

Information and Instructions:

- A security plan is required for any special event licensed to sell or serve liquor if **500 or more** people are expected to attend, **or if required by local police.**
- Special Occasion Licence (SOL) applicants may use this form for the security plan or provide similar information in a different format.
- An adequate security plan must describe how the licensee will:
 - ensure that minors do not buy or consume liquor;
 - ensure that only liquor purchased under the licence is available or consumed at the event;
 - prevent over service or service to intoxicated patrons;
 - prevent disturbances and accidents at the event;
 - prevent unreasonable disturbance of the immediate neighbourhood, and
 - ensure sale and service of liquor is kept within the licensed area.
- To submit your security plan, please contact the Liquor Control and Licensing Branch office which is closest to where the event will be held to confirm how to submit the security plan for review and approval. (See <http://www.pssg.gov.bc.ca/lclb/branch/contact> for a list of branch offices.)
- If you are also applying for an Exemption to SOL Policy, send your security plan to LCLB Headquarters by mail (P.O. Box 9292, Stn Prov Govt, Victoria, BC V8W 9J8), email (liquor.licensing@gov.bc.ca) or fax (250 952-7066).
- Additional information can be found in the Special Occasion Licence Booklet which is available from Government Liquor Stores or online at www.bcliquorstores.com/special-occasion-licence. If you have any questions call the branch toll-free at 1-866-209-2111 (BC only) or 250-952-5787.

PART 1: Applicant and Organization Information

Section A: Private SOL for a family occasion

If you are applying for a Private SOL to celebrate a family occasion, complete this section. For all other types of SOL, please see Section B.

Your name:		Daytime Phone:	
	(last / first / middle)		
Applicant E-mail:		Evening Phone:	
Mailing Address:			
	Street	City	Province Postal Code

Section B: All other types of SOL

Applicant Name:			
	(society, organization, company, etc. applying for the SOL)		
Address of Organization:			
	Street	City	Province Postal Code
Name and contact information of person completing this application:			
Contact Name:		Daytime Phone:	
	(last / first / middle)		
Contact E-mail:		Evening Phone:	
Contact Address:			
	Street	City	Province Postal Code
Relationship to the applicant organization:			
	(e.g. board member, staff member, etc.)		

Part 1, Section B continued on next page...

If you are hiring a security company to look after your security needs, please provide the following information:

Security company name:

Name of company official assigned to your event:

Address of security company:
Street City Province Postal Code

Phone: Email:

PART 2: Event Information

Please choose the event type below:

- Public event **or** Private event **or** Both public and private event (e.g. a public beer garden at a ball tournament with a private dance)

A **public event** is a community or public celebration, such as a community festival or outdoor concert. It can be held in a place that is open to, or in view of, the public such as a park, open room in a community centre, a business open to the public or an outdoor location. Anyone can attend.

A **private event** is an event where attendance is limited to invited guests, advance ticket holders, or an organization's members and staff. Entry tickets for a private event must be sold, reserved or given away prior to the event commencing. A private event may be social, cultural, recreational, religious, sporting or community oriented.

Please describe your event below:

(e.g., family event such as a wedding or birthday party, concert, baseball tournament, staff party, club event, etc.)

Location of event:

Location of event:
Street City Province Postal Code

Please describe the areas where liquor will be consumed:

If the event is indoors, what is the occupant load for the area where liquor will be served and consumed?:

If the event is outdoors, what will be the estimated number of patrons in the licensed area?:
(per day)

Estimated number of attendees for event: Estimated number of minors (under 19):
(If different than above) (per day) (per day)

Date and times of the event

Please list the proposed days and hours of the event:

Date: Event starts at: a.m. p.m. Event ends at: a.m. p.m.
(Day/Month/Year)

PART 3: Staffing for Event Security

Note: Paid and unpaid "door security staff" must be licensed under the BC *Security Services Act*. Other paid or unpaid staff who are not responsible for the security of the event, such as ticket takers and people checking identification at the door, do not need to be licensed. (See Section 8.7 of the SOL Manual for definitions of door security staff and a link to the BC Security Industry and Licensing website.)

The special occasion licence is issued for the event as a whole. Liquor service and consumption may be required to take place in only a part of the whole event area. The licensee is responsible for security in the whole event area and the immediately adjacent area as well as the liquor service area.

Security Staff

1. Please select one or more categories below and indicate how many people from each category below will be responsible for the security, compliance with liquor laws and safety at your event? (if the numbers will change during the event provide details of how many will be on duty during what hours):

Police (contracted for this event):

Volunteers:

Part 3 continued on next page...

Licensed security company:

Individuals hired
by the licensee:

Bartenders and Serving Staff

Please provide specific information about the number of bartenders and servers.

Note: All managers responsible for liquor service and all paid bartenders and servers must complete the Serving It Right (SIR) training course before they begin working. (See Section 5 of the Special Occasion Licence Policy Manual.)

1. How many people will be managing the liquor service, i.e. directing service workers, checking liquor supplies, supervising sales records, etc.? (If the numbers will vary, indicate how many during which hours):

2. How many people will be bartending, i.e. pouring drinks and opening bottles? (If the numbers will vary, indicate how many during which hours):

3. How many people will be servers - taking liquor to customers? (If the numbers will vary, indicate how many during which hours):

4. If the bartenders and servers are unpaid volunteers how many will have SIR training?

5. What training or orientation will bartenders and servers without SIR be given in responsible liquor service?

PART 4: Location and Capacity

At all events, the liquor service areas must be clearly identified. If the event is indoors, liquor service should be contained within one or more rooms. If it is outdoors, the liquor service areas must be clearly marked with barriers which are sufficient to ensure people enter and exit at approved locations. All entrances and exits must be monitored. In addition to other reasonable security features, the entrance area where ID is checked must be well lit.

1. Describe the physical barriers (i.e., fencing, barricading, rooms, etc.) which will be in place to control and limit access to and from areas where alcohol is being sold or served?

2. Attach a sketch of the event site which identifies the area(s) where liquor will be served and consumed, the estimated number of participants in each area and the locations of the entrances and exits. If the event is indoors, indicate the occupant load for each area where liquor will be served or consumed. (See example on page 4 of this form.)

3. How will the entrances to the liquor service area be supervised?

Please see next page for Part 5...

PART 5: Prevention of Over Service, Intoxication and Service to Minors

This section deals your plans for preventing over service, ensuring intoxicated persons are not served and are removed from the licensed area, and preventing service to minors.

1. Minors - Describe what measures will be put in place to prevent minors from consuming alcohol. (For example, describe procedures for checking identification to confirm the age of patrons, placing signs about the requirements for proof of age, use of wrist bands to identify minor patrons, etc.)

2. Removal of intoxicated patrons - You must not permit intoxicated patrons to remain in the licensed area. What arrangements will you make to ensure that intoxicated patrons are removed from the event and get to a safe location?

3. Respect for neighbours - What actions will you take to ensure participants do not unduly disturb the neighbourhood when the event ends?

PART 6: Sample Sketch of Event

