

## **SPECIAL EVENT LICENSE**

A Special Event License may be issued authorizing any charitable or non-profit organization raising funds for charitable purposes and not in possession of a subsisting license issued by the board, to sell spirits, beers and wines at a function on the premises, date(s) and times as prescribed in the license.

Applications for special event licenses must be submitted at least **two weeks** prior to the date of the proposed event.

A **charitable organization** applying for a special event license must provide the charitable registration number assigned by Canada Revenue Agency. A fee of \$100/event (providing the event takes place over consecutive days) must be submitted with each application.

A **non-profit organization** applying for a special event license must provide a current description of the organization outlining its aims, objectives and a list of the current executive (with telephone numbers). A fee of \$200/event (providing the event takes place over consecutive days) must be submitted with each application.

All liquor acquired for resale at a special event must be purchased from the Newfoundland Labrador Liquor Corporation (NLC) or one of its designated Liquor Express Stores, and all beer must be purchased from the NLC or a licensed Brewer's Distributor. All alcoholic beverages must be purchased under the licensee's license number and any invoices or receipts for such purchases must be retained by the licensee.

Liquor sold under a Special Event License shall be consumed on the premises in respect of which the license was issued on the day(s) and during the hours prescribed in that license and only at the location described on the license. A floor plan of the proposed premises, drawn to scale on paper no larger than 8.5" x 14", must be submitted with applications.

A special event license may be obtained for indoor events, outdoor events, or events that combine usage of indoor and outdoor facilities provided all requirements are met.

### ***Indoor Event***

For indoor events, applicants must submit the completed form and required fee, and specify the area(s) of the building(s) to be used for the sale and consumption of alcoholic beverages. The applicant must also include a Capacity Card for the location.

**Please note that the proposed location must not hold a permanent liquor license.**

Any organization applying for a Special Event License to be issued in respect of a stadium may, with the approval of the NLC, use the area commonly referred to as the "Ice Surface Area" for the sale and consumption of alcoholic beverages. Sale and consumption shall not take place in the seating area of the stadium unless specifically authorized by the NLC.

### **Outdoor Event**

For outdoor events, applicants must submit the completed form and required fee. In addition, the following conditions or requirements shall apply:

1. The application shall be accompanied by one copy of a site plan (on paper no larger than 8.5" x 14"), which depicts the location of the:
  - a) Entrance and exit;
  - b) Service bar(s);
  - c) Buildings or tents to be used in relation to the proposed licensed area, including alternate locations to be used in the event of inclement weather;
  - d) Washrooms; and
  - e) Type of lighting used for the event, if it is held after dark.
2. No liquor shall be sold or served at an event held outdoors unless the area to be used for the sale and consumption of liquor is defined in the following manner:
  - a) The area of sale and consumption of liquor shall be adequately enclosed by double fencing which is no less than 4 feet in height and includes a 7 foot buffer zone. The fence shall be secured in such a manner as to ensure that it remains upright and secure during the hours of operation;
  - b) There shall be a distinctive entrance to and exit from the enclosure; and
  - c) The entrance, exit and total licensed area shall be supervised at all times during the hours of sale and consumption to ensure that all sale and consumption of liquor takes place within the confines of the licensed enclosure.
3. The licensee is responsible to ensure that no alcoholic beverages are removed from or brought into the licensed area.
4. Secure facilities are to be provided for the proper storage of liquor.
5. Only cans or disposable drinking containers are permitted to be used for the sale and consumption of alcoholic beverages.
6. All applications for the City of St. John's must be signed by the Special Event Advisory Committee.
7. An application that has been altered after receiving approval from the Municipal, Fire or Police Authorities will be voided, and a new application must be submitted.
8. All other requirements of the *Liquor Control Act* and *Regulations* with respect to the sale and consumption of alcoholic beverages shall apply.

### **Combined Event**

An event may take place in a combined indoor/outdoor facility or it may begin at an outdoor location and be moved to an indoor facility. For an event combining the use of indoor and outdoor facilities, the requirements for both must be fulfilled, which means that the applicant must specify the area(s) of the building(s) to be used, and submit capacity cards as well as a copy of an outdoor site plan.

