NLC

SPECIAL EVENT LICENCES

A Special Event Licence may be issued authorizing any charitable or non-profit organization raising funds for charitable purposes and not in possession of a subsisting licence issued by the board, to sell spirits, beers and wines at a function on the premises, date(s) and times as prescribed in the licence.

Applications for special events with up to **1,500 attendees** must be submitted at least **two weeks** prior to the date of the proposed event.

Applications for larger special events with over **1,500 attendees** must be submitted at least **six weeks** prior to the date of the proposed event.

A **charitable organization** applying for a special event licence must provide the charitable number assigned by Canada Revenue Agency. A fee of $100/event (providing the event takes place over consecutive days) must be submitted with each application.

A **non-profit organization** applying for a special event licence must provide a current description of the organization outlining its aims, objectives and a list of the current executive (with telephone numbers). A fee of $200/event (providing the event takes place over consecutive days) must be submitted with each application.

Location

A special event licence may be obtained for indoor events, outdoor events, or events that combine usage of indoor and outdoor facilities provided all requirements are met.

Indoor Event

For indoor events, applicants must submit the completed form and required fee, and specify the area(s) of the building(s) to be used for the sale and consumption of alcoholic beverages. The applicant must also include a Capacity Card for the location.

Please note that the proposed location must not hold a permanent liquor licence.

Any organization applying for a Special Event Licence to be issued in respect of a stadium may, with the approval of the NLC, use the area commonly referred to as the "Ice Surface Area" for the sale and consumption of alcoholic beverages. Sale and consumption shall not take place in the seating area of the stadium unless specifically authorized by the NLC.

Outdoor Event

For outdoor events, applicants must submit the completed form and required fee. In addition, the following conditions or requirements shall apply:

1. The application shall be accompanied by one copy of a site plan (on paper no larger than 8.5" x 14"), which depicts the location of the:
    a. Security fencing outlining the perimeter of the licensed area;
    b. Entrance and exit;
    c. Service bar(s);
    d. Buildings or tents to be used in relation to the proposed licensed area, including alternate locations to be used in the event of inclement weather;
    e. Washrooms;
    f. Type of lighting used for the event, if it is held after dark; and
    g. *Location(s) of where drink tickets will be sold.
    *If a licensee does not plan to sell drink tickets, an alternate method of payment should be stated in the application (ie. Debit/Credit devices). Due to congestion and safety concerns, cash bars are not permitted.

    Note: After the application has been submitted and reviewed by the local inspector, changes to the site plan may be required.

2. No liquor shall be sold or served at an event held outdoors unless the area to be used for the sale and consumption of liquor is defined in the following manner:
    a. The area of sale and consumption of liquor shall be adequately enclosed by:
        i. Double fencing which is no less than 4 feet in height and includes a 7-foot buffer zone; or
        ii. Single layer of fencing which is no less than 6 feet in height.
    The fence shall be secured in such a manner as to ensure that it remains upright and secure during the hours of operation.
    b. There shall be a distinctive entrance to and exit from the enclosure; and
    c. The entrance, exit and total licensed area shall be always supervised during the hours of sale and consumption to ensure that all sale and consumption of liquor takes place within the confines of the licensed enclosure.

3. The licensee is responsible to ensure that patrons do not enter the licensed area with alcoholic beverages, non-medical cannabis or other illicit drugs.

4. Secure facilities are to be provided for the proper storage of liquor. Alcohol vendors and sponsors are prohibited from bringing alcoholic beverages into the licensed area that were not purchased under the event license, unless specific permission has been given by NLC.

5. Alcoholic beverages may be served in open cans or other open disposable containers. NLC will consider requests to use other types of beverage containers on a case-by-case basis. For the safety of patrons and staff, the NLC strongly discourages using glass beverage containers.

6. An application that has been altered after receiving approval from the Municipal, Fire or Police Authorities will be voided, and a new application must be submitted.

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7. All other requirements of the *Liquor Control Act* and *Regulations* with respect to the sale and consumption of alcoholic beverages shall apply.

The NLC strongly advises that event sites be set up as far in advance of the requested start date as possible. Event licenses requiring an on-site inspection may be delayed getting issued if an Inspector determines that the premises is not satisfactory.

