

Special Occasion Permit Application

Part 1: Applicant Information

Check the category that best describes the applicant

Business

Individual

Organization

Applicant Name

Description of Organization
(if applicable)

Mailing Address

City

Province

Postal Code

Primary Phone

Alternate Phone

How would you like to receive your permit?

Mail

Email:

Part 2: Contact Details

Primary Contact Person → same person as Applicant?

Yes – proceed to *Alternate Contact Person*

No – complete the following:

First Name

Last Name

Mailing Address

City

Province

Postal Code

Primary Phone

Alternate Phone

Email:

Alternate Contact Person

Name

Phone

Part 3: Event Details

Description of event (if event has a name, include that as well)

Is the event a family function?

Yes No

Is the event recurring?

Yes No

Are the events a series of meetings?

Yes No

Are they senior's social events?

Yes No

Is the event in a private residence or on lands attached to a private residence?

Yes No

Will minors be attending?

Yes No

Are you charging for admission?

Yes No

What are you charging for alcohol?

Is the event open to the public or publicly advertised?

Yes No

How many guests are expected to attend?

Have you hired a professional security company?

Yes No

If yes, provide their name

Is the event outdoors/in a temporary structure such as a tent or trailer, or in a permanent open air structure?

Yes No

Is the event a sports event (single game)?

Yes No

Is the event a trade show or a liquor club meeting, such as a wine or craft beer club?

Yes No

Will there be potentially high-risk activities?

Yes No

Is the event on university property?

Yes No

Is the event related to a high school graduation?

Yes No

Will this event offer striptease entertainment?

Yes No

Is an organization or business (such as a restaurant, hotel or service club) purchasing or providing, selling and serving the alcohol at your event on your behalf?

Yes No

Part 4: Event Location

Primary Location

Location/event venue

Address

City

Alternate location, if necessary

Location/event venue

Address

City

Part 5: Event Date(s)

Date of event(s)

Start time

End time

Specific area in the location to be permitted

List additional dates and times below (if applicable) or attach separately if more space required

SPECIAL OCCASION PERMIT PERMITTEE OBLIGATIONS

The following declaration must be posted with the permit in a conspicuous location in the bar area.

MINORS

1. Unaccompanied minors may be present at Non-sale and Cost Recovery permitted events unless specifically prohibited on the permit. Minors may not be present at Sale permitted events unless authorized on the permit, and must be accompanied by a parent, legal guardian, or spouse who is of age, unless this requirement is waived by SLGA. Minors without parental accompaniment may provide emergency maintenance services or professional entertainment (excluding erotic entertainment) at Sale permitted events, but must leave the permitted area when not providing such services.
2. Minors must not act in any way in the sale, handling, or service of beverage alcohol (including taking or placing beverage alcohol orders).

ALCOHOL SERVICE

3. No person shall sell or give beverage alcohol to a minor, or to a person who is or appears to be intoxicated.
4. The bar is to be closed and all sales and service of alcohol must be stopped at least one half hour before the permit expires. After the permit expires, no alcohol is to be consumed and all alcohol must be removed from tables.
5. Only beverage alcohol that has been legally purchased by or legally donated to the permittee may be sold, served, or consumed at the event. "Bring Your Own Alcohol" events and homemade beverage alcohol, including u-brew/u-vin product, are prohibited. Receipts for all alcohol must be attached to the permit and posted at the event. For sale events, receipts must show payment of re-sale levy.
6. Alcohol prices for cost recovery permits cannot exceed \$3 per drink (except that actual cost can be charged for beer by the bottle or can, coolers, and wine by the bottle). There can be no direct or indirect charge for alcohol under a non-sale permit.

FOOD AND NON-ALCOHOLIC BEVERAGE SERVICE

7. The permittee must make food and non-alcoholic beverages available throughout the duration of the event. Food service may be provided at a scheduled time or on demand, and must be sufficient to make a light meal. Acceptable food service items include full meals, sandwiches, cheese/vegetable and cold cut platters, etc. Snack foods such as peanuts, chips, and pretzels are not sufficient to meet this food service requirement.

MAXIMUM ATTENDANCE

8. The permittee must ensure the number of patrons does not exceed the capacity of the premises as determined under the applicable fire and building codes.

CONTROL OF PREMISES

9. No permittee shall allow disorderly or riotous conduct on the premises, and no person in attendance shall engage in such behavior.
10. No permittee shall allow any activity that is illegal, may be detrimental to the orderly operation of the event, or has been prohibited by The Alcohol and Gaming Regulation Act, 1997, or The Alcohol Control Regulations, 2013, to take place on the premises.

A person who contravenes any of these provisions, the Act or the Regulations, and/or orders made by SLGA or the Commission is guilty of an offence and liable to a fine and/or imprisonment.

I, the undersigned, have read the permittee obligations above, understand the terms and conditions under which the permit is granted, and will comply with these provisions.

I certify that the information provided in this application is accurate, correct and true. I understand that if any of the information provided in this application is not accurate, correct and true, SLGA may deny my application or may subsequently revoke my liquor permit.

I Agree

Please type your full name

Please type the full name of the organization represented

Contact us at 1-800-667-7565 or sop@slga.com