



Special Event Information

Special Events licences are issued to corporations, organizations, cities, towns or villages. The public event must be conducted for the advancement of charitable, educational or community objectives. The event must also be of provincial, national or international significance or a public event designated by a municipality as an event of municipal significance for example community festivals, major sporting events. An event shall be conducted without the intention of commercial or personal gain or profit. These events are open to the public and advertising is permitted. An organization wishing to hold this type of event is permitted to have 2 events in any one year; however not more than one licence will be issued to any one community on any one date.

The fees associated with a Special Events licence are:

- \$60.00 for the first day
- \$130.00 for each additional day, up to a maximum of 7 days.

Conditions for obtaining a Special Events licence

- A completed application form is required, in addition to the following:
- If the event is being held within a municipality (City/Town/Village) written approval from the Mayor or Municipality is required.
- If the event is being held in a rural area, contact a representative from the Department of Environment and Local Government to obtain a Special Permit. (Telephone Number (506) 453-2434.)
- A letter from the Office of the Fire Marshal approving all buildings and/or tents to be used and stating maximum occupancy levels for each.
- A letter from the Department of Health approving all facilities to be used in respect to sanitary services.
- A letter from the Festival Committee giving the applicant the authority to make application and to sign on behalf of the Festival Committee.
- A list of persons who will be involved in the events such as waiters, security personnel, policing personnel and local enforcement agencies.

- A schedule of all liquor licensed events, taking place during the festival, showing date, time, place, etc.
- A list of prices (subject to the minimum pricing regulations) to be charged for beer, wine, and spirits.
- Advertising copy.
- Sample of Admission Ticket, if applicable.
- All liquor must be purchased through the New Brunswick Liquor Corporation. **(No homemade alcoholic products or BYOB are permitted at the event).**
- If the function is to be held outdoors, this area must be fenced in and a drawing must be submitted as to the layout of the area.
- Liquor sold must be poured into plastic glassware and not sold in opened or capped bottles or by the case. Cans, however are acceptable.
- No spirits, wine or beer is to be removed from the licensed area.
- A copy of the licence must be presented to a New Brunswick Liquor Corporation outlet for the purchase and delivery of liquor products.
- Leftover liquor products may be dealt with in one of the following ways:
 1. taken home for personal consumption
 2. may be resold to a licensee. (List of inventory must be approved by Minister of Public Safety prior to the sale).
 3. returned to the NB Liquor Corporation, any unopened portion, for refund. Prior to returning unopened inventory, a letter requesting permission to return the liquor must be forwarded to the address below accompanied by a list of the inventory for return. Upon receipt of the approval, any unopened cases of beer, bottles of wine or spirits may be returned to the NBLC Outlet where the liquor was purchased.

- Hours of liquor service - Sales can start at 11:00 a.m. but must end at 2:00 a.m. the following day. A tolerance period of 30 minutes, beyond 2:00 a.m., is allowed to give patrons time to consume their beverage. At 2:30 the premises must be vacated.
- Persons under the age of nineteen may attend the functions but cannot be in the area where liquor is sold and consumed.

Inquiries

For further information, please contact:

Department of Public Safety
Compliance and Regulatory Services
P. O. Box 6000
Fredericton, N. B.
E3B 5H1

Telephone: 506-453-7472
Fax: 506-453-3044