

1. INTRODUCTION

- 1.1. Alberta Gaming, Liquor and Cannabis (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).
- 1.2. AGLC is the province's liquor authority, responsible for administering and regulating the liquor industry in Alberta.
- 1.3. Board policies are approved by the Board of 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 these 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.
 - b) "Class D licensee" refers to any licensed retail liquor store, general merchandise liquor store, general off-sales licensee or manufacturer's off-sales licensee.
 - c) "Club" refers to an association of individuals organized for a joint purpose but not for the purpose of profit by anyone in the association.
 - d) "Licence" means a licence issued by AGLC authorizing the sale, service or consumption of liquor.
 - e) "Licensee" means the person, company, municipality or non-profit organization holding the licence.
 - f) "Liquor" means beverages that are intended for human consumption containing over one per cent alcohol by volume (spirits, wine, liqueur, coolers, cider or beer).
 - g) "Minor" means a person under the age of 18 years.
 - h) "Private function" means an event only open to members and invited guests.
 - i) "Private Non-Sale" licence refers to a function where attendees do not pay for liquor or for admission.
 - j) "Private Resale" licence refers to a function where attendees must pay for liquor and/or admission.
 - k) "Pub Crawl" means a bus or tour transporting passengers from one licensed premises to multiple (two or more) licensed premises.
 - l) "Special Event Licence" (SEL) refers to a liquor licence issued to a person, municipality, a non-profit organization or corporation where liquor is sold or provided free-of-charge at a private or public event for a specified time period.

3. GENERAL POLICIES

- 3.1. A Private SEL may be issued for the possession, storage, sale (Resale SEL only) and service of liquor in relation to a private event that is not open to the general public (i.e., events for members and invited guests only).

- 3.2. A SEL is a legal document that cannot be:
 - a) purchased by a minor;
 - b) altered (e.g., changed from a one type of SEL to another);
 - c) transferred (it cannot be used by any person or group other than the licensee).
 - d) obtained using false or inaccurate information.
- 3.3. SELs for Private Non-Sale and Private Resale events may be obtained through AGLC's online system.
- 3.4. The licensee is responsible for ensuring compliance with all legislation, policies and requirements governing the sale and consumption of liquor.
- 3.5. Licensed private events cannot be advertised to the general public.
- 3.6. Minors cannot:
 - a) be served liquor;
 - b) consume liquor;
 - c) sell, serve, or handle liquor;
 - d) sell liquor tickets;
 - e) receive liquor from anyone attending the function; or
 - f) attend a licensed Minors Prohibited event.
- 3.7. Unless otherwise approved by AGLC, 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 the liquor sales are required to cease. All liquor is to be removed from patron areas by 3:00 am at the latest. *(Amended Aug 2020)*
- 3.8. A SEL must be prominently displayed as per Section 79 of the GLCR.
- 3.9. The licensee cannot exceed the posted occupant load, or the maximum attendance approved by AGLC, whichever is less.
- 3.10. Non-alcoholic beverages (soft drinks, coffee) must also be available to persons attending a licensed Special Event.
- 3.11. Bus tours within the municipal limits of a city, town or village, or to or between other municipalities, for the purpose of a pub crawl (a bus or tour transporting passengers from one licensed premises to multiple (two or more) licensed premises) will not be licensed.
- 3.12. A SEL authorizes liquor service within Alberta only. (e.g., a licensed bus must cease liquor service/consumption during any travel period outside of the province).

4. PRIVATE NON-SALE

- 4.1. Private Non-Sale SEL licence types include:
 - a) General (wedding reception, anniversary, family reunion, bus trip);
 - b) Hospitality;
 - c) Competition; and
 - d) Industrial Use (absolute alcohol, cooking liquor, cosmetics).
- 4.2. Private Non-Sale SELs licensees may not sell or charge for liquor either directly or indirectly (e.g., no admission charge).

