser supporting a charitable or community purpose that is publicly identified in advance.
- The charity/community beneficiary agrees to being associated with the event.
- No striptease entertainment has taken place at a permitted event in that location within the preceding 12 months.

The prohibition against nudity means that:

- Genital areas must be covered by non-transparent fabric at all times.
- The nipples of female performers must be covered by non-transparent fabric at all times.
- Fabric that is partially transparent, such as lace, is allowable provided that non-transparent fabric covers the nipples and genital areas.
- Non-fabric materials, such as body paint or mud, are not an acceptable form of coverage for genital areas or nipples.

3.3.17 Allowing Police and SLGA Inspector Access

Permittees are required to give SLGA Inspectors and/or Police Officers access to the permitted area at any time before, during, or after an event for the purpose of inspection. Failure to do so is a violation of *The Alcohol and Gaming Regulation Act, 1997*, and may result in sanction or denial of future permits.

3.4 Purchasing Beverage Alcohol

SLGA encourages special occasion permittees to contact their preferred liquor retailer sufficiently in advance of the event to ensure the desired products are available. A copy of your permit, or permit number, is required at the time beverage alcohol for the event is purchased.

3.4.1 Authorized Source

For a special occasion permitted event, beverage alcohol may be purchased from any Saskatchewan liquor retailer.

3.4.2 Prohibited Sources

Beverage alcohol from the following sources cannot be sold, served, or consumed at a special occasion permitted event:

- Homemade alcohol, including alcohol made at a U-Brew/U-Vin establishment
- Alcohol brought to the event by guests (also known as Bring Your Own Alcohol, BYOA, BYOB, etc.)
- Alcohol from private collections
- Donated alcohol, except as outlined in subsection 3.4.3 below
- Alcohol that has been imported into the province by an individual on his or her own person or through direct-to-consumer delivery authorization
- Alcohol purchased from any source other than those listed in Section 3.4.1 of this Manual

An event host that has any concerns about whether a particular source of alcohol is acceptable should contact SLGA Head Office (SOP@slga.com or 1-800-667-7565) for guidance.

3.4.3 Donated Alcohol

Only bona fide organizations fundraising under a Sale permit may serve donated beverage alcohol at a special occasion permitted event.

Individuals, organizations, and companies who wish to support bona fide organizations fundraising through special occasion Sale permitted events may, with the agreement of the permittee, purchase and donate beverage alcohol for consumption at the event.

The permittee may not give its permit number out generally to individuals attending the event but may provide the permit number to donors to facilitate the purchase of beverage alcohol.

The permittee must ensure that the following conditions are met in order to serve donated alcohol at an event:

- The alcohol being donated must be purchased by the donor at full price

including re-sale levy, from an authorized source (see Section 3.4.1).

- The purchaser must provide the permit, or permit number, at the time of purchase, and the permit number must appear on the receipt for the alcohol.
- All receipts must be given by the donor to the permittee to be readily available at the event.

3.4.4 Storage

Beverage alcohol left over from a permitted event may be stored for use at a future permitted event provided that the permittee maintains a detailed inventory list and all receipts are available at the next permitted event. Beverage alcohol must be kept in a secure location while in storage.

To ensure that the appropriate re-sale levy is collected, only alcohol purchased under a Sale permit can be used at a Sale permitted event.

3.4.5 Returns

Special occasion permittees are advised to check with their liquor retailer for their policy on returns prior to purchase. Many retailers will accept unopened liquor provided it was purchased from their store (original sales receipt may be required) and the packaging is not damaged (e.g., seals and labels are intact, cases of beer are unopened).

3.4.6 Personalized Labels

An event host that wants to serve alcohol in a bottle with a personalized label may do so as long as the original commercial label is not covered or removed. Retaining the commercial label helps the police or liquor inspector confirm that the alcohol in the bottle is not homemade.

3.5 Record Keeping

Bona fide and community fundraising organizations fundraising under special occasion Sale permits must retain all records relating to the Special Occasion Permit event, including:

- Receipts for alcohol purchases
- Refund receipts for any returned alcohol
- All ledgers and records that detail transactions relating to the event
- Bank statements, cancelled cheques, deposit books, and cheque stubs with respect to the bank account for the event
- Bills of sale, invoices, vouchers, or receipts to support disbursements from event proceeds.

These records must be retained for a minimum of one (1) year from the date of the Special Occasion Permit event and must be made available to SLGA upon request.

SLGA reserves the right to request financial records from the permittee following the conclusion of the event.

3.6 Advertising

SLGA recommends that event hosts do not start advertising or selling tickets for a planned event until the Special Occasion Permit has been approved.

Public advertising is prohibited for all Non-sale and Cost Recovery permitted events, as well as for events operating under a Sale permit held by an individual, as these events are required to be open to invited guests only.

