

POLICIES

1. INTRODUCTION

- 1.1 The Alberta Gaming and Liquor Commission (AGLC) is established under the *Gaming and Liquor Act* (GLA) and is governed by the requirements of the *Criminal Code*, the GLA and the Gaming and Liquor Regulation (GLR).
- 1.2 The AGLC is the province's liquor and gaming authority, responsible for administering and regulating the liquor and gaming industries in Alberta.
- 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 GLA).
- 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 and Liquor Commission.
 - 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) "GLA" means the *Gaming and Liquor Act*.
 - f) "GLR" means the Gaming and Liquor Regulation.
 - 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 GLA.
 - 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) "Special Event" licence 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:

- a) Major Entertainment Venue;
- b) Food Fair, Liquor Trade Show; *(Amended Nov 2017)*
- c) Theatre; and
- d) Public Auction.

3.2 Public Resale – Community:

- a) Community Event (rodeo, fair);
- b) Food Fair, Liquor Trade Show; and *(Amended Nov 2017)*
- c) Theatre.

3.3 Private Resale:

- a) General (wedding reception, anniversary, family reunion);
- b) Annual Special Event Licence 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 Special Event licences for public functions and bus trips must be issued by the AGLC. Special Event licences for private functions, excluding bus trips, may be obtained through the AGLC's online system or a Class D licensee (retail liquor store, general merchandise liquor store or hotel licensed for off sales). *(Amended Nov 2017)*
- 4.5 A Special Event licence is non-transferable (it cannot be used by any person or group other than the licensee).
- 4.6 A Special Event licence 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 A Special Event licensee may purchase liquor from any authorized Class D licensee. *(Amended Nov 2017)*
- 4.9 A licensee must keep a record of all liquor purchases. *(Amended Nov 2017)*
- 4.10 A Special Event licence 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 Homemade liquor is prohibited at a licensed special event. All liquor products must be purchased from Class D licensed premises including:
- a) retail liquor stores;
 - b) general merchandise liquor stores;
 - c) general off sales; or
 - d) manufacturer's off sales.
- 4.13 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)*
- 4.14 The licensee must have the legal right to occupy and control the licensed area for the duration of the event (ownership, rental agreement, contract).
- 4.15 A licensee must not exceed the posted occupant load or the maximum attendance approved by the AGLC, whichever is less.
- 4.16 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.
- 4.17 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.
(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 THE AGLC

St. Albert (Head Office)

50 Corriveau Avenue Phone: 780-447-8846 *(Amended Nov 2017)*
St. Albert, Alberta Fax: 780-447-8911
T8N 3T5 Fax: 780-447-8912

Email: SpecialEvent.Licensing@aglc.ca *(Added Nov 2017)*

Calgary

110-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

3103-12 Avenue North
Lethbridge, Alberta Phone: 403-331-6500
T1H 5P7 Fax: 403-331-6506

The AGLC web site address is: aglc.ca.