

## POLICIES

### 1. INTRODUCTION

- 1.1 The Alberta Gaming, Liquor and Cannabis Commission (AGLC) is established under the *Gaming, Liquor and Cannabis Act* (GLCA) and is governed by the requirements of the *Criminal Code*, the GLCA and the Gaming, Liquor and Cannabis Regulation (GLCR). *(Amended Mar 2019)*
- 1.2 AGLC is the province's liquor, gaming and cannabis authority, responsible for administering and regulating the liquor, gaming and cannabis industries in Alberta. *(Amended Mar 2019)*
- 1.3 Board policies are approved by the Board of the AGLC and signed by its Chair, on behalf of the Board.
- 1.4 Board policies related to liquor licence activities are conditions of the licence. This includes policies approved after the liquor licence is issued (Section 61(1) of the GLCA).
- 1.5 Guidelines are best business practices designed to help licensees meet operating requirements.

### 2. DEFINITIONS

- 2.1 In this Policies and Guidelines,
  - a) "Advertising" means the use of media to communicate a message to an audience and includes, but is not limited to, social media, email, signs, flyers, radio and television. *(Amended Nov 2017)*
  - b) "AGLC" means the Alberta Gaming, Liquor and Cannabis.
  - c) "Board" means the Board of the AGLC.
  - d) "Class D licensee" means a retail liquor store, general merchandise liquor store or a hotel licensed for off sales.
  - e) "GLCA" means the *Gaming, Liquor and Cannabis Act*. *(Amended Mar 2019)*
  - f) "GLCR" means the Gaming Liquor and Cannabis Regulation. *(Amended Mar 2019)*
  - g) "Licence" means a licence issued by the AGLC authorizing the sale, service or consumption of liquor.
  - h) "Minor" means a person under the age of 18 years.
  - i) "Inspector" means an Inspector of the AGLC, a police officer as defined in the *Police Act* or someone designated by the AGLC as an Inspector under the GLCA.
  - j) "Licensee" means the person, company, municipality or non-profit organization holding the licence. *(Amended Nov 2017)*
  - k) "Liquor" means beverages that are intended for human consumption containing over 1% alcohol by volume (spirits, wine, liqueur, coolers, cider or beer).
  - l) "Private function" means an event only open to members and invited guests. *(Amended Nov 2017)*
  - m) "Private Non-Sale" licence refers to a function where attendees do not pay for liquor or for admission.
  - n) "Private Resale" licence refers to a function where attendees must pay for liquor and/or admission.
  - o) "Public function" means an event open to the general public.

- p) “Pub Crawl” means a bus or tour transporting passengers from one licensed premises to multiple (two or more) licensed premises. *(Added Aug 2020)*
- q) “Special Event Licence” (SEL) refers to a liquor licence issued to a person or a non-profit organization where liquor is sold or provided free-of-charge at a private or public event for a specified time period.

### 3. TYPES OF SPECIAL EVENT LICENCES

3.1 Public Resale – Commercial *(Amended Mar 2019)*

3.2 Public Resale – Community *(Amended Mar 2019)*

3.3 Private Resale:

- a) General (wedding reception, anniversary, family reunion);
- b) Annual SEL for non-profit organizations holding periodic functions throughout the year, such as service clubs that hold regular meetings for its members; *(Amended Nov 2017)*
- c) *(Deleted Nov 2017)*
- d) *(Deleted Nov 2017)*
- e) Bus Trip; and
- f) *(Deleted Nov 2017)*
- g) Fundraising Event. *(Added Nov 2017)*

3.4 Private Non-Sale:

- a) General (wedding reception, anniversary, family reunion);
- b) Bus Trip;
- c) *(Deleted Nov 2017)*
- d) Hospitality;
- e) Competition; and
- f) Industrial Use (absolute alcohol, cooking liquor, cosmetics) *(Amended Nov 2017)*