Advertising for Sale permitted events may state that the event is open to the public and can include information about the price of drinks. However, language that encourages excessive consumption of beverage alcohol (e.g., “Beer Bash” or “Drink ‘til You Drop”) cannot be used.

CHAPTER 4 - ADDITIONAL OPERATING REQUIREMENTS

Event types described in this section are subject to all the standard requirements of a special occasion permitted event unless otherwise specified.

4.1 Large Events

Large events are typically ones where more than 500 guests are expected to attend the permitted area at one time.

In most cases, a large public event has higher risk to the safety of guests and the public and is typically subject to additional requirements as described below.

4.1.1 Security Requirements

It is the responsibility of the permittee to ensure that adequate security is present at the event.

Security must monitor access to the permitted area and should also circulate throughout the permitted areas to monitor for minors, intoxication, unruly behaviour, and any other violations of *The Alcohol and Gaming Regulation Act, 1997*, *The Alcohol Control Regulations, 2016*, the terms and conditions of the permit and SLGA policies.

Where non-compliance is found, the event host and/or security are required to address and correct the issue immediately at the event.

During large events, SLGA requires one security person for every 100 guests up to 1,000 and one additional security person for every 250 guests after that. SLGA may specifically require additional security and that Licensed Security be used.

Licensed Security refers to an individual who holds a valid security guard licence issued by the Law Enforcement Services Branch of Saskatchewan within the Ministry of Corrections and Policing.

SLGA can provide consultation with a Liquor Inspector upon request.

4.1.2 Lighting

The event host must ensure that adequate lighting is available to conduct proper identification checks, to aid the safety of patrons, and to address any possible emergency situations. Security personnel should carry flashlights where necessary.

4.1.3 Wristbands

For large public events, permittees often use a wristband system to help identify patrons that are of legal drinking age. The wristband system is intended to demonstrate that a patron has provided identification verifying they are not a minor and is therefore allowed

to purchase beverage alcohol or drink tickets at the event. Event staff should ensure that wristbands are issued to patrons of legal age at the time they enter the event. Wristbands should be properly secured to ensure that they cannot be passed between patrons.

The presence of a wristband does not absolve the permittee and staff at the event of their responsibility for ensuring that minors are not served beverage alcohol. As a best practice, the event staff should check the identification throughout the event of any individual that appears to be 25 years of age or younger and is attempting to purchase drink tickets, obtain or consume beverage alcohol, or access an area where minors are not allowed.

Where event staff have identified a minor that is in possession of a wristband, the wristband must be confiscated and drink ticket sales, beverage alcohol service, and access to minor-prohibited areas must be refused. Event staff should also determine if the minor is at the event in the company of a parent, legal guardian, or spouse of legal age, where required.

For more information about checking identification for minors, see Section 3.3.4 of this Manual.

4.1.4 Designated Wet and Dry Areas

SLGA may require some events to have both permitted and unpermitted areas, particularly where an event host wants to allow minors to attend unaccompanied by a parent, legal guardian, or spouse of legal age.

4.1.5 Transportation and Accommodations

Where an event is being held in a location that does not have public transportation or taxi facilities, event hosts should consider providing transportation and/or accommodation (such as camping facilities) to ensure that patrons do not drive after consuming beverage alcohol.

4.1.6 Emergency Services

For events with more than 1,000 guests, Emergency Medical Services (EMS) and adequate emergency transportation must be provided for the duration of the event.

For events with 1,000 guests or less, SLGA may require that the event host have a detailed plan in place to respond to emergency situations.

4.2 Outdoor Events

4.2.1 Definition

An event that is held in an outdoor enclosed area, in a temporary structure, or in an open-air permanent structure is considered an outdoor event and is subject to the additional application requirements outlined in this section.

Examples of outdoor permitted areas include, but are not limited to:

- Bleachers at an outdoor event, such as a ball game, rodeo, etc.
- A fenced beer garden
- A tent or moveable trailer
- A gazebo

A quonset, barn, or similar permanent structure that is fully enclosed is considered an indoor location.

An event being held at an indoor facility, which includes a permanently connected open-air patio area, would be considered an indoor location.

If the event includes a temporary outdoor patio area or if the patio is on a property that is owned by the municipality, the event would be considered an outdoor event.

4.2.2 Site Requirements

The permittee must ensure that the event site is large enough to accommodate the planned number of guests in accordance with applicable fire regulations. SLGA may require an applicant to provide confirmation that the event site meets fire and health safety requirements, if considered necessary. SLGA typically determines the maximum capacity for an outdoor event based on the size of the enclosure.

A detailed site plan (including measurements) of the area is required for all outdoor events and must include information about the enclosure, entrances, exits, washroom location, and the areas where beverage alcohol is to be served and consumed.

