

Special Occasion Permits

Appendix A

Important Information - Please read these instructions carefully and retain this information.

What is a Special Occasion Permit?

A permit is needed any time liquor is sold **or** served **anywhere** other than in a licensed establishment or a private place. A private place is an **indoor** area usually not open to the public and not open to the public during the event; for example, a residence or private office.

(Note: A permit is needed any time liquor is being sold.)

Special Occasion Permits are for **occasional special** events only, not for private profit. If you intend to serve liquor for private profit, you must obtain a liquor licence. A permit may be revoked before the event if the Board has reason to believe the event is being used for personal gain.

Your Responsibilities

The permit holder is responsible for the safety and sobriety of people attending the event. Additional information can be found in the *Responsible Host Pamphlet*. The Liquor Licence Act and Regulations may be obtained from Publications Ontario at 1-800-668-9938 or (416) 326-5300.

Permit applications must be submitted at least **30 days** before the event takes place. (**Exception: 10 days** for indoor reception events.)

General Information

Applicants

You must be 19 years of age or older to apply for a Special Occasion Permit.

If the applicant is an organization, the applicant must be signed by a member or representative at least 19 years of age who has signing authority for the organization.

Applicants must submit any information, records, materials, documentation or approvals to the L.L.B.O. as requested.

The permit holder or representative shall attend and be present throughout the SOP event.

The permit holder must ensure that the manager of the facility where the event will be held receives a copy of the permit.

The permit (and levy receipt for Sale events) must be posted in a noticeable place during the event.

Liquor manufacturers may not donate products for any event.

Refunds

There will be no refunds for cancelled events or events where changes have occurred and a permit has been issued. Cancellations or changes to an existing permit will require a new Special Occasion Permit and fee. Refunds will only be given for an overpayment of the application permit fee or when the applicant has paid the permit fee and the application has been denied.

Hours of Service

You may sell and serve liquor only during the hours specified on your permit.

Hours may be within:

- Monday to Saturday: 11 a.m. to 1 a.m.
- Sunday: 12 noon to 1 a.m.
- New Year's Eve (December 31): 11a.m. to 2 a.m.

Food

An adequate supply of food must be served to persons attending the event. Snacks are not adequate.

Advertising (except Receptions)

Advertisements for the event may include the name and location of the event, the fact that the L.L.B.O. has issued a permit, and the availability of liquor. The advertisement may only refer to the general types of liquor available; do not include brand or manufacturers' names.

THE AVAILABILITY OF LIQUOR CANNOT BE ADVERTISED FOR RECEPTION EVENTS.

Security

Security should be provided for all events. If minors are present at the event, adequate security is required to ensure that they are not served and do not consume alcoholic beverages.

Homemade Wine/Beer

For no sale at a wedding or other religious event

The wine/beer must be made by a member of the family hosting the event and is acquired and served free of charge. The permit holder may not sell the wine/beer but serves it at no charge.

For Wine/Beer Club/Association/Group

The objects of the club/association/group are the testing, exhibition and judging of wine/beer made by its members. If the event is open to the public, wine/beer may only be served to members of the club/association/group, no service is allowed to the public.

Premise Guidelines

You should ensure that the location where the event is to take place meets the following guidelines. Obtain this information from the premise owner or manager along with confirmation that the building has been inspected by the proper authorities:

- The location may not be in a dry area if liquor is to be sold at the event;
- The premises may not have tiered seating where alcohol is to be sold and consumed;
- The permit location must be partitioned from non-licensed areas;
- The location may not be a licensed establishment under suspension and the event can't be inconsistent with any conditions that apply to the licence (ie. restricted hours of operation or types of liquor sold or served);
- The premises may not be a dwelling or rooms or land adjacent to and used in conjunction with a dwelling;
- The maximum capacity of the premises must be posted and may not be exceeded during the event.

Permit Area Capacities

Permit area capacity means the maximum number of persons allowed in the permit premises at one time. This figure may **not** be the same as the estimated event attendance.

The maximum capacity of many indoor premises is predetermined by either the Building or Fire Department. It is the permit holder's responsibility to ensure these capacities are not exceeded during the permit event.

Maximum capacities for all outdoor areas (and indoor areas without a Building or Fire Department capacity) is determined by dividing the actual size of the **permit area** (as determined in square metres or square feet) by 1.11 square metres (12 square feet) per person. **(example: 30m x 60m = 1800 square metres + 1.11 = 1621 persons.)**

It is the permit holder's responsibility to ensure these capacities are correct and are not exceeded during the permit event.

Type of Events and Requirements

Special Occasion Permits are either Sale or No Sale and are issued for specific types of events. Please read this section carefully to determine which type of permit you require.

