

ALCOHOL

Contact Information:	Due Date:	Cost:
<ul style="list-style-type: none"> ▪ City of Cambridge Attn: Special Events Liaison Community Services Department 50 Dickson Street Cambridge, Ontario N1R 5W8 Ph: 519.740.4681 ext. 4262 www.cambridge.ca ▪ Police Department Attn: Rita Westbrook, Superintendent 200 Maple Grove Road Cambridge, Ontario N3H 5M1 Ph: 519.653.7700 ext. 201 rita.westbrook@wrps.on.ca www.wrps.on.ca ▪ Fire Department Attn: Fire Inspector 1625 Bishop Street North Cambridge, Ontario N1R 7J4 Ph: 519.621.0754 or 519.621.6001 Fax: 519.621.4521 www.cambridge.ca ▪ Region of Waterloo, Public Health - Cambridge Attn: Kay Heu, Program Assistant 150 Main Street Cambridge, Ontario N1R 7J4 Ph: 519.621.6110 ext. 3418 Fax: 519.622.5868 www.region.waterloo.on.ca ▪ L.C.B.O. 1.800.522.2876 licensing@agco.on.ca www.agco.on.ca 	<p>Three months prior to the event</p>	<p>\$25 (not selling) \$75 (selling)</p>

OVERVIEW:

Special Occasions 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 (i.e. A residence or private office).
- 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 license. A permit may be revoked before the event if the AGCO has reason to believe the event is being used for personal gain.

Alcohol Risk Management Policy:

- The City of Cambridge has developed a Municipal Alcohol Risk Management Policy to ensure the safety and enjoyment of patrons using city parks. All event sponsors are required to abide by this policy. Under City Council's Alcohol Risk Management Policy, alcoholic beverages are not allowed on City property unless licensed under the authority of a Special Occasion Permit. This is a guide to certain relevant legislation only. It does not purport to recite all applicable statutory references. For more information on the Municipal Alcohol Risk Management Policy, please refer to the appendix of this section.

YOUR RESPONSIBILITY:

- Be ultimately responsible for the safety and sobriety of people attending the event.
- Abide by the regulations set forth by the Liquor License Act. For a copy of the Liquor License Act, please refer to the appendix of this section.
- Abide by the regulations set forth in the Alcohol Risk Management Policy.

STEPS TO OBTAINING A SPECIAL OCCASIONS PERMIT:

1. Three months prior to the event contact the L.C.B.O for a Special Occasions Permit Application Form. For a list of L.C.B.O.'s in the Cambridge area, please refer to page 4 of this section.
2. Complete the Special Occasions Permit Application Form. For a sample of Special Occasions Permit Application Form, please refer to the appendix of this section.
3. Write a letter to the Police, Fire, and Health Departments (3 separate letters), requesting approval of alcohol at your Special Event. Along with each of your letters, be sure to include the following information:
 - A copy of your completed Special Occasion Permit
 - Estimated attendance, security and control measures for the event
 - A sketch of the outdoor area, indicating the:
 - Location of event
 - Location of beer tent or fenced enclosure and bar, including location of entrances and exits to enclosure.
 - Location and number of washrooms
 - Location of food service area and type of food being served
4. Write a letter to the City Clerk requesting approval of the Special Occasion Permit for your Special Event.
 - Along with this letter, be sure to attach all of the information listed in number three (#3) plus:
 - A copy of each letter to the Police, Fire and Health Departments.
 - Certificate of Insurance
 - A letter from the Council designating it as a Community Festival or an event of Municipal Significance.

5. Once you have completed the above steps, return your Special Occasion Permit Application Form to an issuing L.L.B.O. (at least two months prior to event).
 - In your letter, be sure to include the following in your application:
 - A letter outlining the Special Event in detail.
 - Copy of advertising
 - Letters of Approval from the Board of Health, Police and Fire Department and the City of Cambridge
6. The L.C.B.O. will review your Permit Application and contact you when it has been approved. It will be available for pick-up at the location that the L.C.B.O. specifies.
7. Send proof of the Special Occasions Permit to your Special Events Liaison.
8. Send a list of your bartenders and their Smart Serve Certification Numbers to your Special Events Liaison.
9. Complete the Special Occasions Permit Checklist. A copy of this checklist can be found in the appendix of this section.
10. Post your Special Occasions Permit onsite on the day of your event.