4.2.3 Enclosure Requirements

The permitted area must be clearly defined and sufficiently enclosed to enable the permittee to control access to the event, consumption of beverage alcohol, and the conduct of guests. In cases where the event will be attended by 500 guests or fewer, this enclosure requirement is typically minimal. For example, a 4-foot-high rope may be considered sufficient.

For larger events, events that have a greater public safety risk, or events that have greater potential for impact on the surrounding area, SLGA typically requires that the permitted area be enclosed using a 5-foot fence or two 4-foot fences with a 4-foot buffer zone between them. The enclosure must be constructed in a manner that prevents individuals from crossing the barrier or passing alcohol across it. A popular and inexpensive material used for this purpose is plastic snow fence, which can be overlapped and secured to attain the necessary height.

Natural barriers, such as trees, hedges, lakes, and waterways, are not typically considered sufficient to enclose an event adequately. As well, unfenced shorelines of creeks, rivers, and lakes pose a safety hazard where alcohol is being consumed.

Where an outdoor event is taking place in a facility that is already enclosed and can reasonably be monitored, such as a tent or walled courtyard, no additional fencing is typically required.

Where an outdoor event is taking place in an isolated area, such as property in a non-residential area, an enclosure may not be required as long as the permittee can monitor and control the entire event at all times. SLGA may require additional information about where on the property the event is to take place as well as the surrounding area.

4.2.4 Municipal/Park/Band Approval

Outdoor events require written approval from the appropriate governing authority before a permit can be issued. In most cases, this approval can be obtained from the municipality or band office. SLGA will only permit the event for the time duration approved by the governing authority.

Permittees interested in holding an outdoor event in municipal/regional/provincial/federal parks or in the Northern Administration District should approach the following governing authorities to obtain written approval:

- **Regional Park:** Contact the Saskatchewan Regional Park Association Head Office at (306) 975-0857 or by email at info@saskregionalparks.ca.
- **Provincial Park (including events held adjacent to provincially owned land or near bodies of water):** Approval must be sought from the provincial park where the event is occurring. Specific contact information for each park can be found at <http://saskparks.net> or by calling (306) 787-8676 or 1-800-205-7070.
- **Prince Albert National Park:** For park approval, please contact (306) 663-4519.
- **Northern Administration District (NAD):** Please contact the appropriate community Administrator. The contact information for all municipals, including the NAD, can be found [here](#).

For recreation subdivisions located in the Northern Administrative District, contact (306) 425-4325.

4.2.5 Blanket Site Approval

Where a permanent outdoor event facility such as a gazebo, barn, or permanent fenced area exists, SLGA may consider giving the site “blanket” approval so that event hosts do not have to submit a site plan for each event held in that location. Applications for events in these locations are still reviewed by SLGA Head Office to ensure that the site has an approved plan in place.

4.3 Arenas

All or a portion of a sports arena may be permitted for the service and consumption of beverage alcohol provided that the permittee is able to monitor and control access to the facility, the consumption of beverage alcohol, and the conduct of all guests. SLGA may require an inspection of the permitted area prior to the Special Occasion Permit being approved.

4.3.1 Covered Ice Surface

SLGA does not permit beverage alcohol to be consumed on the ice surface area of a rink, except in cases where the ice has been covered or removed.

4.3.2 Minimum Separation

The permittee is responsible for ensuring that a safe distance is maintained between the sports activity and the permitted area.

In most cases, the permittee may determine what separation is necessary based on the nature of the activity. However, SLGA may impose minimum separation requirements in cases where the sporting event involves high-risk activities such as auto racing, target shooting, etc. *For more information about separation requirements at high-risk activities, see Section 4.5 of this Manual.*

4.4 Golf Courses

Where an event is taking place on a golf course, the event host may obtain a Special Occasion Permit for all or part of the course. The permitted area must be closed to the public, and the event host is responsible for monitoring all patrons at the permitted event, including any golfers.

4.4.1 Municipal Approval

Municipal approval is required before a permit can be issued for a golf course.

4.4.2 Site Plan

A site plan for a golf course is not required.

4.5 High Risk Activities

The permittee is responsible for the safety of attendees at the event. At any event that involves the risk of injury to spectators, the permittee must take appropriate precautions to provide a safe distance between the spectators and the participants. At certain types of events as described below, SLGA requires a minimum separation between spectators and participants, and may impose other safety precautions to ensure the safety of all involved.

4.5.1 Motor and Recreational Vehicles

Where an event involves auto racing, the permitted area must be separated from the racetrack by a barrier that is substantial enough to prevent patrons from being injured in the event of loss of control. The racetrack, pit areas, and infield will not be permitted.

Individuals who will be operating vehicles as part of an event involving motor or recreational vehicles must not consume beverage alcohol until they are finished participating in the event.

