

SPECIAL OCCASION LICENCE POLICY
Council Policy No. 128/15

PURPOSE:

The Purpose of the Special Occasion Licence Policy is to set parameters for responding to special occasion license applications in and on City owned lands or buildings, allowing for appropriate management of the many uses of our community infrastructure to ensure that our varied demographic continues to have access to municipal infrastructure in an inclusive, enjoyable, and safe manner.

POLICY:

Alcohol in/on City Lands

Renters/Users of the City's lands or facilities shall not permit liquor, beer or any other alcoholic beverages on/in any premises. Failure to comply will result in the RCMP being called and the immediate suspension of rental privileges for the group.

Special Events

For events that include alcohol through a Special Occasion License, it is understood that all or almost all of the benefits occur to the User as per the Benefits Based Approach to publicly provided leisure services. Rates shall reflect this policy and approach.

Special Occasion Licenses shall be considered for special events that occur in/on other City facilities or lands, including but not limited to the Pomeroy Sport Centre, North Peace Arena, Kids Arena-Fieldhouse, City Hall, Surerus Park, Kin Park, or any other municipally owned buildings, community parks, trails, or roads.

In accordance with the Provincial *Liquor Control and Licensing Act*:

- there is now the ability to apply for whole site licencing for public events rather than in a segregated area,
- *"events of less than 500 people (routine events) licences will be granted without liquor inspector involvement and beverage garden areas will generally not be required"*,
- the Act allows for major events (over 500 people) to obtain whole site licencing with the Liquor Control Inspector having the ability to segregate a consumption area if deemed necessary from a public safety perspective,
- special occasion licences will be permitted to sell spirit drinks but no more than two standard size servings per customer at a time and no greater than 1.5 oz (43 ml) per serving,
- minors are not allowed in segregated special occasion areas,
- minors are allowed into events where the entire premises, property is licenced although cannot consume alcohol.

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POLICY: (continued)

Special Occasion licence requirements are as follows:

- Maximum operating hours will be from 12:00 p.m. (noon) to 11:00 p.m. for outside events.
- Maximum operating hours will be from 12:00 p.m. (noon) to 1:00 a.m. for inside events.
- The organizers must ensure that there is a food service available on site during the event.
- The RMCP have final approval of the application.
- Patrons at the event must leave within one hour of last call.
- Outside events must have a minimum of six washroom facilities (porta potties) on site for every 100 people.
- Whole venue/site licencing applications are required to go to Council for their consideration regardless of number of people anticipated.

Routine Events:

- Routine event (under 500 people) applications (segregated area) need to be submitted a minimum of three weeks prior to the event to be considered.
- Routine event applications can be approved by the General Manager of Community Services or the Director of Legislative and Administrative Services. If staff declines the application, the group can request Council's reconsideration of staff's decision.

Major Events:

- Major event applications (over 500 people) need to be submitted a minimum of two months prior to the event to be considered by Council. If deemed appropriate, staff can require a segregated beverage garden area for major events.
- Major event applications must include:
 - Site/floor plan
 - Security/risk management plan.

Applications will be processed in accordance with Special Occasion Licence Administrative Procedure No. 31/15.