

Special Occasion Licence Major Events

TERMS and CONDITIONS

Revised
April 2014

Update Summary

Date	Update Description (Click on blue link to jump to section)	Updated Pages
April 2014	Exemptions	6
	Liquor Service Area Configuration and Crowd Control	7
	Lighting and Visibility	8
	Security for Events of Less Than 500 People	8
	Security for Events of More Than 500 People	8
	Minors	9
	Liquor Service	10-11
October 2013	Entertainment	12
	Liquor Inspectors and Police	4-5
	Liquor Service Area Configuration	7

Special Occasion Licence: Major Events Terms and Conditions / Host Responsibilities

A GUIDE FOR MAJOR EVENTS IN BRITISH COLUMBIA

Table of Contents

Introduction	4
Liquor Inspectors and Police	4
You are Responsible for the Safety of your Patrons	5
Your Presence at the SOL Event is Required	5
Your Conduct.....	5
Raising Money for Charitable Purposes	6
Exemptions	6
Posting Your Special Occasion Licence Documents	6
Liquor Service Area Configuration and Crowd Control	7
Lighting and Visibility	8
Security for Events of Less Than 500 People.....	8
Security for Events of More Than 500 People	8
Minors.....	9
Serving it Right: The Responsible Beverage Service Program.....	10
Liquor Service	10
Tastings	12
Entertainment	12
Signage	12
Advertising.....	13
Gambling	13
Intoxicated Persons, Criminal Activities, Unruly Behavior.....	13
Drinking Games	14
Community Disturbances	14
Contacts / More Information	15
Appendix 1: Monetary Penalties Relating to a Special Occasion Licence: First Contraventions	16
Appendix 2: Taking Reasonable Measures to Prevent Community Disturbances.....	18

Introduction

Special Occasion Licences are needed for a broad range of events, from small family weddings to music festivals with 5,000 people, or more. This document focuses on major events, ones which because of the number of people attending, nature of the venue, characteristics of the event, or impact on the local community may require additional planning and review by the police and a liquor inspector.

The terms and conditions (rules) in this document apply to all Special Occasion Licence events. They are imposed to ensure your event is safe and enjoyable – that the risk to the public associated with drinking is kept to a minimum. However, because risk levels may differ between various types of major events (for example an indoor sit-down banquet for 600 people and an outdoor summer rock concert for 10,000), some of the terms and conditions in this document may be customized by the liquor inspector to fit your event.

This document focuses on the provision of liquor service at your Special Occasion Licence (SOL) major event. It is intended to help you host a safe and responsible event - one which complies with the liquor laws of British Columbia. This document describes the requirements of the *Liquor Control and Licensing Act* (the Act) and *Regulation*, and *Terms and Conditions* imposed by the General Manager of the Liquor Control and Licensing Branch (LCLB) under Section 12 of the Act. While the information contained in this document is accurate, the provisions of the Act and regulations prevail. You may be asked to sign a receipt acknowledging that you have received this document.

The requirements and the terms and conditions contained in this document apply to your event. In addition, where the police and liquor inspectors believe it necessary for public safety, they may impose additional terms and conditions not contained in this document. Other terms and conditions may be imposed by the Liquor Control and Licensing Branch.

As the licensee and host of a major SOL event you must comply with these requirements and all others imposed by LCLB, on behalf of the General Manager. Failure to do so may result in monetary penalties and/or other penalties including the prohibition from holding future SOL events. Monetary penalties are significant: the penalty for a first contravention for selling liquor to a minor ranges between \$7,500 and \$10,000; for selling liquor to an intoxicated person, between \$5,000 and \$7,000. Please see the *Appendix 1* for more information.

Help is available: Hosting a major SOL event is a big undertaking. The various agencies you may be working with (local government, police, LDB, LCLB exemptions, First Nations, etc.) all need time to process your requests or applications. Please check with them to ensure you meet their deadlines.

Your local liquor inspector is available to work with you in planning your event to ensure liquor service is provided in a safe and responsible manner.

Please note: In this document “you” refers to the person applying for the SOL (whose name appears on the licence) and who is responsible for liquor service at the event. “You” also refers to the licensee organization or group, event staff and volunteers, and security staff, as applicable.

Liquor Inspectors and Police

The law gives liquor inspectors and the police full and immediate entry to inspect all areas of the premises at all hours. They may immediately suspend a Special Occasion Licence for reasons of public safety, seize illicit liquor, and take other measures where a licensee has contravened the conditions of the licence, or a threat to public safety is determined.

