

**General
Information
on
Special
Event
Licences**

Private Non-Sale

Private Resale

Public Resale



Regulatory Division

OVERVIEW

1. **“Special Event Licence”** means a licence issued by the Commission to an individual, service club, non-profit organization, a corporation or a municipality wishing to hold occasional functions and to sell and serve liquor or provide liquor free of charge to invited guests for a period of time specified on the Special Event Licence.
2. A **“Private Special Event”** function is defined as a closed function not open to the general public. Tickets may be sold privately through club members only.
3. A **“Public Special Event”** function is defined as a function open to the general public. Tickets may be advertised to the public and may be available at ticket agencies, business outlets or kiosks in shopping malls.

GENERAL

A special event licence is a legal document which allows the licence holder to host a function with liquor service. Special event licence holders include, an adult individual who is not under the influence of drugs or alcohol, not-for profit or charitable organization, club, business/company, or staff social committee.

Special event liquor licences can be obtained from Class D licensees - retail liquor stores, general merchandise liquor stores, general off sales rooms, or the Alberta Gaming and Liquor Commission (AGLC). Restrictions apply dependent on the type of special event licence.

Ticket Sales and Advertising must meet the criteria outlined for a particular special event licence.

Planning - begin the licensing process a minimum of 8 – 12 weeks prior to the scheduled event.

SPECIAL EVENT LICENCES

1. **Private Non-Sale**
A private non-sale licence may be issued to an adult organizing a family function, not-for-profit or charitable organization, club, business/company, staff social committee, hosting a social function where attendance is restricted to members and invited guests, for service and consumption of liquor free of any direct or indirect charge.
2. **Private Resale**
A private resale licence may be issued to an adult organizing a family function, not-for-profit or charitable organization, club, business/company staff social committee hosting a social function where attendance is restricted to members and invited guests for the sale, providing and consumption of liquor at the premises specified in the licence.
3. **Public Resale – Community**
A public resale – community licence may be issued to a service club, not-for-profit or charitable organization, a municipality, hosting an event open to the general public. The community event must be approved by the Regulatory Division.
4. **Public Resale – Commercial**
A public resale – commercial licence may be issued to an individual, group or corporation hosting a major entertainment venue open to the general public. The commercial event must be sponsored and managed by a licence applicant approved by the Board.

RESPONSIBILITIES OF A LICENSEE (LICENCE HOLDER)

It is the licensee's (licence holder) responsibility to ensure that the event is conducted in accordance with the *Gaming and Liquor Act*, the *Gaming and Liquor Regulation*, and Commission policies.

1. This licensee becomes familiar with the responsibilities associated with the issuance of a special event licence.
2. The licence must be posted in a prominent location at the event.
3. AGLC inspectors and police must be admitted to a premise covered by a licence.
4. Ensure that all hours of operation, locations and conditions outlined on the special event licence are adhered to at all times during the event.
5. As a holder of a liquor licence, you or your organization are responsible for the conduct of your guests at the function.
6. Ensure guests are not over served.
7. The licensee must ensure a high level of supervision and control at the function. One supervisor for every 50 people plus one supervisor for each entrance and exit is recommended.
8. Staff or volunteers providing liquor service or supervisory responsibilities shall not consume liquor immediately to or during the performance of assigned duties.
9. A licensee will ensure staff or volunteers demand proof of age to anyone who appears to be less than 25 years of age.
10. The licence holder may not allow disorderly or unlawful conduct in the licensed area.
11. Liquor consumption is restricted to the premises identified on the licence and liquor is not to be removed from the premises by the guests.
12. Ensure minors are not served liquor, permitted to consume or handle liquor. Minors can be permitted to attend the event or employed as kitchen or food service staff.
13. Spirits must be served by the individual drink. A person may not be given or sold a bottle of spirits.
14. Drink prices must be posted and apply to individual drinks only. Multiple drink specials are not permitted.
15. The only liquor permitted at licensed events is liquor purchased in Alberta from any Class D licensee. Receipts confirming the legal purchase of all liquor must be attached to the liquor licence.
16. Homemade wine, beer or cider cannot be serviced or consumed and is not allowed on the licensed premises.
17. Nude entertainment is not permitted.

