

## 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. All Private Resale Special Event Licences are subject to the following conditions:
- a) the function is only open to members and invited guests; *(Amended Nov 2017)*
  - b) the function may not be advertised to the general public; *(Amended Nov 2017)*
  - c) ticket sales are limited to invited members and guests; and
  - d) there is a charge to patrons for admission and/or the liquor.
- 1.2 The applicant for a Private Resale Special Event Licence may be:
- a) a non-profit organization;
  - b) a municipality;
  - c) *(Deleted Nov 2017)*
  - d) a service club or association of individuals organized for a joint purpose;
  - e) an individual organizing a private function, such as a wedding, birthday, anniversary or family reunion; or *(Amended Nov 2017)*
  - f) a company registered under Part 9 of the Companies Act.
- 1.3 *(Deleted Nov 2017)*
- 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 that is suitably defined (e.g., enclosed by planters, a rope, railing or similar barrier); *(Amended Nov 2017)*
  - d) bleachers or concourse area;
  - e) municipally-approved public areas with the licensed area located within a tent or fenced area; and
  - f) other venues approved by the AGLC.
- 1.5 A Private Resale Special Event Licence must not be used to provide jobs or to financially benefit any licensee, or their associates. Proceeds must only be used to benefit a charitable cause, aid of the distressed or donated to a recognized charity of the licensee's choice. *(Amended Nov 2017)*
- 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 non-refundable fee for a Private Resale Special Event Licence is \$25. If the licence is purchased from a Class D licensee, the vendor may also charge a maximum \$2 service fee. *(Amended Nov 2017)*
- 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. The customer must present a copy of the Special Event licence used at the event. A restocking fee may be charged. *(Amended Nov 2017)*
- 1.10 A licensee must request AGLC approval to provide liquor service before 10 a.m. *(Added Nov 2017)*

## **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 up to one year. *(Amended Nov 2017)*
- 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
  - f) 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. *(Deleted Nov 2017)*

4. *(Deleted Nov 2017)*

## **5. BUS**

- 5.1 An application may be approved by the AGLC with the following conditions: *(Amended Nov 2017)*
  - 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. *(Deleted Nov 2017)*

**7. FUNDRAISING EVENT** *(Added Nov 2017)*

7.1 To consider approval of a licence application for a fundraising event, the AGLC requires the following information:

- a) purpose of the event;
- b) date of the event;
- c) hours of liquor service and consumption; and
- d) location (town, building, room) of event.

7.2 Proceeds must only be used to benefit a charitable cause, aid of the distressed or donated to a recognized charity of the licensee's choice.

**8. GUIDELINES**

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

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

- 8.3 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) *(Deleted Nov 2017)*
  - c) a convention; or
  - d) other multi-day events approved by the AGLC.
- 8.4 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.)