4.5.2 Weapons

At events involving firearms and/or weapons, the permitted area must be in a separate room or area completely isolated from the weapons area. The weapons area will not be permitted.

Individuals who will be using weapons as part of a permitted event must not consume beverage alcohol until they are finished participating in the event.

4.5.3 Paintball Courses

For events at paintball courses, the permitted area must be in a room or enclosed area separate from the actual course, with access restricted to players and spectators who are attending the event.

Participants must not consume beverage alcohol until they are finished playing, and beverage alcohol cannot be sold or served to course customers who are not attending the event.

4.5.4 On or Near Water

SLGA does not issue Special Occasion Permits for events taking place on boats.

Where an event is taking place near water, SLGA typically requires the use of a five-foot barrier between the event and the water to ensure the safety of patrons at the event.

See Section 4.2.4 of this Manual for information about events taking place in parks.

4.5.5 Fight Events

A Special Occasion Permit may be issued for a fight event that has been sanctioned by the provincial athletics commission or the appropriate amateur sport governing body. SLGA requires documentation that the event is appropriately sanctioned before a permit will be issued.

For amateur events that are sanctioned by the sport governing body, the age of the participants is controlled by the governing body, but to be eligible for a liquor permit a majority of competitors must be of legal drinking age (19 or older).

In order for professional events to be sanctioned by the provincial athletics commission, all competitors must be of legal drinking age (19 or older).

4.5.6 University Events

SLGA does not endorse Special Occasion Permits to allow minors to attend university events unaccompanied by a parent, legal guardian, or spouse of legal age unless the event is an official university event that has a focus other than the consumption of beverage alcohol (typically a faculty/student event).

Depending on the nature and history of the event, SLGA may require the event host to take additional precautions, such as increased security presence, volunteer training, or the use of a commercially permitted alcohol caterer, to ensure the safe and responsible consumption of beverage alcohol at these events.

University of Regina:

- University events scheduled to take place in any of the following locations require approval from the respective location:
 - Champion College
 - First Nations University of Canada
 - Innovation Place Regina
 - Luther College
- All other events that take place on University of Regina grounds require approval from the university before a permit can be issued.
 - Applicants should contact University of Regina, Manager of Security at (306) 585-4655 to obtain approval.

University of Saskatchewan:

- Student-organized events that take place on University of Saskatchewan grounds require approval from the university before a permit can be issued.
 - Applicants should contact the University of Saskatchewan, Food and Beverage Manager at liquorpermitinquiries@usask.ca to obtain approval.
- University of Saskatchewan events that are not organized by students or are held off campus typically do not require university approval.

4.6 High School Graduations – Family Gatherings

SLGA allows permits for private family gatherings to celebrate the achievements of a single graduate and escort. This permit may be Non-sale or Cost Recovery.

Along with the application, the applicant is required to sign a declaration stating that the event is a private family function, and not an event which all or most of the graduating class are expected to attend.

SLGA will not issue a Special Occasion Permit for a high school or elementary school graduation event where all or several members of the graduating class are expected to

attend, or where the community at large is invited to celebrate the graduation.

As with any permitted event, minors are prohibited from consuming beverage alcohol.

4.7 Trade Shows – Liquor Focused Events

A trade show is an event where beverage alcohol is showcased by liquor suppliers to the general public. Typically, beverage alcohol can be showcased at a liquor trade show or a general trade show in Saskatchewan.

A liquor trade show (e.g., Taste of Spring) is an event where beverage alcohol is showcased by liquor manufacturers, their representatives, agents, or any other liquor permittees who are authorized to sell or serve alcohol to the public. *For information on general trade shows, see section 4.8 of this Manual.*

4.7.1 Eligibility

Bona fide organizations and businesses are eligible for Sale permits for trade shows. For liquor focused trade shows, the trade show organizer must be the permit applicant. *For information about limits on the number of permits a business or organization can qualify for, see Section 1.3.6 of this Manual.*

Commercial Permittees with a Trade Show Endorsement (i.e., theatre/concert/convention center premises, university/post-secondary institution, or exhibition or fair premises) do not need to apply for a Special Occasion Permit but must comply with all policies for liquor focused trade shows. No additional approval or permit is required for the participating suppliers.

4.7.2 Operations

Minors are prohibited from attending liquor-focused trade show events.

Since liquor focused trade show events are minors-prohibited, SLGA typically authorizes the sale and service of beverage alcohol throughout the trade show floor.

The trade show organizer may serve or allow suppliers to serve samples and/or full-size drinks.

Samples can be done at a charge or no charge while full size drink servings must be offered at a charge. Beverage alcohol samples must generally be sold through the use of tokens, however SLGA may consider requests to include samples in a single, premium entry price on a case-by-case basis.

