

# Special Event Licence (Beer Gardens)

## Quick Facts

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### Information:

Thank you for your inquiry regarding an upcoming event in our community. Below is a quick overview of what may be required to hold beer gardens at an event on City owned property or facility.

A **Special Event Permit** permits the host to serve or sell liquor at an event in accordance with **BC's liquor laws and regulations**. A **Special Event Licence Application** permits the host to serve or sell liquor at an event in accordance with **City of Fort St Johns Policy No. 128/17**. Event hosts are considered liquor permittees and are responsible for the safety of their guests. Please apply well in advance of your event.

### The procedure to obtain a Special event Permit is as follows:

**Note:** 2 applications MUST be made;

1. Organizers must complete a City of Fort St John Special Event Licence application form, available the City of Fort St John website, from facility allocations clerk at the Pomeroy Sport Centre or City Hall, to gain permission to hold an event on municipal property. The applicable fee is \$50.00 payable at City Hall, M-F 8:30am- 4:30pm
2. Applicant must also apply for a Government of BC Special Event Permit online at <https://specialevents.bcldb.com/> or from the Liquor Store in accordance with the Liquor Control and Licensing Act. **If in paper copy**, form shall be taken to the RCMP in order to submit your Special Event Permit.
3. Organizers shall contact the Facility Allocations Clerk at [reservations@fortstjohn.ca](mailto:reservations@fortstjohn.ca) or 250 794 3307 and enter into an agreement with the City and remit payment for a damage deposit and fees for an Alcohol Permit as outlined in the City's Fees and Charges Bylaw. All payments are due in full prior to the issuance of written approval by the City.

**Documentation Requirements:** *to be provided to Facility Allocations Clerk at Pomeroy Sport Centre*

- Insurance including Host Liquor Liability (Min. \$5,000,000)
- Site Map, #of chairs/ tables, set up requirements, (Maps are available for the Facility Allocations Clerk)
- Risk Management Plan: Seating Capacity/ Access to washrooms/ Emergency Response Plan/
- Security Plan: Security Points/ identifiable security personnel & volunteers/ Signage
- Access to food service or food delivery for duration of the time period
  - **At the North Peace Arena location** the City of Fort St John provides food & beverage services (no alcohol) to you through a local contractor. Please refrain from providing your own food and beverage and advise our Facility Allocations Clerk if there are any questions, or concerns.
  - Please also consult with our food and beverage service provider to discuss your event schedules and special requests.
- Food Safe/Food Permit (if providing prepared food at an event)
- Have a certified “Serving it Right” bartender
- Ask for 2 pieces of ID from anyone that appears to be under 19 years of age.
- Submit proof of Special Event Server course, information available at <https://www.specialeventserver.com/>
- Permit(s) must be prominently displayed on the premises. Authorization granted by the City shall be attached to a valid permit and displayed during the event.

**Minors**

Minors are NOT allowed in segregated special event areas. However, minors are allowed into events where the entire premise is licenced.

**Equipment**

Special Events are required to create a segregated area that utilizes fencing around the beer garden in an open space, if the area consists of a secure room, fencing is not required. If you want to license an entire facility, site licensing applications are required to go to Council for their consideration regardless of number of people anticipated please refer to the City of Fort St John Policy 128/17.

Within City owned facilities: *For locations such as North Peace Arena, Kids Arena Fieldhouse.* The City will supply 10 tables, 50 chairs, 1 recycle bin, 1 garbage can, 1 fire extinguisher, 2 barricades, as part of the beer garden set up. Additional supplies are the responsibility of the organizer.

The organizer shall be responsible to supply

- 5 fencing panels (NPA)
- Display signage stating “No alcohol past this point”
- Place signage and/ or tent cards that reminds patrons to make smart choices by having a designated driver or set aside money for a taxi

Please note that the City of Fort St John may require additional documentation outside of what has been outlined above depending on event activities that take place on City owned property.

The organizer is responsible for the clean up the area; including wiping tables, chairs, garbage and recycling appropriately disposed and/ or recycling taken off site.

Outdoor Beer Gardens: *For locations such as Surerus Sports Fields, Centennial Park.* The organizer is responsible to supply tables, chairs, recycle bins, garbage cans, 1 fire extinguisher, barricades, fencing and display signage.

Authorization granted by the City for any liquor licensing shall not relieve the Renters/Users from any legal obligations and/or requirements. All City Owned, but not operated buildings: The City owns, but does not operate the Cultural Centre and Curling Club; these facilities routinely have events that include alcohol. This policy is not designed to impose hardship on lease holders for municipal owned facilities.

*The City of Fort St. John enforces a Zero Tolerance policy toward  
Alcohol in all facilities without proper approvals and permits.*

**Contact:**

Facility Allocations Clerk  
Pomeroy Sport Centre  
Monday- Friday 8:30am-4:30pm  
[reservations@fortstjohn.ca](mailto:reservations@fortstjohn.ca)  
250 794 3307  
<http://www.fortstjohn.ca/special-events-permits>

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