Combined Event

An event may take place in a combined indoor/outdoor facility, or it may begin at an outdoor location and be moved to an indoor facility. For an event combining the use of indoor and outdoor facilities, the requirements for both must be fulfilled, which means that the applicant must specify the area(s) of the building(s) to be used, and submit capacity cards as well as a copy of an outdoor site plan.

Minors

Upon request of the applicant, NLC may grant permission for minors to attend the event(s) under certain circumstances where alcohol service is only intended to compliment the main premise of the event, such as concerts or other forms of entertainment. The applicant must ensure that rationale for the attendance of minors is submitted, as well as any supporting documentation that identifies risk mitigation around exposure to alcohol and social responsibility initiatives/messaging planned for the event.

If permission is granted, specific conditions may be added to the licence to reinforce the controls for alcohol and the mitigation of risk around patrons, especially minors. Examples of conditions may include:

- Minors shall be accompanied by parent or guardian
- Age verified wristbands worn by all patrons over the age of 19 years old
- A limit of two standard drinks may be given to a customer at any time
- Mandatory exit
- No Smoking

Purchases and Conclusion Report

All liquor sold at a special event must be bought from the Newfoundland Labrador Liquor Corporation (NLC) or a designated Liquor Express Store. Beer must be bought from the NLC, a licensed Brewery or a licensed Brewer's Distributor. The licensee must use their licence number for all purchases and keep all invoices and receipts. Products not listed by the NLC must be ordered through the Supply Chain Department using the licence number. Orders without a licence number will not be processed.

All licensees are required to complete a *'Special Event Licence Conclusion Report'* (see attached) that identifies the details of the event, including the charitable or non-profit beneficiary and the amount of funds that were raised for its purpose. This report must be completed and submitted to the local inspector within 30 days of the licence's expiration date.

Cancellations

If an event is cancelled, the licensee must advise Regulatory Services within 2 weeks of licence's effective date to qualify for a refund.

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NLC

APPLICATION FOR SPECIAL EVENT LICENCE

- Organizations holding a subsisting licence do not qualify.
- Applications for events with **less than 1,500 attendees** must be received at least **two weeks** prior to the proposed start date.
- Applications for events with **more than 1,500 attendees** must be received and at least **six weeks** prior to the proposed start date.
- Please complete all fields in this application to avoid a delay in processing.
- Special Event Conclusion Report (attached) must be completed within 30 days after the event.

Section 1 – Applicant Data		
Name of Applying Organization		
Mailing Address		
Telephone Number	Fax Number	Email Address

Is this a **Charity** or **Non-Profit Organization**?

❑ Charity - Canada Revenue Agency Charitable Number: _____

❑ Non-Profit Organization

Has your organization previously applied for a Special Event Licence? ❑ Yes ❑ No

Charity:

Please attach a current list of executive with titles and telephone numbers.

Non-Profit:

If yes, please attach a current list of executive with titles and telephone numbers.

If no, please attach documentation to demonstrate your organization is a non-profit entity (include description of organization outlining its aims, objectives, and a list of current executive with telephone numbers).

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Section 2 – Event Data

Date(s) of the Event(s) for which licence is required:

What are the hours during which alcoholic beverages will be served?

Specific Location of Event (community/town/city, street number/street name, nearby landmarks, etc.):

For Outdoor Events Only - Please indicate where event will be held in case of inclement weather (capacity card must be provided for any buildings):

Please attach, on paper no larger than 8.5" x 14", a scaled diagram with measurements showing (for indoor, outdoor and/or combined events): security fencing (type, height and layering), entrance, exit, service bar(s), buildings or tents with usage labels, ticket booth (if applicable), washrooms, and location and type of lighting (if applicable)

If applying for a series of events, please specify below:

DATE(S)	HOURS	LOCATION

NOTE: THE HOURS OF SALE OF LIQUOR SHALL BE CONFINED TO THE HOURS SPECIFIED ON THE LICENCE

Do you require permission for minors to attend this function? ❑ Yes ❑ No

If "yes", please state rationale:

State the type of event (i.e.: wedding, banquet, dance):

Number of people expected to attend:

Security will be provided by:

Number of security personnel:

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Section 3 – Contact Information

INDIVIDUAL(S) RESPONSIBLE FOR THE ORGANIZATION AND SUPERVISION OF THIS EVENT:

NAME AND POSITION	TELEPHONE #	EMAIL
NAME AND POSITION	TELEPHONE #	EMAIL

*Please ensure that at least one of the individuals identified above signs below.