### 4. GENERAL POLICIES

4.1 *(Deleted Nov 2017)*

4.2 *(Deleted Nov 2017)*

4.3 *(Deleted Nov 2017)*

4.4 All SELs for public functions and bus trips are issued by AGLC. SELs for private functions, excluding bus trips, may be obtained through AGLC’s online system. *(Amended May 2018)*

4.5 A SEL is non-transferable (it cannot be used by any person or group other than the licensee).

- 4.6 A SEL is a legal document and cannot be altered; for example, a Private Non-Sale licence cannot be changed to a Private Resale licence, nor can the licence price be changed.
- 4.7 Providing false or inaccurate information will void a licence. *(Added Nov 2017)*
- 4.8 *(Deleted Aug 2020)*
- 4.9 A licensee must keep a record of all liquor purchases to prove the source of all liquor in the licensed premises. *(Amended Mar 2019)*
- 4.10 A SEL cannot be purchased by any person under 18 years of age. *(Amended Nov 2017)*
- 4.11 No one under the age of 18 years is allowed to:
- a) be served liquor;
  - b) consume liquor;
  - c) sell, serve or handle liquor;
  - d) sell liquor tickets; or
  - e) receive liquor from anyone attending the function.
- 4.12 All liquor products at a Public Resale SEL and Private Resale SEL must be purchased from Class D licensed premises including: *(Amended Mar 2019)*
- a) retail liquor stores;
  - b) general merchandise liquor stores;
  - c) general off sales; or
  - d) manufacturer's off sales.
- 4.13 Liquor products at a Private Non-Sale SEL may either be purchased from any Class D licensed premises (as listed in Section 4.12) or be produced at a licensed Ferment-on-Premises facility (see Section 3.10 of the [Licensee Handbook](#)). *(Amended Aug 2020)*
- 4.14 Liquor service at special event licensed functions is for specified hours between 10:00 am and 2:00 am, with consumption no later than one (1) hour after the time when liquor sales are required to cease. All liquor drinks are to be removed from patron areas by 3:00 am at the latest. *(Amended Nov 2017)*
- 4.15 The licensee must have the legal right to occupy and control the licensed area for the duration of the event (ownership, rental agreement, contract).
- 4.16 A licensee must not exceed the posted occupant load or the maximum attendance approved by the AGLC, whichever is less.
- 4.17 A special event licensee may transport liquor purchased for the event to the location of the function up to 48 hours in advance, and have 48 hours after the event to remove the liquor.
- 4.18 In addition to liquor, non-alcoholic beverages (soft drinks, coffee) must be available to persons attending a licensed Special Event.

## 5. GENERAL GUIDELINES

- 5.1 A pamphlet titled " Special Event Liquor Licences" for Private Functions is available online at: [aglc.ca](http://aglc.ca).  
*(Amended Nov 2017)*
- 5.2 Minors are allowed to attend special event functions, with the exception of events designated as Minors Prohibited. If minors are permitted to attend the event, the licensee must ensure compliance with Section 4.11. *(Amended Nov 2017)*

## 6. CONTACTING AGLC

### **St. Albert (Head Office)**

50 Corriveau Avenue Phone: 780-447-8600  
St. Albert, AB T8N 3T5 Toll Free: 1-800-272-8876  
Fax: 780-447-8989  
Email: [SpecialEvent.Licensing@aglc.ca](mailto:SpecialEvent.Licensing@aglc.ca) *(Added Nov 2017)*

### **Calgary**

310-Deerfoot Atrium  
6715-8 Street NE  
Calgary, Alberta Phone: 403-292-7300  
T2E 7H7 Fax: 403-292-7302

### **Red Deer**

3-7965-49 Avenue  
Red Deer, Alberta Phone: 403-314-2656  
T4P 2V5 Fax: 403-314-2660

### **Grande Prairie**

100-11039-78 Avenue  
Grande Prairie, Alberta Phone: 780-832-3000  
T8W 2J7 Fax: 780-832-3006

### **Lethbridge**

655 WT Hill Blvd South  
Lethbridge, Alberta Phone: 403-331-6500  
T1J 1Y6 Fax: 403-331-6506

The AGLC web site address is: [aglc.ca](http://aglc.ca).