**APPLICATION FOR SPECIAL EVENT LICENSE**

**ORGANIZATIONS HOLDING A SUBSISTING LICENSE DO NOT QUALIFY**

**APPLICATION MUST BE RECEIVED AT LEAST TWO WEEKS PRIOR TO EVENT(S)**

**PLEASE COMPLETE ALL FIELDS IN THIS APPLICATION**

**Section 1 – Applicant Data**

NAME OF APPLYING ORGANIZATION		
ADDRESS – Please include Postal Code		
TELEPHONE NUMBER	FAX NUMBER	EMAIL ADDRESS
<p>IS THIS A <b>REGISTERED CHARITY OR NOT FOR PROFIT ORGANIZATION?</b></p> <p><input type="checkbox"/> REGISTERED CHARITY - PLEASE PROVIDE CANADA REVENUE AGENCY CHARITABLE REGISTRATION NUMBER: _____</p> <p><input type="checkbox"/> NOT FOR PROFIT ORGANIZATION</p>		
<p>HAS YOUR ORGANIZATION PREVIOUSLY APPLIED FOR A SPECIAL EVENT LICENSE?   <input type="checkbox"/> YES   <input type="checkbox"/> NO</p> <p><b>CHARITY:</b> PLEASE ATTACH A CURRENT LIST OF EXECUTIVE WITH TITLES AND TELEPHONE NUMBERS.</p> <p><b>NOT FOR PROFIT:</b> IF YES, PLEASE ATTACH A CURRENT LIST OF EXECUTIVE WITH TITLES AND TELEPHONE NUMBERS. IF NO, PLEASE ATTACH DOCUMENTATION TO DEMONSTRATE YOUR ORGANIZATION IS A NON-PROFIT ENTITY (INCLUDE DESCRIPTION OF ORGANIZATION OUTLINING ITS AIMS, OBJECTIVES, AND A LIST OF CURRENT EXECUTIVE WITH TELEPHONE NUMBERS).</p>		

**Section 2 – Event Data**

DATE(S) OF THE EVENT(S) FOR WHICH LICENSE IS REQUIRED:
WHAT ARE THE HOURS DURING WHICH ALCOHOLIC BEVERAGES WILL BE SERVED?

## Section 2 – Event Data (Continued)

LOCATION OF EVENT:

**FOR OUTDOOR EVENTS ONLY** - PLEASE INDICATE WHERE EVENT WILL BE HELD IN CASE OF INCLEMENT WEATHER (CAPACITY CARD MUST BE PROVIDED FOR ANY BUILDINGS):

**PLEASE ATTACH, ON PAPER NO LARGER THAN 8.5" X 14", A SCALED DIAGRAM WITH MEASUREMENTS** (FOR INDOOR, OUTDOOR AND/OR COMBINED EVENTS) SHOWING: ENTRANCE, EXIT, DOUBLE SNOW FENCING, BAR AREA, TICKET BOOTH, LOCATION OF WASHROOMS, AND TYPE OF LIGHTING (if applicable)

**IF APPLYING FOR A SERIES OF EVENTS, SPECIFY BELOW:**

DATE	HOURS	LOCATION

**NOTE: THE HOURS OF SALE OF LIQUOR SHALL BE CONFINED TO THE HOURS SPECIFIED ON THE LICENSE**

IS THIS EVENT SPONSORED AND CONDUCTED SOLELY BY THE APPLYING ORGANIZATION?  YES  NO

IF "NO", STATE OTHER ORGANIZATIONS:

WHAT CHARITABLE ORGANIZATION(S) WILL BENEFIT FROM THIS EVENT?

DO YOU REQUIRE PERMISSION FOR MINORS TO ATTEND THIS FUNCTION?  YES  NO

IF "YES", PLEASE STATE WHY (ADDITIONAL FEE MAY BE REQUIRED):

STATE THE TYPE OF EVENT (i.e.: Wedding, Banquet, Dance):

NUMBER OF PEOPLE EXPECTED TO ATTEND:

SECURITY WILL BE PROVIDED BY:

NUMBER OF SECURITY PERSONNEL:

## Section 2 – Event Data (Continued)

NAME, POSITION, TELEPHONE/FAX NUMBER AND EMAIL ADDRESS OF THE INDIVIDUAL(S) RESPONSIBLE FOR THE ORGANIZATION AND SUPERVISION OF THIS EVENT:		
NAME AND POSITION	TELEPHONE # FAX #	EMAIL
NAME AND POSITION	TELEPHONE # FAX #	EMAIL
*Please ensure that at least one of the individuals identified above signs below.		
_____		_____
SIGNATURE		DATE

## Section 3 – Approvals

<p><b>THIS APPLICATION MUST BE APPROVED AND SIGNED BELOW BY MUNICIPAL, FIRE &amp; POLICE AUTHORITIES.</b></p> <p><b>ANY CHANGES TO DATE, TIME OR SITE PLAN MUST BE REAPPROVED BY AUTHORITIES.</b></p> <p><b>IF EVENT IS BEING HELD IN A BUILDING PLEASE INCLUDE A COPY OF YOUR CAPACITY CARD.</b></p>		
<b>MUNICIPAL AUTHORITY</b>	<b>FIRE AUTHORITY</b>	<b>POLICE AUTHORITY</b>
SIGNATURE	SIGNATURE	SIGNATURE
TITLE	TITLE	TITLE
TELEPHONE #	TELEPHONE #	TELEPHONE #

## Section 4 – Application Fee (must be submitted with application)

<input type="checkbox"/> Registered Charity - \$100/event (providing event is held over <u>consecutive</u> days) <input type="checkbox"/> Non-profit Organization - \$200/event (providing event is held over <u>consecutive</u> days)
<b>Payment</b> <input type="checkbox"/> Cheque or <input type="checkbox"/> Money order: please make payable to <b>NEWFOUNDLAND LABRADOR LIQUOR CORPORATION</b> <input type="checkbox"/> Credit Card (Online only, please call 724-1159 for details)

**Please send completed application to:**

**NEWFOUNDLAND LABRADOR LIQUOR CORPORATION**  
**P.O. Box 8750, STN. A**  
**St. John's, NL A1B 3V1**  
**Attention: Regulatory Services**

**Telephone: 724-1159**

**Facsimile: 753-8625**

**Email: corporateservices@nliquor.com**