_____ SIGNATURE

_____ DATE

Section 4 – Approvals

THIS APPLICATION MUST BE APPROVED AND SIGNED BELOW BY MUNICIPAL, FIRE & POLICE AUTHORITIES.
ANY CHANGES TO DATE, TIME OR SITE PLAN MUST BE REAPPROVED BY AUTHORITIES.
IF EVENT IS BEING HELD IN A BUILDING, PLEASE INCLUDE A COPY OF YOUR CAPACITY CARD.

MUNICIPAL AUTHORITY	FIRE AUTHORITY	POLICE AUTHORITY
NAME/TITLE SIGNATURE	NAME/TITLE SIGNATURE	NAME/TITLE SIGNATURE
EMAIL	EMAIL	EMAIL
TELEPHONE #	TELEPHONE #	TELEPHONE #
DATE	DATE	DATE

Section 5 – Payment

❑ Charity - $100/event (providing event is held over consecutive days)

❑ Non-profit Organization - $200/event (providing event is held over consecutive days)

Payment (Please ensure one of the following boxes is selected)

❑ Cheque or ❑ Money order: please make payable to **NEWFOUNDLAND LABRADOR LIQUOR CORPORATION**

❑ Credit Card (Online only; link will be sent to email address provided in Section 1)

Completed applications may be submitted via email, fax or mail:

Email: corporateservices@nlliquor.com **Fax: 709-753-8625**

Mail: **NEWFOUNDLAND LABRADOR LIQUOR CORPORATION**
Attn: Regulatory Services
P.O. Box 8750, STN. A
St. John's, NL A1B 3V1

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NLC

Special Event Licence Conclusion Report

*Report is due within 30 days of the expiration of the licence. Please send to corporateservices@nlliquor.com.

Section 1: Licensee Information		
Name of Organization:		Licence #:
Mailing Address:		
Contact Name:		Phone Number:
Email Address:		
Date(s) of Special Event(s):		
Signature	Date	
Section 2: Non-Profit or Charitable Organization		
What charitable or non-profit organization(s) benefited from this event?		
Total of alcohol sales revenue:	Total amount of donation:	
Contact name & position:	Phone:	Email:

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Section 3: Event Details (To be completed for events with 1,500+ attendees)	
Day 1	
Number of tickets sold:	
Number of patrons in attendance:	
Was permission for minors granted for your event?	
Number of security personnel used for this day:	
Details of Security Incidents	
Number of people banned from event:	
Number of injuries:	
Number of incidents requiring police or medical attention:	
Day 2	
Number of tickets sold:	
Number of patrons in attendance:	
Was permission for minors granted for your event?	
Number of security personnel used for this day:	
Details of Security Incidents	
Number of people banned from event:	
Number of injuries:	
Number of incidents requiring police or medical attention:	
Day 3	
Number of tickets sold:	
Number of patrons in attendance:	
Was permission for minors granted for your event?	
Number of security personnel used for this day:	
Details of Security Incidents	
Number of people banned from event:	
Number of injuries:	
Number of incidents requiring police or medical attention:	

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Section 3: Event Details (To be completed for events with 1,500+ attendees)	
Day 4	
Number of tickets sold:	
Number of patrons in attendance:	
Was permission for minors granted for your event?	
Number of security personnel used for this day:	
Details of Security Incidents	
Number of people banned from event:	
Number of injuries:	
Number of Incidents requiring police or medical attention:	
Day 5	
Number of tickets sold:	
Number of patrons in attendance:	
Was permission for minors granted for your event?	
Number of security personnel used for this day:	
Details of Security Incidents	
Number of people banned from event:	
Number of injuries:	
Number of incidents requiring police or medical attention:	
Day 6	
Number of tickets sold:	
Number of patrons in attendance:	
Was permission for minors granted for your event?	
Number of security personnel used for this day:	
Details of Security Incidents	
Number of people banned from event:	
Number of injuries:	
Number of incidents requiring police or medical attention:	

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Section 4: Licensee Comments (To be completed for events with 1,500+ attendees)

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