The maximum beverage alcohol sample sizes at trade shows are as follows:

- Spirits: one-half ounce or 14.25 milliliters
- Wine: two ounces or 57 milliliters
- Beer or Coolers: four ounces or 114 milliliters

Samples and servings must be sold in accordance with the following minimum price requirements:

- Bottled/Canned Beer: \$1.00 per ounce
- Coolers: \$1.00 per ounce
- Draft Beer: \$0.14 per ounce
- Spirits: \$1.00 per ounce
- Wine: \$0.35 per ounce

Samples and full-size servings are for on-site consumption only and all display booths must be staffed at all times by personnel determined by the trade show organizer.

Light meals and non-alcoholic beverages must be available during the trade show if full drinks are served. *For additional information about Liquor Trade Shows, see Chapter X, Section 8(a) of the [Commercial Liquor Permittee Manual](#).*

4.8 Trade Shows – General Events

A trade show is an event where beverage alcohol is showcased by liquor suppliers to the general public. Typically, beverage alcohol can be showcased at a liquor trade show or a general trade show in Saskatchewan.

A general trade show (e.g., Home and Garden Show) is an exhibition where businesses in the liquor industry, as well as other industries, are both present to promote a variety of goods and services to the public. The layout of a general trade show can be individual display booths, a defined area, or a mix of both. *For information on liquor focused trade shows, see section 4.7 of this Manual.*

4.8.1 Eligibility

Bona fide organizations and businesses are eligible for a Special Occasion Permit for trade shows. For general trade shows, the applicant will be based on how the beverage alcohol will be located within the trade show floor.

If the beverage alcohol will be in a display booth that is integrated within the non-liquor display booths on the trade show floor, each supplier showcasing their product will obtain their own separate Special Occasion Permit.

If the beverage alcohol will be in a defined area located separate and away from the non-liquor display booths, the trade show organizer will be the permit applicant. Commercial Permittees with a Trade Show Endorsement (i.e., theatre/concert/convention center premises, university/post-secondary institution, or exhibition or fair premises) do not need to apply for a Special Occasion Permit but must comply with all policies for general trade shows. No additional approval or permit is required for the participating suppliers. *For information about limits on the number of permits a business or organization can qualify for, see Section 1.3.6 of this Manual.*

SLGA may not approve the Special Occasion Permit application if the event is deemed to not be an appropriate fit for the service of beverage alcohol (i.e., a youth focused event).

4.8.2 Operations – Display Booth

For a beverage alcohol display booth that is integrated within the area of non-liquor display booths, sampling is allowed directly at the supplier booth.

Minors are allowed on the general trade show premises. Samples cannot be offered or provided to minors or intoxicated individuals.

Sampling is allowed and can be served for a charge or no charge, consistent with whether a Sale or Non-Sale Special Occasion Permit has been obtained.

Beverage alcohol samples must generally be sold through the use of tokens, however SLGA may consider requests to include samples in a single, premium entry price on a case-by-case basis.

The maximum beverage alcohol serving sizes at a display booth are as follows:

- Spirits: one-half ounce or 14.25 milliliters
- Wine: two ounces or 57 milliliters
- Beer or Coolers: four ounces or 114 milliliters

Samples servings must be sold in accordance with the following minimum price requirements:

- Bottled/Canned Beer: \$1.00 per ounce
- Coolers: \$1.00 per ounce
- Draft Beer: \$0.14 per ounce
- Spirits: \$1.00 per ounce
- Wine: \$0.35 per ounce

Samples are for on-site consumption only. Patrons cannot walk freely with their samples. They must stay at the display booth until the sample is finished.

Full size drink servings cannot be offered inside the individual booth.

Each supplier is responsible for the sale and service of alcohol samples provided to patrons. Each display booth must be staffed at all times by the supplier. *For additional information about General Trade Shows – Display Booth, see Chapter X, Section 8(b)(i) of the [Commercial Liquor Permittee Manual](#).*

4.8.3 Operations – Defined Area

For beverage alcohol sampling that is located in a specific area, the trade show organizer must create a defined separate location (i.e., barrier creating separation) that is separate and away from the non-liquor display booths.

No minors are allowed within the defined area unless with a parent, legal guardian or spouse of legal age.

Samples may be served at a charge or no charge (in line with the terms of the permit). Full drink servings must be offered at a charge.

Beverage alcohol samples must generally be sold through the use of tokens, however SLGA may consider request to include samples in a single, premium entry price on a case-by-case basis.