As a term and condition of your licence the police and liquor inspectors are to have full access to your event and to receive your full cooperation. You are not to draw the attention of patrons to the fact that liquor inspectors, minor agents contracted to the branch and/or police are present as this may put the safety of

the inspectors, minor agents contracted to the branch and police at risk. Accordingly, your actions must not cause the attention or focus of patrons to shift towards inspectors, minor agents contracted to the branch or police at any time, including entry, during an inspection, or when exiting your event.

You are Responsible for the Safety of your Patrons

As a licensee with a Special Occasion Licence, it becomes your responsibility to protect patrons from any harm that may result from drinking at your event. This includes harm that may occur at the event or elsewhere, after the patrons have left. If you serve alcohol to someone who becomes intoxicated, you may be legally liable for that person's behavior and the results of that behavior regardless of whether the behavior occurs at your event or after the person has left your event.

You have a responsibility and right under the Act to forbid a person who appears intoxicated, either by alcohol or drugs, from entering your event. If a patron at your event appears intoxicated you must not serve or sell them liquor or allow them to remain in the licensed area – it is a contravention to do so.

Please see *Intoxicated Persons, Criminal Activities, Unruly Behavior*, below, for information on the signs of intoxication.

You must take steps to ensure that the intoxicated person does not harm himself/herself or others, including ensuring they have a safe ride home. Promote responsible drinking by ensuring there is a reasonable amount of food and non-alcoholic drinks at your event. Consider offering complimentary, de-alcoholized and non-alcoholic beverages to designated drivers.

Your Presence at the SOL Event is Required

As the person responsible for liquor service, you are required to be at the SOL event for its full duration on each day of its operation. Where this is not practical, you may obtain prior approval from the police or liquor inspector to designate, in writing, a person who can substitute for you on a limited basis.

The person substituting for you must have *Serving it Right* (please see *Serving it Right: The Responsible Beverage Service Program*, below) and be a member of the organization or group, or manager of the event. The written designation must specify the days and times the substitution will occur and be posted with your SOL licence (please see *Posting your SOL Licence Documents*, below). Regardless of who is in attendance, the licensee remains legally responsible.

Your Conduct

You, your managers, staff and volunteers, and security staff are not permitted to drink alcohol or be intoxicated while performing their duties.

When off duty, they must not wear event T-shirts, name tags, badges, arm bands, hats, or any other article that would identify them as staff. When off duty, they are not permitted to remain in areas where the public is not allowed (momentary entry to retrieve personal effects is permitted provided they do not have alcohol in their possession or resume staff duties, i.e., serving alcohol, etc.). This separation of on-duty and off-duty staff is necessary to enable liquor inspectors and police to ensure on-duty staff are not drinking.

Everyone involved with the event, including food kiosk operators, cleaners, entertainers, etc. must refrain from illegal activities, disorderly conduct, or any other action that might affect public safety. You are required to have processes in place to deal with such incidents, including procedures for ejecting the

individual(s) from the event and/or notifying the police. You are responsible for the actions (or lack of action) of event staff and security personnel, regardless of whether they are paid or unpaid volunteers.

Raising Money for Charitable Purposes

If you are a qualified organization or group and are raising money for a charitable purpose, you may apply for permission (please see *Exemptions*, below) to charge prices above the maximums listed in the *Liquor Service* section below.

A charitable purpose is one that provides for the relief of poverty or the advancement of education, religion, recreation, sports or athletics, aid to the disabled and handicapped, culture, youth or senior citizens, or other purposes beneficial to the community.

If you are granted this exemption you are required to submit financial records showing that all profits of the event, not just the liquor sales, was donated to the charity, to the Liquor Control and Licensing Branch within 60 days of the event. Failure to provide the required records may result in a monetary penalty and possible loss of eligibility to obtain an SOL in the future.

Exemptions

Under certain circumstances exemptions to the policies governing the SOL may be granted by the Liquor Control and Licensing Branch. Specifically, permission may be granted for you to:

- hold more than two SOLs per month or 24 per year (with the exception of weekend festivals lasting 3 days, or 4 days including a statutory holiday)
- apply for an SOL if you are not a Canadian citizen or a permanent resident
- extend the hours of your event beyond 10:00 pm for outdoor or 2:00 am for indoor events
- charge more than the maximum liquor price if you are holding an event to raise money for a charitable purpose (please see *Raising Money for Charitable Purposes*, above).

Four weeks before your event: You must apply for the exemption at least four weeks before the start date of your event or the Liquor Control and Licensing Branch may not have sufficient time to review and approve your request.

Liquor inspectors are not authorized to grant exemptions. To apply for an exemption, please complete and submit the *Special Occasion Licence Policy Exemption Application Form* (LCLB031) and the \$100.00 non-refundable fee to the Liquor Control and Licensing Branch. Please see *Contacts/More Information*, at the end of this document, for the address and links to the form.

