

## Special Event Licence Application Form

Date: \_\_\_\_\_

### APPLICANT INFORMATION

**Fee: \$50.00**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Organization/Society's Name (if applicable): \_\_\_\_\_

Position in Organization: \_\_\_\_\_ Incorporation No: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Fax Number: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

### PROPERTY INFORMATION

Civic Address of Property: \_\_\_\_\_

Legal Description of Property:

Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Plan: \_\_\_\_\_ Roll Number: \_\_\_\_\_

### EVENT INFORMATION

Name of Event: \_\_\_\_\_

Time & Dates of Event: \_\_\_\_\_

Event Proceeds going to: \_\_\_\_\_

Type of Event:

- Routine Event (under 500 people)     Major Event (over 500 people)

Attachments:

- Approval Letter from Site Owner     Letter from Sponsoring Group/Society (if different)

Major Events require:

- Site/Floor Plan     Security/Risk Management Plan

Segregated Area Requirements (if deemed necessary):

Adequate Fencing:    Material Type: \_\_\_\_\_    Height: \_\_\_\_\_

Suitable Washroom Facilities' Location(s): \_\_\_\_\_    Number: \_\_\_\_\_

Food on Site (Type): \_\_\_\_\_

Name of Spokesperson (Captain) of Security: \_\_\_\_\_

Names of Controllers at Entrance/Exit: \_\_\_\_\_

**The acknowledgement of the attached regulations forms part of the licence application and this application for approval will be posted with the actual licence obtained from the liquor store.**

Acknowledged: \_\_\_\_\_ Date: \_\_\_\_\_

Facilities Inspected: \_\_\_\_\_ Date: \_\_\_\_\_

**Special Event Licences – Conditions of Licence:**

1. Beer, wine and spirits may be sold in accordance to the Policy.
2. One security person for every 50 people in attendance.
3. No drinking of intoxicants by security people.
4. Security people must be identified; e.g.: uniform or logo t-shirts.
5. No persons under 19 years of age are allowed admittance into segregated special event licensed areas.
6. Gambling is not permitted in the licensed area.
7. An adequate meal must be provided; e.g.: hot dogs, hamburgers, sandwiches, etc.
8. The area in which liquor is to be served and consumed must be segregated with fencing or barrier (if deemed necessary).
9. Exits and entrances adequately controlled by responsible security people.
10. Controls to account for maximum people allowed.
11. No advertising may be carried out in any way indicating where liquor may be obtained or purchased, carried out; e.g.: licensed area, wine and cheese party.
12. If the function is held outside it may be conducted between 12:00 pm (noon) and 11:00 pm. Indoor events may be conducted between 12:00 p.m. (noon) to 1:00 am. with patrons leaving one hour after last call.
13. Glass containers will not be allowed. Beer to be dispensed in plastic cups/cans.
14. Not allowing persons under the influence of liquor to be served or to remain in the licensed area.
15. Responsible for conduct of all patrons.
16. Number of washroom facilities must be in or readily available to licensed area.
17. Renters/Users Comprehensive Liability Insurance will include Host Liquor Liability Insurance.

**Declaration:**

**The acknowledgement of the attached regulations forms part of the licence application and this application for approval will be posted with the actual licence obtained from the liquor store.**

I have read and understand the above requirements. Any violation of these guidelines or provisions of the *Liquor Control and Licensing Act* will be subject to cancellation of this licence and any further permits to this organization and could result in prosecution.

I/We hereby declare that the above statements and the information contained in the material submitted in support of this application are to the best of my/our belief true and correct in all respects.

I/We hereby agree to indemnify and save harmless the City of Fort St. John and its employees against all claims, liabilities, judgments, costs and expenses of whatsoever kind which may in any way occur against the said City and its employees in consequence of and incidental to, the granting of this permit, if issued. I/We further agree to conform to all requirements of the applicable bylaw and all other statutes and bylaws in force in the City of Fort St. John.

Signature of Applicant: \_\_\_\_\_