The maximum beverage alcohol sample sizes within a defined area are as follows:

- Spirits: one-half ounce or 14.25 milliliters
- Wine: two ounces or 57 milliliters
- Beer or Coolers: four ounces or 114 milliliters

Samples and servings must be sold in accordance with the following minimum price requirements

- Bottled/Canned Beer: \$1.00 per ounce
- Coolers: \$1.00 per ounce
- Draft Beer: \$0.14 per ounce
- Spirits: \$1.00 per ounce
- Wine: \$0.35 per ounce

Samples and servings are for on-site consumption only. Patrons cannot leave the defined area with their sample or full-size drink.

The defined area must be staffed at all times by personnel determined by the trade show organizer. No product can be sold for off-site consumption.

Light meals and non-alcoholic beverages must be available during the trade show if full size drinks are served. *For additional information about General Trade Shows – Defined Area, see Chapter X, Section 8(b)(ii) of the [Commercial Liquor Permittee Manual](#).*

4.9 Beverage Alcohol Auctions

SLGA may issue a Sale permit to a bona fide organization to auction beverage alcohol in closed containers at a fundraising event. No consumption of the auctioned beverage alcohol is allowed on the premises.

4.9.1 Authorized Source

Only beverage alcohol that is purchased from an authorized source can be auctioned under a Special Occasion Permit. Homemade beverage alcohol cannot be auctioned. *See Section 3.4.1 of this Manual for more information about authorized sources of beverage alcohol.*

The permittee may accept donations of beverage alcohol for auction as long as the alcohol was purchased from an authorized source using the permit number and is accompanied by the sales receipt. *See Section 3.4.3 of this Manual for more information about donating beverage alcohol.*

4.9.2 Re-sale Levy

No re-sale levy is charged on beverage alcohol purchased for auction.

4.9.3 Bidding and Awarding Beverage Alcohol

Only persons 19 years of age and older may bid on beverage alcohol.

Successful bidders may only receive their beverage alcohol when they are ready to depart the event.

If a successful bidder is intoxicated at the time of departure, alternative arrangements must be made to award the beverage alcohol at a later time. Permittees cannot provide beverage alcohol to intoxicated individuals.

4.9.4 Record Keeping Requirements

The permittee must maintain records of the beverage alcohol auctioned, price paid and buyer's name and address for at least one year following the event. This information must be provided to SLGA upon request.

4.10 Youth Sports

Sports games, tournaments, and competitions where a majority of the participants are minors are not eligible for a Special Occasion Permit. However, SLGA will typically permit cabarets and other events that are attended exclusively by adults as a fundraiser for youth sports, as well as year-end banquets attended by minor players and their families.

4.11 Adult Sports

4.11.1 Eligibility

Adult sports events, including league play and recognized competitions/tournaments, are eligible for Special Occasion Permits.

To be eligible for permitting, the majority of the participants must be of legal drinking age, and the entrance to the permitted area must be restricted to spectators of the sporting event.

4.11.2 Duration of Permit

A permit for a single game is issued for a maximum of 4 hours, with the permit

commencing no sooner than thirty minutes before the start of the game. Typically,

SLGA does not issue a permit for a social event taking place in conjunction with a single game if the total length would extend beyond 4 hours.

Tournaments and competitions may be permitted for up to 12 hours per day, including related social events.

4.12 Private Events at Salons and Spas

Individuals, organizations, or businesses hosting private events at salons and spas may be issued a Special Occasion Permit as long as the salon or spa does not hold a commercial liquor permit for the same space, or if the salon or spa asks SLGA to temporarily suspend their commercial liquor permit during the event.

If the salon or spa remains open for regular business during the event, the permit will be issued for a specific area such as a private room. If the salon or spa is closed to the public, the permit may be issued for the entire business. The event host must be able to control access to beverage alcohol in the entire permitted area.

4.13 Liquor Clubs

4.13.1 Definition and Eligibility

A liquor club is an association of individuals who share an interest and appreciation for a particular beverage alcohol product (e.g., beer, wine, spirits). Typical activities include lectures, newsletters, touring manufacturing facilities, tasting events, and facilitating orders of beverage alcohol products on behalf of their members.

Liquor clubs that are bona fide organizations may be eligible for additional operating privileges as outlined in this section.

Liquor clubs are eligible for up to 12 Sale permits per year, and 25 total permits.

4.13.2 Minors

SLGA does not typically endorse a Special Occasion Permit to allow minors to attend a liquor club event, unless it is taking place as part of a larger event that is not specifically focused on beverage alcohol.

4.13.3 Stored (Cellared) Product

All beverage alcohol purchased for club use at permitted events must be obtained from an authorized source as defined in Section 3.4.1 of this Manual.

A liquor club that is a bona fide organization may store (cellar) beverage alcohol for use at a future permitted event under the following conditions:

- The appropriate re-sale levy is paid at the time of purchase.
- The club maintains all receipts and has them readily available at the event where the beverage alcohol is served.
- All records of the event, including receipts for beverage alcohol, are maintained by the club for a minimum of one year following the event, and are made available to SLGA upon request.
- Records of cellared product are made available to SLGA upon request.