You will receive a letter advising you of whether your request was approved. If approved, the letter must be attached to your SOL application during the licence approval process and posted at the event.

Posting Your Special Occasion Licence Documents

You must post the following documents in the liquor service area where they can be viewed by anyone who requests to see them:

- valid Special Occasion Licence
 - your copy of the SOL Application form, completed in full and signed by the required authorities
 - documents from the police or local government or First Nations as required
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Revised
April
2014

- letters from the Liquor Control and Licensing Branch granting exemptions (please see *Exemptions*, above).
- documents from the Liquor Control and Licensing Branch imposing additional terms and conditions
- written designation of an individual who can be in attendance at the event on behalf of the licensee
- any other document you have been directed to post.

Also, legible receipts, clearly showing the source of the liquor you are serving under the licence, must be kept on site for inspection by a liquor inspector.

Liquor Service Area Configuration and Crowd Control

Whole site licensing is generally permitted at public SOLs. A beverage garden will be imposed only if there are public safety reasons for doing so. Liquor inspectors will assess the risk to public safety based on factors that include event character, size and duration; patron demographic; lighting; site visibility; licensee compliance history; crowd density; security presence.

There are two broad categories of SOL licences: events of 500 people or less (“small events”); events of 500 or more people (“major events”). Generally, small events licences will be granted without liquor inspector involvement. Police or local governments may impose terms and conditions on licences for small events. For major events, whole site licensing is permitted, subject to the imposition of beverage gardens if deemed required from a public safety perspective. Licensees are required to submit a security plan for review by liquor inspectors.

The layout of your liquor service area, whether permitted for your entire site, or confined to a beverage garden, is critical to public safety (you may be required to submit a site plan). You are responsible to ensure that only those persons permitted to enter the liquor service area do so and that they enter and exit in a controlled and safe manner.

You are responsible to ensure your liquor service area is sufficient to handle the number of patrons you expect to attend. This is to ensure over-crowding does not occur. Many venues have an *occupancy load* – the number of people it can safely accommodate – set by local government or the fire department. If this is available it will help you determine if the venue is suitable for your event or if the number of people attending must be reduced. For reasons of public safety you may be requested to reduce the size of the liquor service area.

Entrances and exits: These should be separate and separated by a reasonable distance, where feasible.

Door security: Please see *Security Plan*, below.

Patron clearance: An important component of controlling access is verifying that patrons are entitled to enter the area and they do not bring anything into the area which could affect public safety.

- Alcohol, drugs, and weapons brought into the liquor service area by patrons are a major risk to public safety and are not permitted. Where the risk of this happening is thought to be high, the licensee may be required to undertake searches to prevent such items from entering your event. If you know or suspect that one of your patrons has a weapon, you should notify the police immediately.

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April
2014

Lighting and Visibility

Lighting and visibility must be sufficient for you and your staff to easily and readily maintain care and control of patrons in the area licensed for liquor service. If your event is an outdoor daytime event you will need to make sure you have adequate lighting if the event extends after sundown. Lighting must be sufficient in the ID checking area to allow for detailed scrutiny of patrons' identification.

Security for Events of Less Than 500 People

ID checking is of paramount importance (please see *Minors*, below) and must be done to ensure minors are not served liquor. Wrist bands, hand stamps, etc. may assist you in determining who is entitled to be served in the liquor service area.

Perimeter fencing: If liquor service is provided throughout the whole venue, the whole venue must be secured with a perimeter barrier sufficient to define boundaries and to ensure that liquor is not consumed outside boundaries or transported across boundaries.

Security plan: Where it is in the public interest to do so, police or liquor inspectors may require a security plan. The security plan must set out how you will control crowds, prevent minors from accessing liquor, and prevent over consumption. Please see the Liquor Control and Licensing Branch website for a sample security plan and how to submit it.

Either police or inspectors may impose beverage gardens, and police may impose beverage gardens independently of liquor inspectors.

Security for Events of More Than 500 People

Perimeter fencing: Where the liquor service area is a designated part of a larger area (e.g., a beverage garden), that liquor service area must be surrounded by a barrier sufficient to confine the sale, service and consumption of liquor to that area.

Single six-foot (6') fencing is generally required if you are hosting a major event where a Liquor Inspector and police must approve the application. Additional measures may also be required depending on the risks associated with your event. You may reduce the height of the fencing or the number of security staff in cases where the risk of removed liquor or unauthorized access is reduced, if agreed to in consultation with your local Liquor Inspector and police.

If liquor service is provided throughout the whole venue, the whole venue must be secured with a perimeter barrier sufficient to define boundaries and to ensure that liquor is not consumed outside boundaries or transported across boundaries.