ELIGIBILITY

1. An adult individual, not-for profit or charitable organization, club, business/company, staff social committee may make application for a special event licence by completing the licence requirements as prescribed for each type of special event licence. Eligibility restrictions apply dependent on the type of special event licence.
2. The eligibility of all applicants will be based on the eligibility criteria as outlined by the Commission.
3. If an applicant's eligibility cannot be determined by a review of the information submitted, additional information may be requested and/or a Commission Inspector may meet with applicant representatives.

4. The Commission works to review and process all applications in a timely manner. Processing applications and determining eligibility may take longer if the submitted application information is incomplete or supporting documents are not submitted.
5. Applicants that are found eligible for licensing may be subject to a review of their eligibility by the Commission at any time to confirm the organization's continued eligibility for a licence.
6. All information provided by applicants and licensees to the Commission must be truthful and accurate.

G. FEES

1. Fees are established in the Gaming and Liquor Regulation.
2. Private Non-Sale Licence - \$10 (for a single event)
3. Private Resale Licence - \$25 (for one event)
4. Class D licensees may charge a maximum \$2.00 service fee in addition to the required licence fee.
5. Public Resale Licence
 - a) Community event;

| TOTAL VALUE OF LIQUOR PURCHASED UNDER THE LICENCE | FEE |
|--|---------------|
| Less than \$1,000 | \$50 per day |
| \$1,000 to \$3,000 | \$100 per day |
| Over \$3,000 | \$200 per day |

- b) the fee will be established by the Regulatory Division by dividing the number of days authorized on the licence into the total amount of liquor being purchased. The resulting figure will be the amount of liquor required per day and will be applied to the above fee schedule in order to assess the daily fee. For example, the fee for a four day event with a \$6,000 total liquor purchase would be \$6,000 divided by four which equals \$1,500 and requires a \$100 per day fee; and
 - c) for a Commercial event (food fair or major entertainment venue), the fee is \$500. The Regulatory Division will determine if an event is community or commercial.
6. A customer refund of the licence fee may be appropriate when the licence function was cancelled for a legitimate reason (e.g., event rainout). The original (white) copy of the licence shall be returned to the Regulatory Division with a signed, explanation of why the function was cancelled.

HOURS

1. Licences shall normally be authorized to be in effect between the hours of 10:00 a.m. to 2:00 a.m. the following morning with a maximum one-hour consumption period to follow.
2. Requests for hours of operation that commence earlier than 10:00 a.m. must receive prior approval of the Regulatory Division.

LOCATIONS FOR SPECIAL EVENTS

1. Locations suitable for functions include:
 - a) community halls;
 - b) banquet rooms;
 - c) meeting rooms;
 - d) fenced areas;
 - e) tents or other temporary structures where approval has been obtained from the appropriate local municipal authorities;
 - f) schools/educational institutions where written approval from a school official has been received;
 - g) other licensed premises where the licensee (Class A, B or C) has suspended the liquor licence for the time the Special Event Licence is in effect (i.e., where an enclosed area is to be dedicated for a Special Event function, the other licence must be suspended for that area only, but will remain in effect for the rest of the premises); and
 - h) party rooms in multiple family residential complexes.
2. Locations where Special Event licence functions are not permitted include:
 - a) where liquor consumption will take place on the street (e.g. street dances or block parties);
 - b) premises where a liquor licence (Class A, B or C) is under suspension;
 - c) public areas accessed by the general public;
 - d) private residences for Private Resale Licence functions; and
 - e) outdoor areas where a tent or enclosure has not been provided.
3. A licence is not required for non-sale functions held in a private residence, including a party room function hosted by a resident of a residential complex.
4. Alcohol sales from private residences and/or residential properties are prohibited.