4.13.4 Donations of Beverage Alcohol

A liquor club that is a bona fide organization may accept beverage alcohol that is donated in accordance with Section 3.4.3 of this Manual for use at a Non-sale or Sale permitted event.

4.13.5 Facilitating Purchases of Beverage Alcohol

Liquor clubs may facilitate the purchase of beverage alcohol for its members through any Saskatchewan liquor retailer. This does not require a Special Occasion Permit, but details are provided here for informational purposes. The club may not purchase beverage alcohol for re-sale in closed containers, nor may it profit from facilitating the order of beverage alcohol.

When facilitating a special order purchase of beverage alcohol, the liquor club must provide a list showing the name and contact information of the individuals who are purchasing the alcohol along with the details of each individual's order and the Retail Store Permittee location where the alcohol will be picked up.

LEGISLATIVE REFERENCES

The information in this Chapter is a summary of policies, standard terms and conditions imposed on a permit, and the key provisions of *The Alcohol Control Regulations, 2016*. For convenience, this section identifies the key provisions of *The Alcohol Control Regulations, 2016* for the corresponding topics in this Manual.

Special Occasion Permits

The Alcohol Control Regulations, 2016 – Section 32.

Days and Hours of Operation

The Alcohol Control Regulations, 2016 – Section 33.

Regular Meetings and Functions

The Alcohol Control Regulations, 2016 – Section 34.

Special Occasion Permit Requirements

The Alcohol Control Regulations, 2016 – Section 35.

Restrictions on Issuing Special Occasions Permits

The Alcohol Control Regulations, 2016 – Section 36.

Minors re Special Occasion Permits

The Alcohol Control Regulations, 2016 – Section 37.

Special Occasion Permits re Outdoor Premises

The Alcohol Control Regulations, 2016 – Section 38.

Restriction re Special Occasion Permit

The Alcohol Control Regulations, 2016 – Section 39.

REVISION HISTORY

June 22, 2015

- Manual created in current form following SOP Regulation and policy review. (Actual release date November 27, 2015.)

September 29, 2017

Updated references to SLGA liquor stores, franchisees, private stores and off-sales, as appropriate, to refer to Retail Store Permittees to reflect Liquor Modernization Framework and associated legislative and regulatory changes, throughout the Manual. (1.2.9, 1.3.3, 1.7.4, 2.2, 3.4, 3.3.1, 3.3.2, 3.4.3, 3.4.5)

Permit Fees sections removed from Manual. Fees now set out in the Regulations and are published on www.slga.com.

Housekeeping amendments:

- Table of Contents: Updated titles and page numbers
- 1.2.1: Revised definition of annual permit to include recurring fundraising events of bona fide organizations
- 1.2.7: Clarification of description of private place
- 1.6.4: Clarification of maximum cost for coolers sold by bottle or can
- 2.1: Early application discount noted.
- 2.2: Example of high risk event added.
- Chapters 3 and 4 combined.
- 3.3: Head Office Approval section eliminated. All SOPs now approved through submission to SLGA Head Office.
- 3.2.3-3.2.5: Re-ordered for clarity
- 3.3.4: Primary and secondary identification list updated to place expired identification on the secondary list. Eliminated reference to SLGA workshop as this has been discontinued.
- 3.3.7: Re-worded for clarity.
- 4.1: Updated. Eliminated reference to SLGA workshop as this has been discontinued.
- 4.10: Updated language
- Legislated References: Updated to *The Alcohol Control Regulations, 2016*

November 6, 2017

- 4.9.1 Language updated to reflect section 1.2.1

November 5, 2020

- 4.9.1 Addition of community events definition for the purpose of annual permits. Allowance of performing arts events to exceed the one event per week maximum.