ID checking is of paramount importance (please see *Minors*, below) and must be done to ensure that minors are not served liquor or, where beverage gardens are imposed, that minors do not enter the beverage garden. Wrist bands, hand stamps, etc. may assist you to identify patrons who are entitled to be served liquor, and enter beverage gardens, if present, and be served liquor.

Chairs and tables: Where there is a risk of items being thrown, public safety may require that chairs (e.g., folding metal chairs) and small tables not be used in beverage gardens.

Security plan: You will be required to provide a security plan – please contact your local liquor inspector. The security plan must set out how you will control crowds, prevent minors from accessing liquor, and

prevent over consumption. Please see the Liquor Control and Licensing Branch website for a sample security plan and how to submit it.

Security staff: Security staff (paid, or unpaid volunteers) are those who are responsible for preventing the entrance of unruly or disruptive persons and/or removing persons who become unruly or disruptive or who present a safety risk to others. Such staff must be licensed under the *BC Security Services Act*; please see *Contacts/More Information*, at the end of this document).

Servers, bartenders, or other individuals who check identification, count patrons to ensure that the event is not over crowded, or perform other duties, but are not expected to perform tasks associated with the security of the event, are not considered to be security workers.

If you are required to have security staff, the number of staff must be sufficient for your event and they must be well trained. Your Liquor Inspector will work with you to determine the appropriate number of security staff. This will often involve an Inspector's assessment of the risks at your event to help you ensure an adequate level of security. Depending on the type of your event and other factors you may need one security person for every 50 to 100 guests. Security staff must be highly visible during the event and must be actively providing security services throughout the site.

Police: The presence and number of police officers may be considered by your Liquor Inspector in determining the level of risk at your event. However, police who are assigned to an event are not included in the number of security personnel. This includes officers who are contracted by the event organizer to attend the event in their capacity as a police officer. Police officers can be redeployed away from the event in the case of an emergency elsewhere, or may be required to take event guests involved in illegal activities to the local police station for processing – thereby leaving the event with fewer security staff than required.

Minors

Persons under 19 years of age are not allowed in beverage gardens or similar liquor service areas where the service of liquor is the prime focus (please see *Entertainers*, below, for an exception).

Where the whole event site is licensed under an SOL, persons under 19 years of age are allowed to enter but must not drink, serve liquor, or sell liquor or drink tickets.

Persons under 19 years of age are not permitted to attend tasting events under any circumstances other than as a professional entertainer (please see *Entertainers*, below).

Checking ID: You are not permitted to serve liquor to anyone under 19 years of age. You are responsible for ensuring that minors do not access liquor at your event, nor bring liquor into the event.

When checking the age of a patron you must ask for two pieces of ID.

The first piece of identification must be issued by a government agency (e.g., a passport or driver's licence), and include the person's name, birth date and picture.

The second piece of identification must include the holder's name (e.g. a credit card, Social Insurance Number card or BC Services card), and include the person's signature and/or picture.

If the person cannot produce two pieces of acceptable identification, you must not serve them liquor, and they may not enter a beverage garden.

Please note: regardless of your screening and ID-checking procedures, if a minor is in an area where they are not permitted or served liquor, you will be held responsible.

Revised
April
2014

Serving it Right: The Responsible Beverage Service Program

Serving It Right is a self-study course in responsible liquor service. Its purpose is to make people aware of their responsibilities when serving alcohol to patrons. There is a fee and a short test that can be done by correspondence or online.

You (the applicant) must obtain the training and obtain your certificate number, issued by Serving It Right, before you apply for an SOL and record it on the SOL application form. As the licensee you need this training so that you can ensure the liquor service at your event complies.

All managers, paid or unpaid, must complete the SIR training program.

All paid servers must complete the SIR training program. While unpaid servers do not need to take the training provided they are working under the supervision of someone who has SIR training, the training is recommended for all persons involved in liquor service.

You may be required to provide a list of all staff who are required to have SIR training and their SIR certificate numbers.

Please see *Contacts/More Information*, at the end of this document, for information about how to obtain the Serving It Right training.

Liquor Service

Revised
April
2014

If you are holding a major public event, you are permitted to serve or sell beer, wine, cider, coolers, and spirits with the exception of shooters, but only two standard drinks at a time.

Liquor source: All liquor for your special event must be bought only from the following three sources:

- BC government liquor stores
- BC winery or brewery
- on-site distillery stores.

You must not purchase your liquor from a private liquor store, or off-site or private wine stores, or an agent. It is against the terms of their licences to sell liquor to SOL licensees.

Patrons are not permitted to bring liquor to the event. Homemade and UBrew/UVin beers and wines are not permitted at SOL events.

