

# Glen Park Community Association



Liquor License Information Package

Appendix A

## **AGLC Head Office**

50 Corriveau Ave.  
St. Albert, AB T8N 3T5  
Tel.: 780-447-8600 Toll Free: 1-800-272-8876  
Fax: 780-447-8989

## Special Events Licences

A special event liquor licence (SEL) is a legal document that allows the licence holder to host a function with liquor service. Special event licence holders can be individuals, not-for-profit organizations or companies.

Special event functions are restricted to members and invited guests only, and can not include the general public.

## Policies Guidelines and Information:

- Private (non-sale)
- Private (resale)
- Public (resale - commercial)
- Public (resale - community)
- Special Event Licences pamphlet

- General
- Competition
- Hospitality
- Industrial Use

### Types of Special Event licences for private functions

A Private (non-sale) licence allows the licence holder to provide liquor to invited guests *free of charge*. Private non-sale licences can be obtained only by:

- Not-for-profit or charitable organizations
- Adults organizing family functions such as wedding receptions and family reunions, and
- Business/companies.

A Private (resale) licence allows the licence holder to *sell liquor* to invited guests. Private resale licences can be obtained only by:

- Not-for-profit or charitable organizations
- Adults organizing family functions such as wedding receptions and family reunions
- Business/companies' staff social committee

### Special Event Licence Restrictions

A special event licence will not be issued:

- To anyone under the age of 18 or under the influence of drugs or alcohol
- For an establishment where a Class A, B, C or D liquor licence is in effect or under suspension
- For an area open to the general public

## Bring Your Own Wine and homemade liquor products

BYOW (bring your own wine) is only allowed at private residences, not community halls, banquet facilities etc.

Homemade wine, beer or cider cannot be served or consumed and is not allowed on the licensed premises

Licences for private functions of up to 400 people can be authorized by retail liquor stores, general merchandise liquor stores and general off sales rooms. The AGLC must approve Special Event Licences for larger functions. At no time may the fire capacity of the premises be exceeded.

Food service is recommended at all functions. Non-alcoholic beverages must be available.

Liquor service for special event liquor licences can be provided from 10 a.m. until 2 a.m. the following morning. Licence holders may split these hours into two liquor service periods.

A one hour consumption period is permitted once liquor service ends. If liquor service goes from 6 p.m. to 2 a.m., all drinks must be consumed and all liquor removed from the premises by 3 a.m.

A request for liquor service before 10 a.m. can be made to the AGLC Regulatory Division.

Suitable locations for Special Event liquor licensed functions include:

- Community halls
- Banquet rooms or Meeting rooms
- Areas in licensed premises that have been reserved exclusively for the use of the licence holder.

Public access must be restricted.

## Advertising

- Any advertising for a private function must specify that the function is for "members and invited guests only". Such advertising may not invite the general public or suggest the general public is welcome.
  - Community leagues can advertise a function on signs, including freestanding illuminated signs, on community league property.
  - Posters can be displayed on community notice boards.
  - Advertisements may be placed in local newspapers or on radio and television, and should include:
    - Name of organization and function
    - Date of function
    - Location
    - How to obtain tickets
    - Contact names and telephone numbers
- Tickets to private functions cannot be sold to the general public and cannot be sold from business outlets or from public venues.

*Example of advertising:*

NOTICE  
Fraternal Order of Albertans  
MEMBERS' HALLOWEEN DANCE  
Friday, October 31      MyClub Community Hall  
Music by Super Trio, Dance 9 pm to midnight. Refreshments.  
For tickets call club secretary Jane Doe at 780-447-8600.  
*Members and Invited Guests Only*

## Public Special Event Liquor Licence: Event Inspections

As a liquor licensee, you are responsible for ensuring compliance with all legislation, policies and requirements governing the sale and consumption of liquor. These include the Liquor Licensee Handbook and other policies and guidelines. All of these requirements are available at on this website.