- 4.3. Liquor products at a Private Non-Sale SEL may be:
- a) purchased from any Class D licensed premises;
 - b) produced at a licensed Ferment-on-Premises facility (as defined in Section 3.10 of the Licensee Handbook); or
 - c) homemade wine, beer or cider. *(Added Mar 2022)*

- 4.4. A licence is not required for a non-sale function held in:
- a) a private residence;
 - b) a party room of a residential complex, hosted by a resident; or
 - c) a common room of a seniors' facility. *(Added Nov 2017)*

2. NON-SALE COMPETITION

- 2.1. A Private Non-Sale Competition Licence authorizes:
- a) the licensee to transport homemade wine, cider or beer to and from the licensed premises at which the competition specified in the licence will take place;
 - b) the licensee to display the homemade wine, cider or beer in the licensed premises during the period of time specified in the licence; and
 - c) the people judging and participating in the competition to taste the homemade wine, cider or beer in the licensed premises.
- 2.2. A Private Non-Sale Competition licence will only be issued by AGLC.

3. NON-SALE HOSPITALITY

- 3.1. A Private Non-Sale Hospitality Licence authorizes a liquor agency or a liquor supplier to possess, store and provide liquor at their premises for the purpose of hosting individuals, groups, and organizations for events such as facility tours, educational seminars, meetings and media conferences.
- 3.2. A Private Non-Sale Hospitality licence will only be issued by AGLC.
- 3.3. A Private Non-Sale Hospitality licence is in effect for one year unless cancelled by AGLC.

4. NON-SALE INDUSTRIAL USE

- 4.1. A Private Non-Sale Industrial Use licence authorizes the licensee to possess, store, and use liquor in the licensed premises for the purpose of an industrial, mechanical, food processing or manufacturing business.
- 4.2. A Private Non-Sale Industrial Use licence is only issued by AGLC.
- 4.3. Ethyl alcohol must be purchased direct from suppliers.
- 4.4. A Private Non-Sale Industrial Use licence is in effect for one year unless cancelled by AGLC.

5. PRIVATE RESALE

- 5.1. Private Resale licence types include:
- a) General (wedding reception, anniversary, family reunion, bus trip, fundraising event); and
 - b) Annual SEL for a non-profit organization holding periodic functions throughout the year, such as a service club that holds regular meetings for its members.

- 5.2. Private Resale SEL licensees may:
 - a) sell tickets to invited members and guests only; and
 - b) charge patrons for admission and/or the liquor.
- 5.3. Licensees hosting a resale event may set their own prices for liquor which may include complimentary liquor or liquor included in the admission price.
- 5.4. All liquor products at a Private Resale SEL event must be purchased from a Class D licensed premises.
- 5.5. A licensee must keep a record of all liquor purchases to prove the source of all the liquor in the licensed premises. (*Amended Mar 2019*)
- 5.6. A Private Resale SEL cannot be used to provide jobs or benefit any licensee, or their associates.
- 5.7. 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*)

6. RESALE ANNUAL SPECIAL EVENT

- 6.1. A Private Resale - Annual SEL may be issued to a qualified non-profit organization or club which normally holds functions under the authority of a Private Resale Licence.
- 6.2. A club may include a society which may or may not be registered under the *Societies Act* or a company registered under Part 9 of the *Companies Act*.
- 6.3. A licence may be issued to a non-profit organization which leases, rents or owns the facility it uses for social functions.
- 6.4. The licence authorizes the licensee to store liquor in a location authorized by the AGLC.
- 6.5. The licence is valid up to one year. (*Amended Nov 2017*)
- 6.6. Changes to dates listed on the schedule attached to the licence or additional dates must be approved by AGLC beforehand.

7. GUIDELINES

- 7.1. The applicant for a Private SEL may be:
 - a) a non-profit organization;
 - b) a municipality;
 - c) a service club or association of individuals organized for a joint purpose;
 - d) an individual organizing a private function, such as a wedding, birthday, anniversary or family reunion;
 - e) a company or corporation (Private Non-sale only); or
 - f) a company registered under Part 9 of the *Companies Act*.
- 7.2. Examples of locations for a Private SEL are:
 - a) a permanent structure;
 - b) a semi-permanent structure (e.g., tent); and
 - c) other venues as approved by AGLC (e.g., bleachers, concourse areas or areas enclosed by a visual barrier, tent or fence).
- 7.3. The licensee should maintain a minimum of one adult supervisor for every 50 patrons in attendance.
- 7.4. A single SEL may include several related activities taking place on consecutive days. Examples are:
 - a) a wedding, followed by a gift opening the next day;

- b) a convention; or
- c) other multi-day events approved by AGLC.

7.5. 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.)

8. CONTACTING AGLC

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