SMART SERVE CERTIFICATION

All bartenders and beverage garden security must provide proof of Smart Serve Certification **two weeks before** an event. All individuals are responsible to have their Smart Serve Card with them at the event and be able to show it upon request.

The City of Cambridge Community Services Department offers smart Serve Courses to all volunteers of City Affiliated Events, at a subsidized rate, several times annually. The course can be taken on-line or in a classroom setting. To be eligible for a subsidy, all participants must register for the course with the City of Cambridge (even if taking the course on-line).

For further information: www.smartserve.ca

EXTRA INFORMATION:

Applicants:

- Applicants must be 19 years of age or older to apply for a Special Occasion Permit. You may be asked to provide acceptable identification.
- If the applicant is an organization, a member or representative of at least 19 years of age who has signing authority for the organization must sign the application.
- Applicants must submit any information, records, materials, documentation or approvals to the AGCO as requested.
- The permit holder or representative shall attend and be present throughout the SOP event. The permit (and levy receipt for Sale events) must be posted in a noticeable place during the event.

Security:

- Security is required if your event includes alcohol. For more information on Security, please see Section 16 – Security.

Recommendations for your Special Event:

- Create the required signage to post ahead of time. Required signage are:
 - The hours of operation
 - The time that tickets are not sold any longer
 - The time that drinks will not be served any longer
 - The time period that tickets will be redeemable for cash
 - The designated driver program
 - The location of where low & non-alcoholic drinks are available
- Use a counting device when serving alcohol to patrons and to keep track of the amount of people entering and exiting the beer garden to ensure the legal limit occupancy is abided by.

Issuing L.C.B.O.'s in the Cambridge area:

1145 King Street Cambridge, ON N3H 3P7 519.653.6921	200-3 Franklin Blvd. S., Cambridge Centre, Cambridge, ON N1R 8N8 519.621.6330
45-130 Cedar Street, West Gate Centre Plaza Cambridge, ON N1S 1W4 519.621.4900	300 Shepherd Avenue, Cambridge, Ontario N3C 1V1 519.658.4261

Application for a Special Occasion Permit



Alcohol and Gaming Commission of Ontario

For office use only	Zone/store no.	Fee received \$	
Police		AGCO Inspector	
<input type="checkbox"/> Levy	<input type="checkbox"/> No Levy	<input type="checkbox"/> Sale	<input type="checkbox"/> No Sale

This application must be submitted to and be issued by an LCBO permit issuing store in the municipality where the event is to be held or if there is no LCBO issuing store in the municipality, at the LCBO issuing store that is closest to the premises where the event is to take place.

The application fee must accompany the application - cash, certified cheque or money order made payable to the LCBO or Minister of Finance at least **10 days prior to a reception event held indoors or 30 days prior to all other events.**

The application fee is non-refundable.

Name of applicant (may be an individual or an organization) <i>Print last name, first name</i>	Name of premise/property where event is to be held
Address	Address
City, town, village Postal Code	City, town, village Postal Code
Telephone number and area code Home () Business ()	Township or Regional Municipality
Name of person who will attend and be responsible for event <i>Print last name, first name</i>	Are persons under 19 years of age to be admitted? <input type="checkbox"/> Yes <input type="checkbox"/> No
Address	Will alcohol be served or consumed? Outdoors: <input type="checkbox"/> Yes <input type="checkbox"/> No
City, town, village Postal Code	Under a Tent/Marquee/Pavilion: <input type="checkbox"/> Yes <input type="checkbox"/> No
Registered charity <input type="checkbox"/> Yes <input type="checkbox"/> No Registered income Tax Number	<input type="checkbox"/> Non-profit corporation <input type="checkbox"/> Non-profit association

List date(s), start and finish times, room(s)/location and estimated attendance of event

Dates	Start time (a.m./p.m.)	Finish time (a.m./p.m.)	Room/area/Exact location	Estimated attendance

