

## **SPECIAL EVENT PUBLIC RESALE – COMMERCIAL LIQUOR LICENCE**

To be considered for a liquor licence, submit the following:

1. \$500 Licence fee (cash, cheque drawn on the applicant organization's bank account or money order made payable to AGLC).
2. Application for Public Resale-Commercial Event (Form 5308).
3. Floor plan of the event site including measurements of areas to be licensed. Show all entrances/exits, liquor service and consumption areas. Occupant Load Certificate(s) are required if measurements are not indicated. In the case of an outside event, the plan will show the location of the licensed and related areas. Hand drawn is acceptable.
4. Lease, rental agreement or certificate of title for the event site.
5. For tasting style events a letter of request to operate on-site from the Class D Retail Liquor Store licensee.

### **ONLY COMPLETED APPLICATION PACKAGES WILL BE PROCESSED**

The AGLC may determine that a detailed security plan (included emergency preparedness, security assessment and mitigation strategies) is required.

An Inspector may contact you to arrange a meeting to discuss requirements and regulations of a Special Event Public Resale Commercial licence.

### **A SPECIAL EVENT LIQUOR LICENCE WILL NOT BE ISSUED UNTIL ALL OF THE ABOVE STEPS HAVE BEEN COMPLETED**

Return your completed package to:

**AGLC**

Attention: Liquor/Cannabis Licensing  
50 Corriveau Avenue  
St. Albert, Alberta T8N 3T5  
Ph: 780-447-8846  
[sel@aglc.ca](mailto:sel@aglc.ca)

OR

Attention: Liquor/Cannabis Licensing  
310, 6715 - 8 Street NE  
Calgary, Alberta T2E 7H7  
Ph: 403-292-7300  
[liquorapplications.calgary@aglc.ca](mailto:liquorapplications.calgary@aglc.ca)

### **ALLOW FOUR TO SIX WEEKS FOR PROCESSING**

NAME OF APPLICANT:

(Company/Partnership/Individual) \_\_\_\_\_

MAILING ADDRESS:

Street/PO Box: \_\_\_\_\_

City/Town: \_\_\_\_\_ Postal Code: \_\_\_\_\_

**LICENCE COORDINATOR**

The licence coordinator or designate must be ProServe certified and onsite for the duration of the event.

Name: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Phone: \_\_\_\_\_ 

yy	mm	dd
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Contact Birthdate

**EVENT**

Name of Event: \_\_\_\_\_

Licensed area(s) will be designated as:  Minors Allowed OR  Minors Prohibited

**EVENT DETAILS** *Provide a detailed description of your event and entertainment (music, activities etc.) below:*

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**LOCATION #1**

Name of Building/Room: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City/Town: \_\_\_\_\_ Total Attendees: \_\_\_\_\_

**DATE(S) FOR LOCATION #1**

Date: _____	Service Hours: _____	_____	_____
Date: _____	Service Hours: _____	_____	_____
Date: _____	Service Hours: _____	_____	_____
Date: _____	Service Hours: _____	_____	_____

**LOCATION #2**

Name of Building/Room: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City/Town: \_\_\_\_\_ Total Attendees: \_\_\_\_\_

**DATE(S) FOR LOCATION #2**

Date: _____	Service Hours: _____	_____	_____
Date: _____	Service Hours: _____	_____	_____
Date: _____	Service Hours: _____	_____	_____
Date: _____	Service Hours: _____	_____	_____

**SUPERVISION**

- Minimum one supervisor for every 50 patrons, plus each entrance and exit.
- All individuals involved in the sale or service of liquor (including ticket sellers) must successfully complete the ProServe training before the event.

**ON-SITE RETAIL LIQUOR STORE \*\* FOR TASTING STYLE EVENTS ONLY \*\***

Name of Liquor Store: \_\_\_\_\_  
Phone: \_\_\_\_\_

**FOOD SERVICE**

List all food items:

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**LIQUOR PURCHASES**

Name of Liquor Store: \_\_\_\_\_

Phone: \_\_\_\_\_

I/We hereby acknowledge that this application is made on the understanding and agreement that if a Special Event Public Resale-Commercial licence is issued, it is so issued and accepted by the licensee in accordance with the *Gaming, Liquor and Cannabis Act*; Gaming, Liquor and Cannabis Regulation; and AGLC Policies.

**SIGNATURES:**

Licensee: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Please Print

**The licensee is responsible for ensuring compliance with all legislation, policies and requirements governing the sale and consumption of liquor.**

