

# PLANNING A SOP EVENT – WHAT TO THINK ABOUT

If you're planning to host an event that includes the sale or service of beverage alcohol outside of a commercially permitted establishment, private residence, or other private place, you will need a Special Occasion Permit (SOP) from SLGA.

Aside from hosting a successful event that is enjoyable for guests, it's important that the sale and service of beverage alcohol is done responsibly to ensure the overall safety of everyone attending the event.

Before you begin the application process for a SOP for your event, there are a number of considerations.

## ELIGIBILITY

A SOP must be applied for and held by the individual, organization, or business responsible for the event. An application cannot be submitted on behalf of someone else.

## DETAILS OF THE EVENT

The type, size and location of your event will impact the required planning. Large public events or outdoor events have additional permit requirements compared to smaller private events or family functions. You will need to provide an estimated number of attendees within your application.

## VENUE

Consider the venue where the event will be held and whether or not it is large enough to support the number of anticipated guests. What is the legal capacity of the facility? Does the venue have public washrooms? Is there a bar or area where beverage alcohol can be served? Does the venue have adequate tables and chairs for the event guests? The physical address of your event's venue is required. Be sure to identify the specific areas to be permitted when completing the SOP application.

## VOLUNTEERS/EVENT STAFF

For larger events, do you or your organization have people who can work gate admission, bartend, provide event security, etc.? In situations where volunteers will be relied upon, you may want to consider training. Specifically, server intervention training is available for individuals who will be selling or serving beverage alcohol at the event. Details of the training course can be found [here](#).

## MINORS

Minors may attend SOP events as non-drinking guests or event staff only if the permit is endorsed to allow minors. Typically, family events and/or events where alcohol is not being sold may allow minors to attend either with or without their parent, legal guardian, or spouse of legal age.

## SECURITY

For large public events, the permit holder may be required to have security personnel.

## BEVERAGE ALCOHOL

All alcohol served at the event must be purchased from a Saskatchewan liquor retailer or Saskatchewan craft alcohol manufacturer. The receipts for all the beverage alcohol at the event must be on-site and readily available if requested. An exception is provided for homemade beer or wine which may be served under a SOP for a family event at no charge to the guests.

## FOOD

Permitted events must include a supply of food available to patrons (can be sold or offered free of charge) during the event. The food may be served at a specific time although ideally it will be available throughout the permitted event.

## TRANSPORTATION

Consider a plan as to how your guests are going to get home. Promoting the use of designated drivers and taxis/rideshare companies is a good idea. Also, you should develop a plan for how you will deal with any intoxicated guests.

## INSURANCE

You are not required by SLGA to have liability insurance for your event, however, it is considered a good practice. As the permit holder, you may be held liable should anyone at your event be injured.

## APPLYING FOR A PERMIT

All applicants for special occasion permits should apply at least 10 days in advance of the scheduled event to ensure adequate time for processing. The best way to get your Special Occasion Permit is to [apply online](#). You can also apply for your permit at participating Saskatchewan liquor retailers.