AGLC Liquor Inspectors visit hundreds of events each year to ensure they are operating within the policies and regulations of the Province of Alberta. Some of the violations that AGLC Liquor Inspectors monitor when visiting your event are:

## Minors

- Patrons must be 18 years of age to consume, possess, or serve liquor at your event.
- You must request identification from any person who appears to be under the age of 25 if they request liquor service.

## Intoxication

- Licensees and licensee staff or volunteers are prohibited from providing liquor to anyone who appears to be intoxicated by liquor or a drug.
- Intoxicated persons are allowed to be in a licensed area, but must be prevented from consuming liquor.

## Staff consumption

- Staff or volunteers must not consume liquor or be under the influence of liquor or drugs while on duty.

## Supervision

- The licensee must provide a minimum of one (1) adult supervisor for every 50 patrons in attendance. In addition, there must be at least one (1) adult supervisor at each entrance and exit. The ratio at food fairs, is one (1) supervisor for every 200 patrons in attendance.

## Service areas and hours

- Liquor service is limited to the area(s) and hours as defined on your liquor licence.
- All liquor must be cleared from patron areas by 3 a.m.
- For Commercial Public Special Events: a patron can be served or have in their possession only two (2) standard drinks after 1 a.m.

## Removal of liquor from licensed area

- It is prohibited for patrons to remove liquor from the licensed area.

## Liquor dispensing

- All liquor must be served in its original container (beer, coolers) or measured using an appropriate measuring device.
- Patron self-service is prohibited.
- Licensees cannot offer: free drinks, all you can drink for a fixed price or multiple drink specials (i.e.: '2-for-1', '3-for-1' etc.)

## ProServe and ProTect

- At Commercial Public Special Events, all individuals involved in the sale or service of liquor (including ticket sellers) must successfully complete ProServe training before the event. Security personnel will also require valid ProTect training prior to the event.

### Where can you get a Special Event liquor licence?

Special event liquor licences can be obtained from retail liquor stores, general merchandise liquor stores, or general off-sales rooms. Check for the closest liquor store.

### Special Event Licence fees

- Private non-sale licence: \$10.00
- Private resale licence: \$25.00

(NOTE: Retail liquor stores, general merchandise liquor stores and general off sales rooms may charge a service fee of up to \$2.00.)

**SECTION: SPECIAL EVENT LICENCES**

**NUMBER: 9.1**

**LICENSEE HANDBOOK**

**PAGE 1 OF 3**

**SUBJECT: GENERAL INFORMATION**

**POLICIES**

- 9.1.1 "Private function" means an event open only to invited guests.
- 9.1.2 "Public function" means an event open to the general public.
- 9.1.3 A Special Event licence refers to a liquor licence issued to an individual, non-profit organization or municipality for a private or public function held for a limited period of time.
- 9.1.4 Only a Class D licensee (i.e., retail liquor store, general merchandise liquor store or hotel licensed for off sales) and the AGLC are authorized to issue Special Event Licences.
- 9.1.5 A Class D licensee may sell Special Event licences only for private functions, as described below:
- a) Private Non-Sale licences, for functions where patrons do not pay for admission or liquor (See Subsection 9.2); and
  - b) Private Resale licences, for functions where patrons must pay for admission and/or liquor (See Subsection 9.3).
- 9.1.6 Licence applications for the following types of private functions require AGLC approval:
- a) functions for over 400 persons;
  - b) Private Non-Sale or Resale licences for a bus (See Subsections 9.2.3 and 9.3.7);
  - c) Private Resale licence for an auction;
  - d) Private Resale licence for a high school graduation dance (See Subsection 9.3.6); and
  - e) functions providing liquor service before 10 a.m.
- 9.1.7 All Special Event licences for public functions must be issued by the AGLC.
- 9.1.8 A Special Event licence is non-transferable [i.e., it cannot be used by any person or group other than the licensee].
- 9.1.9 A Special Event licence is a legal document and cannot be altered; for example, a Private Non-Sale licence cannot be changed to a Private Resale licence, nor can the licence price be changed.