NATURE OF EVENT AND FEE PER DAY <input type="checkbox"/> RECEPTION <input type="checkbox"/> \$25 No Sale <input type="checkbox"/> \$75 Sale Receptions are events that are limited to invited guests only. The general public <i>cannot</i> be admitted and no profit may be made directly or indirectly from the sale of alcohol. <input type="checkbox"/> FUNDRAISING <input type="checkbox"/> \$75 Sale Will you be receiving any donated liquor from manufacturers for this event? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> COMMUNITY FESTIVAL <input type="checkbox"/> \$75 Sale per 3 day period (consecutive) <input type="checkbox"/> SIGNIFICANT EVENT <input type="checkbox"/> \$75 Sale <input type="checkbox"/> TRADE SHOW <input type="checkbox"/> \$25 No Sale <input type="checkbox"/> \$75 Sale <input type="checkbox"/> CONSUMER SHOW <input type="checkbox"/> \$75 Sale <input type="checkbox"/> MARKET RESEARCH <input type="checkbox"/> \$25 No Sale <input type="checkbox"/> AUCTION OF LIQUOR <input type="checkbox"/> \$75 Sale <input type="checkbox"/> DIPLOMATIC EVENT <input type="checkbox"/> \$25 No Sale	Have you taken Server Training? <input type="checkbox"/> Yes <input type="checkbox"/> No Are tickets to be sold for the event? or <input type="checkbox"/> Yes <input type="checkbox"/> No Is there an admission charge? <input type="checkbox"/> Yes <input type="checkbox"/> No Will alcohol be sold? <input type="checkbox"/> Yes <input type="checkbox"/> No Are you serving homemade wine/beer? (religious events or beer/wine clubs only) <input type="checkbox"/> Yes <input type="checkbox"/> No Will the event be advertised? If yes, explain: <input type="checkbox"/> Yes <input type="checkbox"/> No Is event for invited guests only? <input type="checkbox"/> Yes <input type="checkbox"/> No
--	---

Details of event

Application must be signed. See page 2.

Important - Please read carefully.

Designated or Responsible Person

The permit holder or responsible person as indicated on the application and permit must be in attendance at the event. If however, in an emergency situation the permit holder/responsible person is unable to attend, then it is the responsibility of the permit holder to designate in writing someone to attend the permit event. The designated person is responsible to ensure that the requirements of the law for the permit event are complied with. *The designated person must not be someone who has been refused permits by the AGCO.*

All beverage alcohol must be purchased with your permit at the LCBO, the Beer Store or any authorized Ontario Winery, Brewery or Distillery Stores ("government stores"). All receipts of alcohol purchases under SOP must be made available at the event.

Holders of a Fundraising SOP may accept liquor donated by Manufacturers of beverage alcohol. Receipts for all donated products must be made available at the event.

Holders of a No-Sale Reception SOP issued for a religious function may make homemade wine or beer available at their event.

Left over liquor must be removed from the premises at the end of the event. When returning alcohol purchased from a government store, you must produce the SOP and a copy of the purchase order. (Check with the LCBO/The Beer Store for further details.)

The police or AGCO Inspector may cancel a Special Occasion Permit while the event is underway if he or she reasonably believes that the Liquor Licence Act or regulations are being contravened in connection with the event.

Reception events for stags, stag and does, bridal showers, etc. must be events that are limited to invited guests only and the event must not be advertised to the public by way of flyers, newspaper or radio. No profit can be made directly or indirectly from the sale of alcohol.

Learn how to lower your liability risks by taking the Smart Serve™ program and hire servers who have taken the course (or a licensed caterer). For information call 416 695-8737.

Application Statements (check one box only)

Before signing this application please make sure that you have read all of the information above and completed all of the questions. Any changes to the application must be initialled by the applicant.

- No Sale Permit - all liquor costs will be absorbed solely by the permit holder.
- Sale Permit for a reception/trade show/consumer show event - no intention to make a profit directly or indirectly from the sale of liquor at this event
- Fund Raising Event - to raise funds for _____

It is a serious offence to make a false statement, a fine of up to \$25,000 can be imposed.
I certify the information is true, I understand my legal obligation as a permit holder and I have attained 19 years of age.

Signature of applicant	Office held in organization	Date



SPECIAL OCCASION PERMIT FEES

Sale – Reception (excludes Community Festivals) (per day)	\$75
No Sale – Reception (per day)	\$25
Sale – Auction (per day)	\$75
Sale – Fundraising (per day)	\$75
Sale – Community Festival (per three-day period)	\$75
Sale – Significant event (per day)	\$75
Sale – Trade Show (per day)	\$75
No Sale – Trade Show (per day)	\$25
Sale – consumer Show (per day)	\$75
No Sale – Market Research (per day)	\$25
No Sale – Diplomatic Event (per day)	\$25



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 Registrar 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 as well as compliance with the Act and Regulations. The Liquor Licence Act and Regulations may be obtained from Publications Ontario at 1 800 668-9938 or 416 326-5300 and on the AGCO website at <http://www.agco.on.ca/en/ft.features/ft4.acts.html>.