Donated liquor: A liquor manufacturer may only donate liquor to an SOL event if the licensee is a charitable organization, registered with Canada Revenue Agency.

Quantity of liquor: To determine how much liquor you need to purchase for serving or selling at your event please work with your LDB store manager (the police and or your local liquor inspector may require adjustments to these amounts if it is in the public interest to do so). The amount recorded on your application form becomes the amount of liquor you are licensed to have at the event.

Unopened and undamaged product must be returned to the store you purchased it from, for refund. Liquor from one event cannot be stored for use at another/later event.

Have food available: As part of responsible beverage service, the Liquor Control and Licensing Branch strongly recommends that SOL licensees have an adequate variety and supply of food and non-alcoholic beverages available. This service will increase your patron's enjoyment.

Hours of liquor service: Liquor service at indoor events may not start before 9:00 am and must end before 2:00 am the following day. Liquor service at outdoor events may not start before 9:00 am and must end before 10:00 pm the same day. These hours may be reduced by the police, local government, or First Nations.

Under very limited circumstances, you may receive written permission from the Liquor Control and Licensing Branch to extend these hours, provided the police, local government, or First Nations are in support of doing so. Please see *Exemptions*, below, for more information.

Serving amounts: Where there is a risk of items being thrown, for the safety of your patrons and staff, you may be required to serve all beverages in plastic glasses – no glassware, bottles or cans.

To help prevent over-service and intoxication of patrons, limits are imposed on the total volume of liquor that can be served at one time to one person. The glass or container size may be smaller, e.g. for beer, a 12 oz glass, but no more than 24 oz (two glasses) can be served at that time to one person.

- Beer, cider or, cooler.....by the glass - up to 24 oz (680 ml)
- Wine by the glass.....up to 10 oz (285 ml)
- Spirits.....2 standard drinks (2 x 1.5 ounces, maximum)

Revised
April
2014

If non-plastic beverage containers are permitted:

- Packaged beer, cider, or cooler.....2 standard sized cans or bottles or equivalent
- Wine by the full bottle only if 2 or more people are sharing and having food.

These maximum serving amounts may be served in larger glasses. For example, 12 ounces of beer may be served in a 14 ounce glass.

Selling prices: The Special Occasion Licence is not intended to provide an opportunity to make money – it is intended simply to allow liquor service at a special event.

Shown below are the maximum prices you are allowed to charge. These prices are intended to cover the *operating costs* of selling liquor, including the cost of liquor, mix, plastic cups, ice and taxes. The prices do not include costs such as hall or outdoor venue rental, servers, entertainment, or security. Only organizations with a GST registration number are required to collect and remit GST.

- Beer, cider or, cooler.....\$5.00 / \$5.25 (incl. GST) for 12 oz (340 ml)
- Wine by the glass.....up to 100% of purchase price / + GST if collected
- Spirits.....\$4.00 / \$4.20 (incl. GST) for 1 oz (28 ml)
\$5.00 / \$5.25 (incl. GST) for 1.5 oz (43 ml)

If non-plastic beverage containers are permitted:

- Packaged beer, cider, or cooler.....\$5.00 / \$5.25 for one standard can or bottle

It is recommended that you do not include an unspecified amount of liquor in the price of admission. This promotes over consumption and puts you at risk of significant penalties if intoxication occurs. If alcohol must be included in the admission, ensure it is limited to a specified number of drinks.

Tastings: For serving sizes and prices for tastings, beer festivals, etc. please see *Tastings*, below.

Winding down the liquor service:

- If you are serving from kegs, do not open more than can be consumed responsibly before the end of liquor service.
- Do not sell more drink tickets, etc. than can be redeemed for liquor which can be consumed responsibly before the end of liquor service.

- Drinking must cease and all liquor must be removed within 30 minutes of the end of liquor service hours.

All unconsumed, opened liquor must be disposed of (thrown out) appropriately.

Liquor removal: Unopened liquor must be removed from the event immediately after the event has concluded and returned to the point of purchase for refund. If an event is more than one day long, liquor may be stored on-site for use the following day(s) provided the storage is secure, i.e., no unauthorized access or illegal consumption. Unused liquor from one event cannot be kept for use at another/later event.

Tastings

Licensed manufacturers (e.g., a brewery, winery, distillery) or a licensed agent may obtain an SOL to conduct tasting events or festivals to acquaint the public with its products.

One manufacturer: If the event has only one manufacturer or agent, that manufacturer or agent must apply for the SOL. (Please note: UBrews and UVins are not licensed manufacturers and are not eligible for SOLs to conduct tastings of their products.)

