

SPECIAL EVENT PUBLIC RESALE - COMMUNITY LIQUOR LICENCE

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

1. Licence fee (cash, cheque drawn on the applicant organization's bank account or money order made payable to AGLC).
2. Application for Public Resale-Community Event (Form 5309).
3. Floor plan of the event site including measurements of areas to be licensed. Show all entrances/exits, liquor 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.

Note:

- Your local Municipality may have additional approval requirements, ensure to contact them prior to your event
- This application and floor plan must be accompanied by the written acknowledgement of the public health inspector/environmental health officer, fire chief or provincial fire inspector, and local police agency.

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-Community 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

OR

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

ALLOW FOUR TO SIX WEEKS FOR PROCESSING

NAME OF APPLICANT:
(Organization/ Service Club/
Municipality): _____

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

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:*

LOCATION #1

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

DATE(S) FOR LOCATION #1

Date: _____	Service Hours: _____	start	end	consumption to
Date: _____	Service Hours: _____	start	end	consumption to
Date: _____	Service Hours: _____	start	end	consumption to
Date: _____	Service Hours: _____	start	end	consumption to

LOCATION #2

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

DATE(S) FOR LOCATION #2

Date: _____	Service Hours: _____	start	end	consumption to
Date: _____	Service Hours: _____	start	end	consumption to
Date: _____	Service Hours: _____	start	end	consumption to
Date: _____	Service Hours: _____	start	end	consumption to

SUPERVISION

- Minimum one supervisor for every 50 patrons, plus each entrance and exit.
- 25% of all servers/bartenders on shift must be ProServe certified.

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

Name of Liquor Store: _____
 Phone: _____

LICENCE FEE CALCULATION

- \$50 per day for liquor purchases up to \$1,000;
- \$100 per day for liquor purchases more than \$1,000 and up to \$3,000; and
- \$200 per day for liquor purchases more than \$3,000.

For Multi-Day Events

Total amount of liquor purchases for the event.

Total number of days for the event.

Divide liquor purchased by number of days to calculate daily licence fee amount.

Multiply daily fee amount by number of days.

Total licence fee due: \$ _____

**** For theatre style events, please contact Special Event Licensing for licence fee information**

FOOD SERVICE

List all food items:

LIQUOR PURCHASES

Liquor Store Name: _____

Phone: _____

SIGNING AUTHORITIES

I hereby acknowledge that this application is made on the understanding and agreement that if a Special Event Public Resale–Community 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.

I confirm that all monies from liquor sales will be deposited into the special event licensee’s general bank account. We understand that AGLC may periodically review this information.

President’s Name: _____ Contact Phone: _____
Please Print

President’s Signature: _____ Date: _____

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