Permit applications must be submitted at least **30 days** before the event takes place. (Exception: **10 days** for indoor reception events.) Your application may be refused if you don't meet this requirement.

General Information

Applicants

You must be 19 years of age or older to apply for a Special Occasion Permit. You may be asked to provide acceptable I.D.

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

Applicants must submit **all** information, records, materials, documentation or approvals to the AGCO as requested.

The permit holder or representative shall attend and be present throughout the Special Occasion Permit event.

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

Refunds

There will be no refunds for cancelled events or events where changes have occurred after a permit has been issued. Cancellations or changes to an existing permit will require a new Special Occasion Permit and fee.

Hours of Service

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

Hours must be between:

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

Food

An adequate supply of food must be available to persons attending the event. Snacks such as chips, peanuts or popcorn are not an acceptable substitute for this requirement.

Advertising (except Receptions)

Advertisements for the event may include the name and location of the event, the fact that the AGCO 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

The permit holder must provide security sufficient to ensure that unauthorized persons do not attend the event and to ensure that the conditions of the permit and requirements of the Act are observed.

In order to determine whether security is sufficient, the permit holder shall consider,

- the nature of the event;
- the size of the premises; and
- the age and number of persons attending the event.

Homemade Wine/Beer

For a wedding or other religious event

Homemade wine and beer can be served but not sold at a wedding or other religious event. The wine/beer must be made by a member of the family hosting the event, acquired and served free of charge. The permit holder may not sell the wine/beer.

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 areas where the permit does not apply or alcohol may not be consumed;
- The location may not be a licensed establishment under suspension and the event must comply with any conditions that apply to the licence (eg. restricted hours of operation);
- 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 premises at one time during the event. 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: $30\text{m} \times 60\text{m} = 1800$ square metres $\div 1.11 = 1621$ 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 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.

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 minimum 36" (0.9m) 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 detailed sketch showing the dimensions of the area for which the permit will apply.

Reception (Sale and No Sale)

Receptions are private events for invited guests only. Advertising is limited to 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.

The applicant for a Fundraising event permit must be a registered charity under the Income Tax Act (Canada) or a non-profit corporation, organization or association organized to promote charitable, educational, religious or community objects. **Individuals cannot fundraise by selling liquor.**

No other type of SOP event qualifies to accept donations of liquor from liquor manufacturers.

Records for all donated products must be obtained by the SOP holder and must be made available for inspection.

Donated products may not be carried over from one event to another.

If the applicant does not have a tax number, include with the application a letter from the organization stating that it will receive the profits from the event.

Social Gaming events are eligible as Fundraising events provided the applicant is a registered charity and the games are licensed under section 207 of the Criminal Code.

The holder of a fundraising special occasion permit may offer liquor donated by a manufacturer for a prize, provided there is a lottery licence issued.

Community Festival (Sale)

The event must be designated as a Community Festival by a resolution of the municipal council or a delegated municipal official and are to be conducted by

a charity, non-profit corporation, organization or association for the advancement of charitable, educational, religious or community objects.

The permit must include a letter from the municipal council, the municipal clerk or delegated official designating the event as a Community Festival (applicants for Community Festivals are the same as for Fundraising events).

Significant Events (Sale)

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

Events of municipal significance must be designated as such by a resolution of municipal council. The resolution must be included with the permit application.

Trade Shows (usually Sale)

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

Only the trade show organizer may apply for the permit.

Consumer Show (Sale)

A Consumer Show is an event 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 type of show is for the sampling of liquor (and food) products only.

Only the consumer show organizer may apply for the permit.

Market Research (No Sale)

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 36" (0.9 m) high barrier.

Auction (Sale)

Applicants for Auction permits must be:

- a registered charity under the Income Tax Act (Canada), 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 acknowledgement to the AGCO within 14 days of the event.

Do not serve or allow consumption of 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.

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 or embassy seal.

For more information

Call or write to: AGCO, 20 Dundas St. W, 7th Floor, Toronto ON M5G 2N6. Telephone 416 326-8700 or toll free 1 800 522-2876. Fax: 416 326-5555. E-mail address: licensing@agco.on.ca ♦ Website: www.agco.on.ca