More than one manufacturer: If more than one manufacturer or agent participates in a common event, the SOL will be issued to whoever is hosting the event whether commercial or non-commercial.

Minors are not permitted into tasting SOL events because the primary purpose of a tasting event is liquor consumption.

Serving sizes at tastings licensed by an SOL must not exceed 4 oz (114 ml) for beer, cider and coolers, 2 oz (60 ml) for wine, and ½ oz (15 ml) for spirits.

If these samples are sold, the prices must be adjusted, based on the liquor price schedule, to the size of serving provided, to the nearest five cents, except where the event is for a charitable purpose. For example, the price for a 4 oz. serving of beer must not exceed \$1.35 (rounded up from \$1.33, which is 1/3 of a 12 oz serving), or \$1.42 with GST.

Please contact your liquor inspector for more information.

Entertainment

Entertainers who are 19 years and older may consume alcohol during their performances in the liquor service area and remain in the liquor service area during their breaks. They must not become intoxicated.

Minors retained to perform in a beverage garden, are permitted to be in the beverage garden only during their performances. When they leave the stage, regardless of the reason or duration, they must leave the beverage garden

Revised
April
2014

Signage

Clearly visible signs improve your patron's experience and increases their safety and safety of your staff. You are required to post signs advising of the following:

- Exit / Entrance
- Hours of service
- No minors / 2 pieces of ID

- Serving sizes and prices
- Two drink maximum per serve
- Intoxicated persons will be removed
- No drinks beyond this point
- Advising of adult entertainment (where offered)

Please talk with your liquor inspector regarding the size of the signs or whether other signs might be needed.

Advertising

Advertisements for public SOLs may not indicate, in any manner, that alcoholic beverages will be available at your event. You are permitted to state “Refreshments are Available” in your advertising. However, if a number of wine, beer or other liquor manufacturers are conducting tastings at one location (your event), advertising may refer to the names of these participating manufacturers.

Gambling

If minors are permitted into an event which is licensed (e.g., the community hall) only raffles, sports pools, 50/50 draws are allowed. These types of gaming require licensing from the BC Gaming Policy and Enforcement Branch (Please see *Contacts/More Information*, at the end of this document).

If minors are not permitted into the event, all forms of gaming licensed by the BC Gaming Policy and Enforcement Branch are permitted.

If minors are permitted into the event, but not into a particular area (e.g., a beverage garden) all forms of gaming licensed by the BC Gaming Policy and Enforcement Branch are permitted in that licensed area.

Intoxicated Persons, Criminal Activities, Unruly Behavior

It is a serious contravention of the Act (with significant monetary penalties) to allow an intoxicated patron to remain in a licensed area. This is because allowing an intoxicated person access to more liquor is a risk to that person, your staff, and other patrons. The intoxicated patron must be removed from the licensed area.

Physical signs of intoxication:

- | | |
|---|-------------------------------|
| • red or bloodshot eyes | • odour of liquor |
| • disheveled appearance | • unsteadiness on feet |
| • slurred speech | • staggering |
| • fumbling with small objects (money, credit cards, etc.) | • exaggerated care in walking |

Mental signs of intoxication

- | | |
|------------------------|-----------------|
| • lack of alertness | • aggression |
| • exaggerated emotions | • irrationality |

It is a serious contravention of the Act to allow criminal activities (e.g., drug use/sales), or unruly, threatening or intimidating behavior, or fighting. Games that could result in injury are not permitted.

Drinking Games

Drinking games are not permitted. It is your responsibility to ensure they do not occur.

Community Disturbances

It is your responsibility to ensure that your event is not a source of community disturbance while it is in operation or as your patrons exit. You are required to have a strategy in place to ensure orderly exiting of patrons from your event. For more information please see *Appendix 2*.

Contacts / More Information

Liquor Control and Licensing Branch Website

www.pssg.gov.bc.ca/lclb

Special Occasion Licensing Manual

<http://www.pssg.gov.bc.ca/lclb/docs-forms/lclb208-policy-specialoccasion.pdf>

Exemptions Request Form

<http://www.pssg.gov.bc.ca/lclb/docs-forms/LCLB031.pdf>

Please submit the Exemptions Request form to:

SOL Case Manager
Liquor Control and Licensing Branch
PO Box 9292 Stn Prov Govt
Victoria, BC V8W 9J8

Tel: 250 952-5787 Toll Free: 1 866 209-2111
Fax: 250 952-7066

Financial Reporting for Charity Events where a Price Increase was Approved

<http://www.pssg.gov.bc.ca/lclb/docs-forms/lclb032-charity-revenue-report-SOL.pdf>