**SUBJECT: GENERAL INFORMATION**

- 9.1.10 A Special Event licence cannot be issued to any person:
- a) under 18 years of age; or
  - b) who is intoxicated.
- 9.1.11 A Special Event licensee may purchase liquor from any authorized Class D licensee (not just the vendor from whom they bought the licence).
- 9.1.12 No one under the age of 18 years, under any circumstances, is allowed to:
- a) be served liquor;
  - b) consume liquor;
  - c) sell, serve or handle liquor;
  - d) sell liquor tickets; or
  - e) receive liquor from anyone attending the function.
- 9.1.13 A licensee must have the legal right to occupy and control the licensed area for the duration of the event (e.g. ownership, rental agreement, contract).
- 9.1.14 A licensee must comply with the maximum occupant load for the premises or the maximum attendance approved by the AGLC, whichever is less.
- 9.1.15 In addition to liquor, non-alcoholic beverages (e.g., soft drinks, coffee, etc.) must be available to persons attending a licensed Special Event function.

**GUIDELINES**

- 9.1.16 9.1.16 Class D licensees must provide a Special Event licensee with a copy of the pamphlet titled "Liquor Special Event licences for Private Functions.
- 9.1.17 With the applicant's written authorization, a Special Event licence may be issued to a liquor supplier, liquor agency representative or other second party on their behalf. A Licence Authorization Letter (See Subsection 14.7) has been provided to liquor manufacturer representatives for this purpose. The completed Authorization Letter is to be attached to the AGIC (yellow) copy of the Special Event licence.

**SUBJECT: GENERAL INFORMATION**

- 9.1.18 A Class D licensee who issues a Special Event licence requiring AGIC approval must note the name of the AGLC employee who reviewed and approved the licence.
- 9.1.19 Minors are allowed to attend special event functions, however they must comply to the conditions specified in Subsection 9.1.12.
- 9.1.20 Food service is recommended for **all** licensed Special Event functions.
- 9.1.21 Public Resale licences are available from only the St. Albert and Calgary locations.
- 9.1.22 Questions regarding Special Event licences may be directed to the AGLC at 780-447-8846 (or 403-292-7300 in Calgary) or [specialeventlicensing@aglc.ca](mailto:specialeventlicensing@aglc.ca).

**SUBJECT: PRIVATE NON-SALE SPECIAL EVENT LICENCES**

**POLICY**

9.2.1 A Class D licensee may issue a Private Non-Sale Special Event licence for a private function with the following conditions:

- a) The function is open only to members and/or invited guests. Advertising must be directed to members and invited guests only and not to the public at large.
- b) There is no charge for admission or liquor.

9.2.2 A Class D licensee may issue a Private Non-Sale licence to:

- a) an individual organizing a family function, such as a wedding, birthday, anniversary or family reunion;
- b) a non-profit organization;
- c) a registered charitable organization;
- d) a service club or association of individuals organized for a joint purpose;
- e) a municipality; or
- f) a company or corporation.

9.2.3 To consider a licence application for a bus, the AGLC requires the following information:

- a) name of licensee (applicant);
- b) date of departure;
- c) estimated times of departure and arrival;
- d) number of passengers and percentage/number that are adults;
- e) departure and arrival locations; and
- f) letter from the bus owner authorizing liquor service and consumption on the bus; the letter is to be attached to the yellow copy of the licence.

9.2.4 A bus application may be approved with the following conditions:

- a) The bus has a minimum seating capacity of 24 passengers.
- b) The applicant group has exclusive use of the bus.
- c) The passengers are mostly adults.



**SUBJECT: PRIVATE NON-SALE SPECIAL EVENT LICENCES**

- d) Only liquor purchased under the licence is allowed to be served to and consumed by the passengers.
  - e) liquor service and consumption may take place only within Alberta.
    - i) If the bus travels outside of Alberta, the licence must indicate that liquor consumption is not allowed outside the borders of Alberta. Liquor service may resume when the bus re-enters Alberta.
    - ii) liquor consumption must end thirty (30) minutes before the estimated time of arrival at the destination or at the Alberta border, whichever is first.
  - f) The licence must be presented on request.
- 9.2.5 The AGLC will not approve a licence application for a bus tour within the municipal limits of a city, town or village, or to or between other municipalities, for the purpose of visiting licensed premises (i.e. a pub-crawl).