April 17, 2023

- Housekeeping amendments:
 - Table of Contents: Updated titles and page numbers
 - 1.1: Examples of commercially permitted establishments provided.
 - 1.2.2: Inclusion of commercial liquor permit catering endorsement. Re-worded for clarity.
 - 1.2.3: Re-worded for clarity.
 - 1.3.1: Re-worded for clarity. Additional information provided regarding event host responsibilities.
 - 1.3.4: Re-ordered for clarity. Updated examples.
 - 1.3.6: Re-ordered and re-worded for clarity.
 - 1.4.2: Additional information provided for clarity. Contact information provided.
 - 1.5.1: Re-worded for clarity.
 - 1.7.1: Re-worded for clarity.
 - 1.7.2: Re-worded for clarity and refined limitations.
 - 1.7.4: Re-worded for clarity and clarified example.
 - 2.1: Re-worded for clarity.
 - 2.4: Re-worded for clarity.
 - 2.5: Re-worded for clarity. Contact information provided.
 - 3.1.1: Clarity provided for regulations.
 - 3.2: Re-worded for clarity. Contact information provided.
 - 3.3.6: Re-worded for clarity.
 - 3.3.9: Section title modified.
 - 3.3.16: Re-worded for clarity.
 - 3.4: Re-worded for clarity.
 - 3.4.1: Updated authorized sources.
 - 3.4.2: Section title modified. Contact information provided.
 - 3.6: Re-worded for clarity.
 - 4.1.1: Re-worded for clarity. Additional information provided.
 - 4.2.3: Re-worded for clarity.
 - 4.6: Re-worded for clarity.
 - 4.9 – 4.10: Re-worded for clarity.
 - 4.10: Section title modified.
 - 4.12: Re-worded for clarity.
 - Legislated References: Removed quoted legislation from *The Alcohol Control Regulations, 2016*. Relevant section numbers remain.
- Previous Section 1.2.1 (Annual Permit definition) moved to Section 1.8.
- 1.2.1: Clarification of the frequency that membership meets. Example provided of an ineligible organization.
- 1.2.8: New definition added.
- Previous Section 1.2.9 (Trade Show definition) removed.
- 1.3.2: Information included on eligibility of Retail Store Permittees and Craft Alcohol Producers. Included references to SLGA manuals. Re-ordered and re-worded for clarity.
- 1.3.3: Included additional information for commercial permittees. Included contact information. Re-ordered for clarity.
- 1.3.5: New section created (Information previously included within Section 1.3.3) Added limousine as an ineligible location and removed reference to acreages. Re-ordered for clarity.

- 1.4.1: Allowance of event host to provide compensation to a bona fide organization for beverage alcohol services. Re-worded for clarity.
- 1.6.4: Information provided regarding change to the standard drink size and maximum drink price for spirits and liqueurs.
- 1.8: Policy created to allow a maximum of one annual permit per organization at any given time.
- 1.8.3: Time limit of 6 hours implemented for recurring community events.
- 2.2: Removed ‘Applicant’s position held in the organization’ as required applicant information. Re-worded for clarity.
- 2.3: Removed reference to Annual Permit. Re-worded information regarding fees. Removed community events being eligible to exceed 12 hours. Re-worded for clarity.
- 3.2.1: Updated event types that are restricted to shorter periods of time. Updated event types that may be eligible to exceed the maximum length of time. Contact information provided.
- 3.3: Included information regarding the event host’s responsibilities.
- 3.3.1: Removed requirement of Permittee Obligations and alcohol receipts being posted and attached to approved permit, respectively.
- 3.3.3: Updated signage requirements to be only for Sale permitted events. Re-worded for clarity. Contact information provided.
- 3.3.4: Included information on identification authentication. Modified order of identification requirements. Added information on electronic photo of identification.
- 3.3.5: New section created. (Information previously included within Section 3.3.4) Contact information provided.
- 3.3.7: Updated standard serving sizes.
- 3.3.8: Added requirements for measuring of spirits/liqueurs and pre-mixed beverage alcohol drinks.
- 3.3.10: Allow pre-packaged snacks as part of food service.
- 3.3.11 – 3.3.12: New sections added.
- 3.3.13: Updated information regarding intoxicated event guests. Contact information provided. Re-worded for clarity.
- 3.3.14: New section added re drinking games.
- 3.3.15: Provided clarification on staff and volunteer responsibilities during an event.
- 3.4.3 - 3.4.4: Changed location of alcohol receipts. Re-worded for clarity.
- 3.4.5: Removed SLGA return policy. Re-worded for clarity.
- 4.1: Clarified the number of guests at large events.
- 4.1.3: Provided additional information on the use of wristbands and permittee responsibilities at large events.
- 4.2.1: Allowance of a permanently connected outdoor patio to be part of an indoor facility.
- 4.2.2: Expanded site plan requirement to all outdoor events.
- 4.2.4: Information provided regarding event permit time. Contact information updated.
- 4.2.5: Updated blanket site approval information.
- 4.3: Municipal approval requirement removed. Re-worded for clarity.
- 4.4: Updated conditions and removed service requirements.
- 4.5.3: Removed language regarding alcohol monitoring at paintball courses. Re-worded for clarity.
- 4.5.5: Provided clarification on amateur and professional fighting events.
- 4.5.6: Updated approval requirements for events at the University of Regina. Updated contact

information for student-organized events at the University of Saskatchewan. Removed reference to events held off campus. Re-worded for clarity.

- 4.7 – 4.8: Trade show information updated and expanded.
- 4.13.3: Modified requirements for beverage alcohol receipts.
- 4.13.5: Updated information on facilitation of beverage alcohol purchases.