Security Plans

<http://www.pssg.gov.bc.ca/lclb/docs-forms/lclb098-security-plan-SOL.pdf>

Special Occasion Licence Liquor Price Schedule

<http://www.pssg.gov.bc.ca/lclb/docs-forms/LCLB031A.pdf>

Serving It Right (SIR)

A self-study package for completing Serving It Right is available at Government Liquor Stores. You can also download study material and complete the test at www.servingitright.com

For more information, contact go2 at info@servingitright.com, visit www.go2hr.ca or call 604 633-9787

Security Licensing / BC Security Services Act

Ministry of Justice at www.pssg.gov.bc.ca/securityindustry
Victoria: 250 387-6981 Vancouver: 604 660-2421

Toll Free: 1 800 663-7867
(ask for transfer to 250 387-6981)

BC Gaming Policy and Enforcement Branch

<http://www.pssg.gov.bc.ca/gaming/>

Appendix 1:

Monetary Penalties Relating to a Special Occasion Licence: First Contraventions

Minors 1. A breach of section 33 of the Act [Selling liquor to minors] 2. A breach of section 35 of the Act [Minors on licensed premises]	\$7,500 - \$10,000 \$5,000 - \$7,500
Disorderly or Riotous Conduct 1. A breach of section 36(2)(c) of the Act by authorizing or permitting, in a licensed establishment, drunkenness or violent, quarrelsome, riotous or disorderly conduct 2. A breach of section 36(2)(c) of the Act by authorizing or permitting, in a licensed establishment, any unlawful activities or conduct	\$7,500 - \$10,000 \$7,500 - \$10,000
Intoxicated Persons 1. A breach of section 43(1) of the Act by selling or giving liquor to an intoxicated person apparently under the influence of liquor 2. A breach of section 43(2)(a) of the Act by permitting a person to become intoxicated 3. A breach of section 43(2)(b) of the Act by permitting an intoxicated person to remain in that part of the licensed establishment where liquor is sold or served	\$5,000 - \$7,000 \$5,000 - \$7,000 \$5,000 - \$7,000
Weapons 1. A breach of section 47 of the Act [Licensee's duty – dangerous weapons]	\$5,000 - \$7,000
Licensee Responsible for Disturbance of Persons in the Vicinity 1. A failure to take reasonable measures to ensure that the operation of the licensed establishment is not contrary to the public interest and does not disturb persons in the vicinity of the establishment	\$7,500 - \$10,000
Overcrowding 1. Permitting more persons in the licensed establishment than the patron or person capacity set by the general manager and the number of persons in the licensed establishment is less than or equal to the occupant load 2. Permitting more persons in the licensed establishment than the patron or person capacity set by the general manager and the number of persons in the licensed establishment is more than the occupant load	\$1,000 - \$3,000 \$5,000 - \$7,000
Illicit Liquor 1. A breach of section 38 of the Act [Unlawful sale of liquor] 2. A breach of section 38.1 of the Act [Unlawful to dilute or adulterate liquor] 3. A breach of section 39 of the Act [Unlawful purchase of liquor] 4. A breach of section 35(3) of this regulation by failing to keep and maintain a register of all liquor purchased and received 5. A breach of section 35(1) of the regulation by purchasing liquor other than from a liquor store designated in writing by the general manager or designated by the Liquor Distribution Branch, or without identifying the licensee as a licensee 6. A breach of section 36 of this regulation by selling or providing under one licence liquor that is purchased under another licence without authorization of the general manager	\$7,500 - \$10,000 \$5,000 - \$7,000 \$7,500 - \$10,000 \$1,000 - \$3,000 \$1,000 - \$3,000 \$7,500 - \$10,000
Liquor Service 1. A breach of section 43 of this regulation by the licensee failing to complete the required training program 2. A breach of section 43 of this regulation by a manager or server failing to complete the required training program 3. A breach of section 44(3) of this regulation by allowing a person to consume liquor in the licensed establishment beyond ½ hour after the time stated on the licence for the hours of liquor service, or other time authorized by the general manager 4. A breach of section 42(3) of this regulation as a result of an employee or the licensee consuming liquor while working on the licensed premises 5. A breach of section 42(2) of this regulation by permitting liquor not purchased from the licensee to be consumed in the licensed establishment 6. A breach of section 42(4) of this regulation by permitting liquor sold in the licensed establishment	\$5,000 - \$7,000 \$1,000 - \$3,000 \$5,000 - \$7,000 \$1,000 - \$3,000 \$5,000 - \$7,000

