

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) "Class D licensee" refers to any licensed retail liquor store, general merchandise liquor store, general off-sales licensee or manufacturer's off-sales licensee. *(Added Nov 2021)*
 - b) "Licence" means a licence issued by AGLC authorizing the sale, service or consumption of liquor.
 - c) "Licensee" means the person, company, municipality or non-profit organization holding the licence.
 - d) "Liquor" means beverages that are intended for human consumption containing over one per cent alcohol by volume (spirits, wine, liqueur, coolers, cider or beer).
 - e) "Minor" means a person under the age of 18 years.
 - f) "Public function" means an event open to the general public.
 - g) "Special Event Licence" (SEL) refers to a liquor licence issued by AGLC to a person, municipality, a non-profit organization or corporation where liquor is sold at a public event for a specified time period. *(Amended Nov 2021)*

3. GENERAL POLICIES

- 3.1. A Public SEL may be issued for the possession, storage, sale and provision of liquor at a public function.
- 3.2. An 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); or

- d) obtained using false or inaccurate information.
(Amended Nov 2021)
- 3.3. All SELs for public functions are issued by AGLC.
- 3.4. All liquor at a Public SEL event must be purchased from a Class D licensed premises. *(Amended Nov 2021)*
- 3.5. 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)*
- 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 SELs 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 Nov 2021)*
- 3.8. A SEL must be presented to AGLC or police on request.
- 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 an SEL.
- 3.11. A Public SEL for the primary purpose of having a bar or lounge is not accommodated under this policy. Applicants that wish to operate a bar or lounge should apply for a Class A licence. *(Added Mar 2019)*
- 3.12. The licensee or its designate(s) is responsible for ensuring compliance with all legislation, policies and requirements governing the sale and consumption of liquor.
- 3.13. The licensee must provide a minimum of one (1) adult supervisor for every 50 patrons and one (1) for each entrance and exit unless otherwise agreed upon by AGLC in advance of the event.
- 3.14. The licensee or the licensee's designate is required to be present at all times during the event. The licensee must provide written confirmation to AGLC identifying its designate(s).
- 3.15. The licensee must provide food items suitable for a light meal or snack. *(Added Mar 2019)*
- 3.16. Retail prices for liquor sold at a Public SEL are subject to the following minimum prices:
 - a) Spirits and liqueurs: \$2.75 / 28.5 ml (1 oz) or less;
 - b) Wine: \$0.35 / 28.5 ml (1 oz);
 - c) Draught beer: \$0.16 / 28.5 ml (1 oz); and
 - d) Bottled/Canned Beer, Cider or Coolers: \$2.75 /341 ml bottle or 355 ml can

- 3.17. A licensee cannot offer free liquor specials or more than one drink for a single price (e.g., 2 for 1).
- 3.18. The licensee may collect an admission fee from the public and sell tickets to the public redeemable for food and liquor. The price of the tickets is set by the licensee. Other arrangements may be considered.
- 3.19. A fixed admission price which allows for the consumption of unlimited tastings is permitted.
- 3.20. The licensee is responsible for all liquor products on the licensed premises and must coordinate product orders on behalf of exhibitors from either:
 - a) licensed retail outlets; or
 - b) Class D Retail Liquor Store licensee authorized by AGLC to operate on the licensed premises.
- 3.21. Exhibitors may sell or provide tasting servings not to exceed the following:
 - a) beer - 112 ml (4 oz.);
 - b) coolers/cider - 112 ml (4 oz.);
 - c) wine - 56 ml (2 oz.);
 - d) spirits - 28 ml (1 oz.); and
 - e) liqueurs - 28 ml (1 oz.).
- 3.22. A liquor exhibitor/agency may purchase, possess, display and sell or provide tastings of liquor. All liquor purchases must be placed with and coordinated through the licensee. Liquor licensees and their staff may not represent a liquor exhibitor at these events.
- 3.23. Public SELs licence types include:
 - a) Community;
 - b) Commercial; and
 - c) Auction.

4. COMMUNITY SEL

- 4.1. A community SEL is issued for events held by the following:
 - a) a non-profit organization;
 - b) a municipality;
 - c) a registered charitable organization;
 - d) a service club or association of individuals organized for a joint purpose; and
 - e) a company incorporated under Part 9 of the *Companies Act*.
- 4.2. The entity or organization conducting the Community SEL may designate another eligible organization to obtain the SEL. The entity or organization must provide written confirmation to AGLC identifying the designated organization. The designated organization is responsible for ensuring compliance with all legislation, policies and requirements governing the sale, service and consumption.

- 4.3. Successful completion of ProServe training (see Section 1.6 of the Licensee Handbook) before the event (excluding Public Auction events) is required for:
 - a) the licensee's representative(s); and
 - b) a minimum of 25% of all bartenders/servers on-site. *(Amended Jul 2019)*
- 4.4. AGLC may increase or decrease the requirements specified in Section 4.3b), based on the risk assessment completed by the applicant.

5. COMMERCIAL SEL

- 5.1. A Commercial Special Event Licence (SEL) is issued for events held by an individual or corporation.
- 5.2. All individuals involved in the sale or service of liquor (including ticket sellers) must complete ProServe training before the event (excluding Public Auction events). See Section 1.6 of the [Licensee Handbook](#).
- 5.3. Security staff and all individuals who manage or supervise security staff are required to complete ProTect training prior to the event. See Section 1.7 of the [Licensee Handbook](#).
- 5.4. During a major community event a Special Event Public - Commercial licence may only be issued if the applicant has held a Special Event Public - Commercial licence within the last 24 months.

6. AUCTION SEL

- 6.1. A Commercial Public SEL may be issued for a public auction of liquor products (collection and/or estate) sponsored and managed by an applicant licensed in Alberta as an auction sales business under the Public Auctions Regulation.
- 6.2. A Commercial Public SEL auction may not take place in a Class A, B, C, D E, or F licensed premises.
- 6.3. The licensee cannot be the owner/seller of the liquor products.

7. GUIDELINES

- 7.1. 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 2:00 pm to 5:00 pm with consumption allowed until 6:00 pm; then liquor served again from 9:00 pm to 2:00 am with consumption allowed until 3:00 am).
- 7.2. A Public SEL licence may be issued authorizing the sale or provision of liquor for consumption off the licensed premises. The licensee may seek approval to establish a business arrangement with a retail liquor store licensee. If approved to operate on-site, the retail liquor store licensee must establish a standard business arrangement to govern product ordering and payment in an equitable manner for all exhibitors.
- 7.3. Examples of locations for a Public SEL are:
 - a) a permanent structure;
 - b) a semi-permanent structure (tent);
 - c) other venues as approved by AGLC (e.g., bleachers, concourse areas, theatre lobby, greenroom, seating area or areas enclosed by a visual barrier, tent or fence.)

8. CONTACTING AGLC

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