ADMISSION/ATTENDANCE/ADVERTISING

1. Admission to Private Resale Licence and Private Non-Sale Licence functions is restricted to members and invited guests.
2. Licence requests where attendance is expected to be more than 400 people MUST be approved by the Regulatory Division.
3. Allowing minors to attend is at the discretion of the licence holder. However, no person under the age of eighteen years, under any circumstances is to:
 - a) be served liquor;
 - b) be allowed to consume liquor;
 - c) sell, serve or handle liquor (except for busing tables);
 - d) sell liquor tickets; or
 - e) receive liquor from other people in attendance.
4. Attendance by minors should be restricted to functions, or portions of functions, which are family oriented.
5. Minors may be prohibited from Private Non-Sale and Private Resale Licence functions. If attendance of minors is restricted, a visible "no minors" sign shall be posted at all entry points to the premises.
6. A licensee will ensure staff demands proof of age when a person of questionable age (i.e., anyone who appears to be less than 25 years of age) attempts to enter a special event with a condition on the licence restricting attendance by minors, or requests to be given or to purchase any liquor. Photograph identification must be presented upon request, any of the following are acceptable:
 - a) Alberta Registries Operator's Licence; or
 - b) Alberta Registries Identification Card (this non-driver's identification is available through private registry offices); or
 - c) passport, Armed Forces Identification Card, Out-of-Province Photo Operator's Licence, Certificate of Indian Status or Immigrant Authorization; or
 - d) other comparable forms of identification from other jurisdictions.
7. In the event the required photographic identification appears not to be genuine, then a second piece of identification from the following list must be requested:
 - a) Birth Certificate;
 - b) Social Insurance Card;
 - c) Citizenship Certificate;
 - d) Baptismal Certificate;
 - e) Foreign Government Visa; or
 - f) Fire Arms Acquisition Certificate.
8. Careful examination of identification under adequate lighting and/or a black light must take place to ensure:
 - a) the photograph is genuine and has not been substituted;
 - b) the plastic laminate has not been tampered with;
 - c) the lettering that provides information on name and date of birth has not been altered; and

- d) for Operator's Licences, the lettering that provides information on name, date of birth, and the information on minor status, has not been altered.
9. Where there is any doubt that identification is genuine, have the individual provide a sample signature and compare the signature to the signature on photograph identification. Also, ask for a second piece of signature identification.
 10. Persons of questionable age shall provide identification upon each occasion of entry to minors prohibited events. To prevent the use of false identification, all customers who appear to be under 25 years of age, should be required to provide identification prior to each entry.
 11. If a person of questionable age fails to satisfy the licensee or staff that the person is of legal age, the licensee will refuse entry or ask the person to leave if minors are not allowed at the function.
 12. If a young-looking person fails to satisfy the licensee or staff that the person is of legal age, the licensee will refuse to sell, serve or provide liquor service to the individual in question.
 13. Supervisory staff at a function will remain constantly vigilant to ensure that adequate safeguards preventing minors from entering minors prohibited events and accessing liquor in minors allowed events are maintained.
 14. A licensee who employs minors or has them as volunteers as table staff will ensure that the minors do not become involved in the sale or service of liquor.
 15. The authorized capacity of the facility as determined by local authorities must not be exceeded.
 16. A licensee must provide adequate staff to ensure a high level of supervision and control at functions as follows:
 - a) Private Non-Sale and Private Resale Licensees

