

1. GENERAL POLICIES

- 1.1 A Private Resale Special Event Licence may be issued for the possession, storage, sale and service of liquor in relation to a private event specified in the licence open only to invited guests.
- 1.2 The applicant for a private resale special event licence may be:
 - 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) a company registered under Part 9 of the Companies Act; or
 - f) an individual organizing a family function, such as a wedding, birthday, anniversary or family reunion.
- 1.3 All Private Resale Special Event Licences are subject to the following conditions:
 - a) the function is not open to the general public. All advertising must be directed to members and invited guests only and not to the public at large.
 - b) the function must take place within the community where the licence is purchased or the immediate surrounding area.
- 1.4 Acceptable locations for a Private Resale Special Event Licence are:
 - a) a permanent structure;
 - b) a semi-permanent structure (e.g., tent);
 - c) an area surrounded by a fence of a minimum height of 1.2 metres (four feet);
 - d) bleachers or concourse area;
 - e) municipally-approved public areas with the licensed area located within a tent or fenced area;
 - f) other venues approved by the AGLC.
- 1.5 A Private Resale Special Event Licence is not intended to be used to provide jobs or to profit any person or business. Proceeds must be used for the common benefit of a legitimate organization, or donated to a recognized charity of the licensee's choice.
- 1.6 The licensee is responsible for ensuring compliance with all legislation, policies and requirements governing the sale and consumption of liquor.
- 1.7 A Private Resale Special Event licensee must comply with the General Special Event Licence Policies and Guidelines.
- 1.8 The fee for a Private Resale Special Event Licence is \$25. The vendor may also charge a maximum \$2 service fee.
- 1.9 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.

1.10 A licensee must request AGLC approval to provide liquor service before 10 a.m.

2. PRIVATE RESALE - ANNUAL SPECIAL EVENT

- 2.1 A Private Resale - Annual Special Event Licence may be issued to a qualified non-profit organization or club which normally holds functions under the authority of a Private Resale Licence.
- 2.2 A club is defined as an association of individuals organized for a joint purpose but not for the purpose of profit by anyone in the association. A club includes a society which may or may not be registered under the Societies Act or a company registered under Part 9 of the Companies Act.
- 2.3 A licence may be issued to a non-profit organization which leases, rents or owns the facility it uses for social functions.
- 2.4 The licence authorizes the licensee to store liquor in a location authorized by the AGLC.
- 2.5 The licence is valid for one year.
- 2.6 The application for a Private Resale - Annual Special Event Licence must include the following:
- a) completed application form for a Private Resale Special Event Licence;
 - b) photocopy of the appropriate charter or registration under the Societies Act or Part 9 of the Companies Act. In the case of Legions or Fraternal Organizations, a letter from the executive or governing body may be accepted;
 - c) proof the organization or club has filed an annual return with registries to retain their status (except for Fraternal Organizations).
 - d) a list of voting members including addresses and phone numbers may be requested;
 - e) a photocopy of the Certificate of Title if the organization owns the premises or, if leased or rented, a photocopy of the Lease or Rental Agreement
 - e) a list of dates on which the club plans to hold liquor functions with hours of service and consumption noted.
- 2.7 Changes to dates listed on the schedule attached to the licence or additional dates must be approved by AGLC beforehand.

3. HIGH SCHOOL GRADUATION EVENTS

- 3.1 To consider approval of a licence application for a high school graduation dance, the AGLC requires the following information:
- a) date of the function;
 - b) hours of liquor service and consumption;
 - c) location (town, building, room) of function;
 - d) maximum attendance expected;
 - e) type of food available;
 - f) security arrangements;
 - g) local police approval/acknowledgement; and

- h) preferred retail outlet for purchase of the licence.

4. AUCTION

- 4.1 A Private Resale Licence – Auction may be issued for the sale of liquor in conjunction with a social function at which liquor and/or non-liquor items are auctioned. The licence authorizes the removal of the auctioned liquor from the licensed premises.
- 4.2 All applicants must be pre-approved by the AGLC.
- 4.3 The licensee may accept donated liquor for auction purposes as follows:
 - a) all donated products must be approved in advance by the AGLC;
 - b) individuals may donate liquor from private collections;
 - c) a Class D licensee may donate liquor or a gift certificate for liquor;
 - d) all liquor donated by a manufacturer or liquor agent is subject to the applicable AGLC mark-up;
 - e) manufacturers may ship liquor to be “free domicile” from outside the province and arrange for delivery to the licensee; and
 - f) manufacturer’s donating liquor sold in Alberta must purchase the liquor directly from the AGLC or a Class D licensee.

5. BUS

- 5.1 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.
- 5.2 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.

5.3 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).

6. STUDENT CLUBS, FRATERNITIES AND SORORITIES

6.1 A Private Resale Special Event Licence may be issued to student clubs, fraternities and sororities for off-campus functions and on campus functions where no liquor licence is in effect.

6.2 For off-campus functions, written approval from a designated authority of the educational institution where the student club, fraternity or sorority is based may be required.

6.3 For on campus functions where no liquor licence is in effect, prior written approval from a designated authority of the educational institution is required.

6.4 University affiliated groups may not obtain liquor licences in conjunction with functions at any location on campus, if a liquor licence is in effect.

6.5 Fraternity and sorority houses are considered to be private residences for the purposes of the Gaming and Liquor Act and, therefore, a licence is not required in order to store, serve or consume liquor at fraternity and sorority houses; however, liquor shall not be sold in these premises.

7. GUIDELINES

7.1 Licensees may set their own prices for liquor which may include complimentary liquor or liquor included in the admission price.

7.2 The licensee should maintain a minimum of one adult supervisor for every 50 patrons in attendance.

7.3 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.

7.4 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.)