**GUIDELINES**

- 9.2.6 The fee for a Private Non-Sale Special Event licence is \$10.
- 9.2.7 Licence hours may be split, with each time period followed by a maximum of one (1) hour period to consume served drinks (e.g. liquor served from 2 p.m. to 5 p.m. with consumption allowed until 6 p.m.; then liquor served again from 9 p.m. to 2 a.m. with consumption allowed until 3 a.m.),
- 9.2.8 A licence is not required for a non-sale function held in:
- a) a private residence; or
  - b) a party room of a residential complex, hosted by a resident of the complex.

**SUBJECT: PRIVATE RESALESPECIAL EVENT LICENCES**

**POLICIES**

- 9.3.1 **A Class D licensee may issue a Private Resale Special Event licence to a(n):**
- a) non-profit organization;
  - b) registered charitable organization;
  - c) service club or association of individuals organized for a joint purpose;
  - d) company registered under Part 9 of the Companies Act;
  - e) municipality; or
  - f) individual organizing a family function, such as a wedding, birthday, anniversary or family reunion.
- 9.3.2 **All Private Resale Licences are subject to the following conditions:**
- a) The function is not open to the general public. All advertising must be directed to members and invited guests only and not to the public at large.
  - b) There is a charge to patrons for admission and/or liquor.
- 9.3.3 A Private Resale Special Event licence is not intended to be used to provide jobs or to profit any person or business. Proceeds must be used for the common benefit of a legitimate organization, or donated to a recognized charity of the organization's choice.
- 9.3.4 The licence applicant must be:
- a) a person(s) representing a social committee or club holding a bank account with two (2) signing authorities; or
  - b) in the case of a family function, a single person (i.e., one person must take sole responsibility for the licence).
- 9.3.5 The licence is valid only for the date (or consecutive dates) specified on the licence, and is limited to related activities that together can be considered one event.
- 9.3.6 To consider a licence application for a high school graduation dance, the AGLC requires the following information:
- a) date of the function;

**SUBJECT: PRIVATE RESALE SPECIAL EVENT LICENCES**

- b) hours of liquor service and consumption;
- c) location {town, building, room) of function;
- d) maximum attendance expected;
- e) type of food available;
- f) security arrangements;
- g) local police approval; and
- h) preferred retail outlet to purchase the licence.

9.3.7 A Private Resale Special Event Auction licence may be issued for the sale of liquor with a social function at which liquor or non-liquor items are auctioned. To consider a licence application for an auction, the AGLC requires the following information:

- a) name of applicant; and
- b) a list of all donated liquor products and source of these products.

9.3.8 To consider a licence application for a bus, the AGLC requires the following information:

- a) name of applicant;
- b) date of departure;
- c) estimated times of departure and arrival;
- d) number of passengers and percentage/number that are adults;
- e) departure and arrival locations; and
- f) a letter from the bus owner authorizing liquor service and consumption on the bus; the letter is to be attached to the yellow copy of the licence.

9.3.9 A bus application may be approved with the following conditions:

- a) The bus has a minimum seating capacity of 24 passengers.
- b) The applicant group has exclusive use of the bus.
- c) The passengers are mostly adults.
- d) Only liquor purchased under the licence is allowed to be served to and consumed by the passengers.

**SUBJECT: PRIVATE RESALE SPECIAL EVENT LICENCES**

- e) Liquor service and consumption may take place only within Alberta.
  - i) If the bus travels outside of Alberta, the licence must indicate that liquor consumption is not allowed outside the borders of Alberta. Liquor service may resume when the bus re-enters Alberta.
  - ii} Liquor consumption must end thirty (30) minutes before the estimated time of arrival at the destination or at the Alberta border, whichever is first.
- f} The licence must be presented on request.