One supervisor for every fifty patrons in attendance plus one for each entrance and exit is recommended.
 - b) Public Resale Licensees
 - i) Community or Commercial Event – A minimum of one supervisor for every fifty patrons plus one for each entrance and exit is required.
 17. A licensee shall not serve liquor to attendees at a function to the point of intoxication or allow intoxicated persons to consume liquor.
 18. A licensee shall not allow disorderly or unlawful conduct in the licensed area.
 19. A licensee must ensure that liquor consumption is restricted to the premises covered by the licence and that liquor is not removed from the premises.
 20. Staff or volunteers providing liquor service or supervisory responsibilities shall not consume liquor immediately prior to or during the performance of assigned duties.
 21. A licensee will ensure the safety of staff volunteers and patrons by observing the occupant load assigned to the premises.
 22. A licensee will adopt a professional and business-like approach in dealing with Commission Inspectors and representatives of law enforcement agencies.
 23. Police "walk through programs" are supported and encouraged by the Commission and the staff or volunteers are required to cooperate fully with any law enforcement officer entering the function.
 24. Commission Inspectors and representatives of law enforcement agencies must be given access to the licensed premises at any reasonable time, that is, when the premises is allowed to be open or at any other time when there are people in the premises covered by the licence.

Such access is to ensure compliance with the *Gaming and Liquor Act* and *Gaming and Liquor Regulation* and Board policies.

25. Advertising of Special Event functions under private non-sale and private resale licences must be directed only to members and invited guests. Advertising must not be worded to extend an invitation to the public.
26. A community league may advertise a function on a sign including a free-standing illuminated sign located on community league property.
27. Posters may be placed on community billboards located in the city, town or village in which the club operates or within the immediate area in which members reside.
28. Advertisements may be placed in the community news section of the local newspaper or radio or on the T.V. cable community news channel.
29. All advertising must include the statement "members and invited guests only".
30. Tickets to private functions cannot be sold to the public.

FOOD SERVICE

1. Food is recommended at all Special Event licensed functions.
2. Non-alcoholic beverages (i.e., soft drinks, coffee, etc.) must be available at Special Event licensed functions.
3. The applicant is required to supply details of the type of food service provided at the function to the Regulatory Division.

SUPERVISION AND MINORS

A licensee is required to maintain a high level of supervision and control at a function and shall ensure that minors are not served or allowed to consume liquor.

1. A licensee must provide adequate staff to ensure a high level of supervision and control at functions.
2. One supervisor for every fifty people in attendance plus one for each entrance and exit.
3. Staff or volunteers providing liquor service or supervisory responsibilities shall not consume liquor immediately prior to or during the performance of assigned duties.
4. A licensee will ensure the safety of staff volunteers and patrons by observing the occupant load assigned to the premises.
5. It is an offence to give or sell or permit any person to give or sell liquor to anyone under the age of 18 years.
6. Attendance by minors may be restricted. If attendance by minors is restricted, a "No Minors" sign shall be posted at all access routes to the premises covered by the licence.

POLICE CONSENT/PUBLIC COMPLAINTS

1. Special Event Licences shall not be issued to individuals, groups, clubs or organizations that are likely to disregard licensee responsibilities.
2. Private Non-Sale and Private Resale Licences

In considering an application from a group whose previous licensed functions have resulted in public or police complaints, the Commission Regulatory Division or the outlet authorized to sell the licence will:

- a) require that the applicant obtain a signature from the local police department/detachment indicating there is no objection to the licence being issued; or
- b) advise the police department/detachment when a licence is issued.

3. Public Resale Licence

In considering an application from a group where previous licensed functions have resulted in public or police complaints, consultation with the police shall be initiated by the Regulatory Division of the Commission.

4. The Regulatory Division shall advise the local R.C.M.P. detachment when functions with attendance over 400 have been approved in rural locations. Functions over 400 require Regulatory Division approval.
5. Upon receipt of a serious verbal or written complaint from a member of the public or the police regarding a function an investigation will be coordinated by the Regulatory Division of the Commission.