to be taken from the establishment	\$1,000 - \$3,000
7. A breach of section 41(2) of this regulation by providing unlimited or unspecified quantities of liquor for a single price, using a sales strategy that is likely to promote or encourage intoxication, or altering the price of liquor during a day after it has been set for that day	\$5,000 - \$7,000
Production of Records	
1. A breach of section 73(1)(a), 73(2)(a) or 73(2)(b) of the Act [Failure to produce a document or record or thing]	\$7,500 - \$10,000
Advertising	
1. A breach of section 49 of the Act [Display of signs]	\$1,000 - \$3,000
2. A breach of section 51.1 of the Act [Advertising liquor] or section 58 of this regulation	\$1,000 - \$3,000
Entertainment	
1. Permitting in the licensed establishment entertainment by one or more exotic dancers or strippers that is prohibited or restricted under section 50 of the Act	\$5,000 - \$7,000
2. Permitting in the licensed establishment any other entertainment that is prohibited or restricted under section 50 of the Act	\$1,000 - \$3,000
Licensing Contravention	
1. A breach of section 15(2) of the Act [Failure to disclose a material fact or false or misleading statement in application]	\$7,500 - \$10,000
2. A breach of section 18 of the Act [Tied houses] by failing to disclose to the general manager the information that must be disclosed under that section	\$7,500 - \$10,000
3. A breach of section 7 of this regulation by making structural alteration of or change to the size of any area of the licensed establishment without first receiving the written permission of the general manager	\$1,000 - \$3,000
Inducements	
1. A breach by the licensee or an employee of the licensee of section 45 of the Act [Licensee not to give or accept gifts for promoting liquor]	\$7,500 - \$10,000
Other	
1. A breach of section 20 of the Act by permitting the sale, service or consumption of liquor while the licensee's licence is under suspension, <u>or</u> A breach of section 67(3) of the Act, by (a) obstruction or attempting to obstruct an entry or search by a peace officer under section 67 of the Act, or (b) refusing or failing to admit immediately a peace officer demanding entry anywhere under section 67 of the Act, <u>or</u> A breach of section 73(1)(b)(ii) or (iii) of the Act by neglecting or refusing to allow storage premises or an establishment licensed under the Act to be inspected, <u>or</u> A breach of section 73(2)(b) of the Act by neglecting or refusing to allow premises to be inspected	
General	
1. Any breach of any provision of the Act, the regulations or the terms and conditions of the licence not specifically referred to in the above items. Failure to pay a monetary penalty within 30 days or period specified by the general manager is a breach of section 20(2.6) of the Act.	\$1,000 - \$3000

Appendix 2:

Taking Reasonable Measures to Prevent Community Disturbances

Types of disturbances	What you can do to reduce these disturbances
Noise caused by people talking on the street in the line-up	<ul style="list-style-type: none"> • Limit the length of your line-up • Put up signs by the line-up and monitor the line-up to remind people of noise issues • Make structural changes to accommodate indoor line-up areas
Noise caused by people leaving your event throughout the day	<ul style="list-style-type: none"> • Put up signs by your exit doors • Conduct staff training sessions to review “Serving It Right” principles
Noise caused by people leaving your event at closing time	<ul style="list-style-type: none"> • Put up signs by your exit doors • In the hour before you close, issue an announcement reminding people to be aware of your "good neighbour" policy • Post staff by exits to remind customers to be considerate of nearby residents, and keep noise to a minimum • Apply to the branch for permission to extend the time period within which customers must vacate the premises at closing time (It is normally half-an-hour but you can apply to extend that time up to one hour to reduce the size of departing groups.)
Noise from music and other forms of entertainment that is ongoing and can be heard by nearby residents from within their homes	<ul style="list-style-type: none"> • Close windows • Reduce music volumes and monitor noise levels • Eliminate bass frequencies that penetrate concrete and other structural materials • Meet with neighbours to discuss options - strive to cooperate
Noise of music that is intermittent and can be heard by nearby residents from within their homes, when customers open the door to go in or out of your event	<ul style="list-style-type: none"> • Reduce music volumes • Meet with neighbours to discuss options - strive to cooperate
Indecent or illegal behaviour (e.g., urinating in public, sex in public, drinking in parked cars in adjacent parking lot) in and around the entrance to your event and in controlled parking areas.	<ul style="list-style-type: none"> • Put up extra lights, directed to problem areas • Install video cameras directed at parking lot vehicles • Assign security staff to patrol parking lots • Cooperate with local police to set up more parking lot patrols • Refuse entry to customers who go frequently to and from cars

Special Occasion Licence

Major Events

TERMS and CONDITIONS

Revised
April 2014

I have received a copy of the above referenced document:

Print Name

Signature

Date

Name of Organization

Name of Event

Name of Liquor Inspector

Once signed, this page is to be removed from the document and retained on file by the Liquor Control and Licensing Branch Liquor Inspector.