Sale

A Sale permit is required for events where money is collected directly for liquor through:

- an admission charge to the event
- admission or liquor tickets sold to people attending the event
- the collection of money for liquor before the event.

When you buy liquor for your sale event, you will be charged an additional levy fee because you are reselling the liquor. Post the levy receipt with the permit in a noticeable place at the event.

As the holder of a sale permit for a Reception, Trade Show or Consumer Show event, you may not profit directly or indirectly from the sale of liquor at the event.

No Sale

A No Sale permit is issued when:

- liquor is served without charge
- no money is collected directly or indirectly for liquor from guests
- the permit holder absorbs all liquor costs.

No levy fee is charged on liquor for a no sale event.

You do not require a Special Occasion Permit if you are holding a no sale event for invited guests in a private place or if the event is catered by a licensed establishment that holds a Caterer's Endorsement.

Outdoor Events

Outdoor events are those which take place outdoors or in a temporary structure, such as a tent or marquee.

The outdoor area must be clearly defined and separated from unlicensed areas by a 42" (1.06 m) high barrier.

At least 21 days prior to the event, you must write to the local municipal clerk's department, police, fire and health departments informing them of the event and identifying the physical boundaries. If a tent or marquee is used, you must also notify in writing the local building department.

Include with your application:

- copies of the letters to the police and municipal clerk's department
- a sketch of the outdoor area indicating its location.

Reception (Sale and No Sale)

Receptions are private events for invited guests only. Advertising is limited to public notice to members and invited guests only. Do not mention availability of liquor. The general public is not to be admitted.

Fundraising (Sale)

Fundraising events are held to raise funds for charitable, educational, religious or community objects.

Applicants for Fundraising events must be a registered charity under the Income Tax Act or a non-profit corporation, organization or association organized to promote charitable, educational, religious or community objects.

Individuals can not fundraise.

Include with the application a letter from the registered charity if the applicant does not have a registered tax number, stating that it will receive the profits from the event.

Monte Carlo events are eligible for Fundraising events provided the applicant is a registered charity and the games are licensed under section 207 of the Criminal Code.

Community Festival (Sale)

The event must be designated as a Community Festival by a resolution of the municipal council or a delegated municipal official.

The permit must include:

- a letter from the municipal council, the municipal clerk or delegated official designating the event as a Community Festival, and
- applicants for Community Festivals are the same as for Fundraising events.

See section on advertising.

Significant Events (Sale)

A Significant Event is an event of municipal, provincial, national or international significance.

Significant events of municipal significance must be designated as such by the municipal council. A municipal resolution to that effect must be included with the permit application.

See section on advertising.

Trade Shows (usually Sale)

A Trade Show event is one to which only people involved in the hospitality industry and their guests are permitted. The major exhibits, themes and demonstrations at the trade show must be directly related to an aspect of the hospitality industry. This show is for the sampling of liquor products only.

Only the trade show organizer may apply for the permit.

See section on advertising

Consumer Show (Sale)

A Consumer Show event is one to which the general public is admitted. The major exhibits, themes and demonstrations at the consumer show must be directly related to an aspect of the hospitality industry. This show is for the sampling of liquor products only.

Only the consumer show organizer may apply for the permit.

See section on advertising.

Market Research

A Market Research event is conducted by or on behalf of a liquor manufacturer to provide market research about their products.

You must include with your application a letter from the manufacturer authorizing you as their representative to conduct market research.

If the market research is done in an open area (eg. a mall foyer), the area must be separated from the unlicensed area by a 42" (1.06 m) high barrier.

Auction (Sale)

Applicants for Auction permits must be:

- a registered charity under the Canada Income Tax Act, or
- an administrator or executor of an estate acting within his or her duties with respect to an estate, or
- a Sheriff acting within his or her duties with respect to liquor seized under a writ of execution.

You must post a notice on the premises stating that the liquor being auctioned may not have been tested by the Liquor Control Board of Ontario. The purchaser must acknowledge in writing that the liquor may not have been tested. The permit holder must send a copy of the signed acknowledgment to the L.L.B.O. within 14 days of the event.

Do not serve or consume the auctioned liquor on the premises where the auction is to take place. Purchasers may only pick up their liquor when they leave the event.

See section on advertising, plus you may also include the name of the brands of liquor and the source of the liquor that will be offered for sale by auction. If you wish to sell and serve liquor for consumption at the event, you must apply for another Special Occasion Permit in addition to the Auction permit.

Diplomatic Event (No Sale Reception only)

For a diplomatic event, the application must be affixed with the consular embassy seal.

For more information

For more information about Special Occasion Permits, call or write to:

Liquor Licence Board of Ontario

55 Lake Shore Blvd. E., Toronto, ON M5E 1A4

(416) 326-0425, Fax: (416) 326-0308