LIQUOR PURCHASES/RETURNS

1. Only the liquor purchased under the authority of the Special Event Licence may be allowed on the premises, and the receipts for all liquor purchased under the authority of a licence must be attached to the licence. Homemade liquor, duty free liquor, wine, beer and/or liquor not purchased from a retail liquor store, general off sale, manufacturer's off sale or a general merchandise liquor store is prohibited at a function (i.e., b.y.o.b. "bring your own" is not permitted).
2. Under no circumstances are homemade liquor products to be taken and/or consumed at a licensed function. Under the legislation, homemade wine, cider and/or beer may not be served or consumed at any licensed function. The Special Event licensee could be liable to prosecution if this occurs.
3. A licensee may purchase additional liquor as required during a function; however, additional cash register receipts must be attached to the licence.
4. The Special Event licensee may transport purchased liquor to the licensed premises up to 48 hours prior to the specified special event.
5. A Class D licensee shall accept for refund returns of unopened, resalable bottles from a Special Event licence holder who purchased the product from them.
6. Any liquor remaining after the function must be removed from the premises within 48 hours after the expiry of the licence (with the exception of club annual licences).
7. An agent of a Special Event licensee who may lawfully possess liquor may purchase liquor on behalf of a licensee and convey that liquor to and from the licensed premises to licensees or the agent's residence. An agent may be any person (other than a delivery service licensee, registered representative or a minor) who acts on behalf of someone else. The agent may charge a fee for making the purchase and delivery of liquor.

FINANCIAL

1. Cash register receipts for liquor purchases must be attached to the licence.
2. A licensee may purchase additional liquor as required during a function; however, additional cash register receipts must be attached to the licence.
3. Attach refund receipts for returned liquor with original receipts and licence.
4. The Regulatory Division reserves the right to request a financial statement from the sponsoring organization following the special event.

PENALTIES

1. Where an Inspector has reasonable and probable grounds for believing that a violation of the *Gaming and Liquor Act*, the *Gaming and Liquor Regulation* or Board policy has occurred, the Inspector has under legislation, authority to request the licensee to correct the situation.
2. The Commission Penalty Guidelines are as follows.

COMMISSION PENALTY GUIDELINES

The following scale of penalties represents disciplinary measures normally taken by the Alberta Gaming and Liquor Commission respecting violations of the *Gaming and Liquor Act*, *Gaming and Liquor Regulation*, an Order of the Board or a condition of a licence, pursuant to Section 91 of the *Gaming and Liquor Act*. Penalties may vary from the guidelines in mitigating or extreme circumstances. The Board, when making an Order under Section 91(2) of the *Gaming and Liquor Act*, will consider the relevant disciplinary record of the licensee/registrant and that of any affiliated business or corporation which holds a licence or registration issued under the Act. The following list of violations includes those which arise most frequently. The *Gaming and Liquor Act* and the *Gaming and Liquor Regulation* should be referenced for the actual wording of these and other violations.

| Violation | Penalty normally imposed for violations of a similar nature |
|---|--|
| ILLEGAL MANUFACTURE, IMPORTATION, PURCHASING, POSSESSION, STORAGE, SALE OR CONSUMPTION OF LIQUOR | |
| 1. Illegal manufacture of liquor [GLA s. 50]. | Up to cancellation and/or up to \$200,000 fine. |
| 2. Illegal importation or transportation of liquor [GLA s. 50]. | Up to cancellation and/or up to \$50,000 fine. |
| 3. Purchase of illegal liquor [GLA s. 50, GLA s. 68(1)(a)]. | 30 days to cancellation and/or up to \$25,000 fine. |
| 4. Possession or storage of illegal liquor [GLA s. 50]. | Up to cancellation and/or up to \$25,000 fine. |
| 5. Sell or give illegal liquor [GLA s. 50]. | Up to cancellation and/or up to \$200,000 fine. |
| 6. Use or consumption of illegal liquor [GLA s. 50]. | Up to cancellation and/or up to \$25,000 fine. |
| ILLEGAL ACTIVITY | |
| 7. Permitting on licensed premises an activity which is contrary to any municipal bylaw or any Act or regulation of Alberta or Canada or detrimental to the orderly operation of the premises [GLA s. 69(1)(a)(b)]. | Up to cancellation and/or up to \$20,000 fine. |
| 8. Permitting an activity which may be injurious to the health or safety of people in the premises [GLA s. 69(1)(c)]. | Up to cancellation and/or up to \$20,000 fine. |
| INDUCEMENTS | |
| 9. Liquor supplier or liquor agency offering or providing inducements [GLR s. 81]. | Up to cancellation and/or up to \$50,000 fine. |
| 10. Liquor supplier or liquor agency entering into an agreement with licensee to sell liquor of the supplier or agency [GLA s. 66(1)]. | Up to cancellation and/or up to \$50,000 fine. |
| 11. Licensee entering into an agreement with liquor supplier or liquor agency to sell the liquor of the supplier or agency [GLA s. 66(2)]. | Up to cancellation and/or up to \$50,000 fine. |
| 12. Licensee requesting or accepting inducements [GLR s. 82(2)]. | Up to cancellation and/or up to \$50,000 fine. |
| BOARD POLICIES | |

