

1. GENERAL POLICIES

- 1.1 A Private Non-Sale Special Event Licence may be issued for the possession, storage and service of liquor in relation to a private event specified in the licence.
- 1.2 The sale of liquor, either directly or indirectly, is not permitted under a Special Event Private Non-Sale Licence.
- 1.3 A Class D licensee may issue a Private Non-Sale Licence to:
 - a) a non-profit organization;
 - b) a municipality;
 - c) a registered charitable organization;
 - d) a service club or association of individuals organized for a joint purpose;
 - e) an individual organizing a family function, such as a wedding, birthday, anniversary or family reunion; or
 - f) a company or corporation.
- 1.4 A Class D licensee may issue a Private Non-Sale Special Event licence for a private function with the following conditions:
 - a) The function is open only to members and/or invited guests. Advertising must be directed to members and invited guests only and not to the public at large.
 - b) There is no charge for liquor either directly or indirectly (e.g., no admission charge).
 - c) The function must take place within the community where the licence is purchased or the immediate surrounding area.
- 1.5 The licensee is responsible for ensuring compliance with all legislation, policies and requirements governing the sale and consumption of liquor.
- 1.6 A Private Non-Sale Special Event Licensee must comply with the General Special Event Licence Policies and Guidelines.
- 1.7 The fee for a Private Non-Sale Special Event licence is \$10. The vendor may also charge a maximum \$2 service fee.
- 1.8 A Class D licensee from whom liquor was purchased for a special event function must accept for refund any liquor returned in an unopened container. A restocking fee may be charged.
- 1.9 A licensee must request AGLC approval to provide liquor service before 10 a.m.

2. BUS

- 2.1 An application may be approved with the following conditions:
 - a) the bus has a minimum seating capacity of 24 passengers;
 - b) the applicant group has exclusive use of the bus;
 - c) the passengers are mostly adults;

- d) only liquor purchased under the licence is allowed to be served to and consumed by the passengers;
 - e) liquor service and consumption may take place only within Alberta.
 - i) If the bus travels outside of Alberta, the licence must indicate that liquor consumption is not allowed outside the borders of Alberta. Liquor service may resume when the bus re-enters Alberta.
 - ii) Liquor consumption must end thirty (30) minutes before the estimated time of arrival at the destination or at the Alberta border, whichever is first.
 - f) the licence must be presented to AGLC or the police on request.
- 2.2 To consider approval of a licence application for a bus, the AGLC requires the following information:
- a) name of licensee (applicant);
 - b) date of departure;
 - c) estimated times of departure and arrival;
 - d) number of passengers and percentage/number that are adults;
 - e) departure and arrival locations; and
 - f) a letter from the bus company authorizing liquor service and consumption on the bus; the letter is to be attached to the yellow copy of the licence.
- 2.3 The AGLC will not approve a licence application for a bus tour within the municipal limits of a city, town or village, or to or between other municipalities, for the purpose of visiting licensed premises (i.e., a pub-crawl).

3. GUIDELINES

- 3.1 The licensee should maintain a minimum of one adult supervisor for every 50 patrons in attendance.
- 3.2 A single special event licence may include several related activities taking place on consecutive days. Examples are:
- a) a wedding, followed by a gift opening the next day;
 - b) a curling bonspiel;
 - c) a convention; or
 - d) other multi-day events approved by the AGLC.
- 3.3 Licence hours may be split, with each time period followed by a maximum one (1) hour period to consume served drinks (e.g. liquor served from 2 p.m. to 5 p.m. with consumption allowed until 6 p.m.; then liquor served again from 9 p.m. to 2 a.m. with consumption allowed until 3 a.m.)
- 3.4 A licence is not required for a non-sale function held in:
- a) a private residence; or
 - b) a party room of a residential complex, hosted by a resident.