9.3.10 The AGIC will not approve a licence application for a bus tour within the municipal limits of a city, town or village, or to or between other municipalities, for the purpose of visiting licensed premises (i.e. a pub-crawl).

**GUIDELINES**

9.3.11 The fee for a Private Resale Special Event licence is \$25. The vendor may also charge a maximum \$2 service fee.

**SUBJECT: COMPLETING, ISSUING AND ORDERING SPECIAL EVENT LICENCES**

**POLICIES**

- 9.4.1 A Class D licensee issuing Special Event licenses must comply with all Section 9 policies. Failure to do so could result in a warning, fine, suspension of licence, or suspension/cancellation of the Class D licensee's authority to issue the licences.
- 9.4.2 All parts of a Special Event licence are to be properly and clearly completed by the Class D licensee and signed by both the Class D licensee (as Issuer) and applicant (as Customer) before the licence is taken from the premises.
- 9.4.3 The Class D licensee must provide Special Event licensees with the Liquor Special Event Licences Pamphlet (yellow-coloured pamphlet which outlines the policies associated with a Special Event licence).
- 9.4.4 Class D licensees may add a service fee of up to \$2 for each licence issued. GST must be applied to the service fee only (not to the licence fee).

**GUIDELINES**

- 9.4.5 Any corrections are to be made as follows:
- a) The Class D licensee draws one line through the area that is to be changed and prints in the new information.
  - b) The Class D licensee signs or initials each change.
- Neither correction fluid/tape, nor an eraser, may be used on a licence.
- 9.4.6 The AGLC charges full value for each Special Event licence sold to Class D licensees: there are no discounts for bulk purchases (see below). Cheques are to be made payable to the AGLC.
- 9.4.7 Example:
- $$\begin{array}{rcl} 20 \text{ Private Non-Sale licences} & \times \$10 & = \$200 \\ 5 \text{ Private Resale licences} & \times \$25 & = \$125 \\ & & \$325 \end{array}$$
- 9.4.8 A Class D licensee must keep the pink copy of each licence issued for at least one (1) year.

**SUBJECT: COMPLETING, ISSUING AND ORDERING SPECIAL EVENT LICENCES**

- 9.4.9 If a Special Event licensee informs the Class D licensee they have lost (i.e., misplaced) their licence, the Class D Licensee may endorse a photocopy of the licence as a replacement.
- 9.4.10 When a Special Event function is cancelled for a legitimate reason (e.g., rained out), the Class D licensee may refund the licence fee. The Class D licensee should return the original (white) copy of the licence to the AGLC with a hand-printed, signed explanation for the cancellation and a completed Special Event Licence Order Form. The AGLC will replace the licence at no cost to the Class D licensee.
- 9.4.11 If an unused licence is damaged, the Class D licensee should write "void" on the top copy and return all copies (white, yellow and pink) to the AGLC for replacement, with a completed Special Event Licence Order Form.
- 9.4.12 Samples of properly completed Special Event licences are provided in Section 14. Contact the AGLC (see Section 1.3) for further assistance, as needed.
- 9.4.13 At the end of each month, a Class D licensee must send to the AGLCs St. Albert office {see Section 1.3):
- a) the yellow copy of all licences issued during the month; and
  - b) the Licence Authorization Letter for every licence sold to a second party, attached to the yellow copy of the appropriate licence (see Section 9.1.15).
- 9.4.14 A Class D licensee may order blank Special Event licences in person at AGLC locations in St. Albert, Calgary, Red Deer, Grande Prairie or Lethbridge, or mail in a completed Special Event licence Order Form (See Section 14.5). A Class D licensee may not sell or exchange licences with another Class D licensee.