| | |
|---|---|
| 13. Contravention of Board policies that are a condition of a liquor licence [GLA s. 61(1)]. | Up to cancellation and/or up to \$5,000 fine. |
| 14. Contravention of Board policies that are a condition of a registration [GLR s. 17(1)]. | Up to cancellation and/or up to \$5,000 fine. |
| MINORS | |
| 15. Permit a person to give or sell liquor to a minor in licensed premises [GLA s. 75]. | Up to 12 days and/or up to \$5,000 fine. |
| 16. Give or sell liquor to a minor in licensed premises [GLA s. 75]. | Up to 12 days and/or up to \$5,000 fine. |
| 17. Permit a minor in licensed premises where minors are prohibited [GLA s. 74(3)]. | Up to 8 days and/or up to \$2,000 fine. |
| 18. Failure to request identification from a person who appears to be under 25 [GLA s. 61(1)]. | Up to 3 days and/or up to \$1,000 fine. |
| INTOXICATION | |
| 19. Selling or providing liquor to a person apparently intoxicated by alcohol or a drug [GLA s. 75.1(a)]. | Up to 6 days and/or up to \$1,500 fine. |
| 20. Permitting a person apparently intoxicated by alcohol or a drug to consume liquor on licensed premises [GLA s. 75.1(b)]. | Up to 6 days and/or up to \$1,500 fine. |
| 21. Permitting a person apparently intoxicated by liquor or a drug to take part in a gaming activity or provincial lottery that is conducted in the licensed premises [GLA s. 75.1(c)]. | Up to 6 days and/or up to \$1,500 fine. |
| ILLEGAL REMOVAL OF LIQUOR | |
| 22. Removal of liquor from licensed premises other than in accordance with the Act and Regulation [GLA s. 68(2)]. | 1 to 5 days and/or up to \$1,000 fine. |
| SALE OR CONSUMPTION AFTER HOURS | |
| 23. Sell or provide liquor on a licensed premise during hours when not permitted, or on a day when not permitted [GLA s. 68(1) (b)]. | 1 to 5 days and/or up to \$1,000 fine. |
| 24. Permit the consumption of liquor on a licensed premise during hours when not permitted or on a day when not permitted [GLA s. 71(3)]. | 1 to 5 days and/or up to \$1,000 fine. |
| 25. Allowing unauthorized person on licensed premises when sale and consumption of liquor is prohibited [GLA s. 71(2)]. | Up to 2 days and/or up to \$1,000 fine. |
| ENTERTAINMENT | |
| 26. Providing entertainment prohibited by the Board [GLR s. 95(2)]. | Up to 2 days and/or suspension of entertainment authorization for a specified period and/or up to \$1,000 fine. |
| OBSTRUCTION | |
| 27. Obstruct, hinder or impede an inspector in the performance of his duties [GLA s. 99]. | 5 to 7 days and/or up to \$5,000 fine. |

CONTACTING THE COMMISSION

Written communication may be addressed to the respective local office of the Commission:

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The website address of the Commission is: www.aqlc.gov.ab.ca