**SUBJECT: LICENCE HOURS****POLICIES**

- 9.5.1 Special Event licences are normally issued for specified hours between 10 a.m. and 3 a.m. each day the licence is in effect (see Subsection 9.5.7).
- 9.5.2 Liquor service must end no later than 2 a.m., and may be followed by a maximum one (1) hour period to consume served drinks.
- 9.5.3 For a Commercial Public Special Event licence, a maximum of two standard liquor servings may be sold or served to a patron after 1:00 a.m., (see Subsections 5.3.6 and 5.3.7).
- 9.5.4 All liquor must be removed from the licensed premises by 3 a.m., unless otherwise approved by the AGLC.

**GUIDELINES**

- 9.5.5 9.5.5 A single Special Event licence may include several related activities taking place on consecutive days. Examples are:
- a) a wedding, followed by a gift opening the next day;
  - b) a curling bonspiel;
  - c) a convention; or
  - d) other multi-day events as approved by the AGLC.
- 9.5.6 Licence hours may be split, with each time period followed by a maximum one (1) hour period to consume served drinks (e.g., liquor served from 2 p.m. to 5 p.m. with consumption allowed until 6 p.m.; then liquor served again from 9 p.m. to 2 a.m. with consumption allowed until 3 a.m.).
- 9.5.7 A licensee may request AGLC approval to provide liquor service before 10 a.m. The AGLC must approve the request beforehand. A request to provide liquor service before 6 a.m. will not be considered.

**SUBJECT: LOCATIONS FOR SPECIAL EVENTS**

**POLICIES**

- 9.6.1 The following locations are suitable for licensed Special Events:
- a) community halls;
  - b) banquet rooms;
  - c) meeting rooms;
  - d) fenced areas;
  - e) tents or other temporary structures, with the prior approval of local municipal authorities;
  - f) schools/educational institutions, with the prior written approval of a school official (principal, trustee);
  - g) buses, with the prior approval of the AGLC;
  - h) Class A, B or C licensed premises, or a portion of the licensed premises, where the AGLC has approved a temporary suspension of the existing licence; and
  - i) party rooms in multiple family residential complexes.
- 9.6.2 **Licensed Special Events are not allowed at:**
- a) sites where liquor would be consumed on the street (e.g., street dances or block parties);
  - b) Class A, B or C licensed premises where the licence has been suspended by the AGLC;
  - c) areas accessible to the general public;
  - d) private residences or residential properties (applies to functions involving liquor sales only; see Section 9.6.3); and
  - e) outdoor areas without a tent or other type of enclosure.

**GUIDELINES**

- 9.6.3 A licence is not required for a non-sale function held in:
- a) a private residence; or
  - b) the party room of a residential complex, hosted by a resident.



**SUBJECT: ADVERTISING/ ADMISSION/ ATTENDANCE**

**POLICIES**

- 9.7.1 Events held under a Private Special Event licence must be restricted to members and invited guests. Advertising must only be directed to members and invited guests and cannot indicate the general public may attend the event.
- 9.7.2 Events held under a Public Special Event licence may be advertised to the general public. Tickets to public functions may be sold at ticket agencies, business outlets and kiosks in shopping malls.

**SUBJECT: LIQUOR PURCHASES AND RETURNS**

**POLICIES**

9.8.1 Homemade liquor must not be brought to, or consumed at, a licensed Special Event. All liquor products must be purchased from Class D licensed premises including:

- a) Retail liquor stores;
- b) General merchandise liquor stores;
- c) General off sales; and
- d) Manufacturer's off sales.

9.8.2 Receipts for all liquor purchases must be attached to the licence.

9.8.3 A Class D licensee from whom liquor was purchased for a Special Event function must accept for refund any liquor returned in an unopened, resalable container. A restocking fee may be charged.

**GUIDELINES**

9.8.4 If the issuer of a Special Event licence suspects homemade liquor or any other type of illegal liquor may be served at a Special Event, the Class D licensee should contact the AGLC immediately.

9.8.5 A Special Event Licensee may transport liquor purchased for the event to the location of the function up to 48 hours in advance and has 48 hours after the event to remove the liquor.