



Please read these instructions carefully and keep this information.

WHAT IS A SPECIAL OCCASION PERMIT (SOP)?

A permit is needed **any** time liquor is offered for sale **or** served **anywhere** other than in a licensed establishment or a private place. A private place is an *indoor* area usually not open to the public and not open to the public during the event (for example, a residence or private office).

Special Occasion Permits are for **occasional, special** events only, and not for personal profit. If you intend to serve liquor for personal profit, you must obtain a liquor sales licence. A permit may be revoked if the Registrar has reason to believe the event is being used for personal gain.

SPECIAL OCCASION PERMITS MAY BE SUBJECT TO CONDITIONS BEING ATTACHED TO THE PERMIT.

YOUR RESPONSIBILITIES

The permit holder is responsible for the safety and sobriety of people attending the event as well as compliance with the *Liquor Licence Act* and Regulations. The *Liquor Licence Act* and Regulations may be obtained from Publications Ontario at 1-800-668-9938 or 416-326-5300 and on the AGCO website at www.agco.on.ca

Permit applications must be submitted at least **30 days** before the event takes place (**Exception: 10 days** for indoor reception events). Your application may be refused if you don't meet this requirement.

GENERAL INFORMATION

Applicants

You must be 19 years of age or older to apply for a Special Occasion Permit. You may be asked to provide acceptable I.D.

If the applicant is an organization/association, the application must be signed by a member or representative at least 19 years of age who has signing authority for the organization/association.

Applicants must submit **all** information, records, materials, documentation or approvals to the LCBO as requested.

The permit holder or designated person must be present throughout the Special Occasion Permit event.

The permit (and levy receipt for Sale Events) must be readily available during the event for presentation upon request.

Refunds

There will be no refunds for cancelled events or events for which changes have occurred after a permit has been issued. Cancellations or changes to an existing permit will require a new Special Occasion Permit and fee.

Hours of Service

You may serve liquor only during the hours specified on your permit.

Hours must be between 11 a.m. to 2 a.m. on any day except New Year's Eve (December 31) where hours may be between 11 a.m. and 3 a.m. the following day.

Food

An adequate supply of food must be available to persons attending the event. Snacks such as chips, peanuts or popcorn are not an acceptable substitute for this requirement.

Advertising (except Receptions)

A permit holder may advertise or promote the availability of liquor only in accordance with the Registrar's Advertising Guidelines (available at www.agco.on.ca). Please refer to Section 7(2), Regulation 389/91 for further information.

RECEPTION EVENTS CANNOT BE ADVERTISED.

Security

The permit holder must provide security sufficient to ensure that unauthorized persons do not attend the event and to ensure that the conditions of the permit and requirements of the *Liquor Licence Act* are observed. In order to determine whether security is sufficient, the permit holder shall consider,

- a) The nature of the event;

- b) The size of the premises; and
- c) The age and number of persons attending the event.

- The premises may not be a dwelling or rooms or land adjacent to and used in conjunction with a dwelling.

Homemade Wine/Beer For a Wedding or Other Religious Event

Homemade wine and beer can only be served but not sold at a wedding or other religious event. The wine/beer must be made by a member of the family hosting the event. The permit holder may not sell the wine/beer.

For Wine/Beer Club/Association/Group

The objects of the club/association/group are the testing, exhibition and judging of wine/beer made by its members. If the event is open to the public, wine/beer may only be served to members of the club/association/group. No service is allowed to the public.

Donated Liquor

Only registered charities or non-profit organizations and associations under the Public Event category qualify to accept donations of liquor from liquor manufacturers. Levies must be paid on all donated alcohol. Records for all donated products must be obtained by the Special Occasion Permit holder and must be made available for inspection.

Donated liquor may not be carried over from one event to another, and must be processed by an LCBO/Government retail store.

Social Gaming events are eligible for a special occasion permit for a Public Event provided the applicant is a registered charity or religious organization and the games are licensed under section 207 of the *Criminal Code of Canada*.

The holder of a Special Occasion Permit for a Public Event may offer liquor donated by a manufacturer for a prize, provided there is a lottery licence issued to the permit holder.

Premises Guidelines

You should ensure that the location where the event is to take place meets the following guidelines. Obtain this information from the premises owner or manager along with confirmation that the building has been inspected by the proper authorities.

- The location may not be in a dry area if liquor is to be sold at the event;
- The permit location must be partitioned from areas where the permit does not apply or alcohol may not be sold, served and consumed;
- The location may not be a licensed establishment under suspension and the event must comply with any conditions that apply to the licence (eg. restricted hours of operation); and

Tiered Seating

THE SALE, SERVICE OR CONSUMPTION OF ALCOHOL IS ONLY PERMITTED IN TIERED SEATING AT PUBLIC EVENTS.

If the Special Occasion Permit application is submitted for a Public Event that has a location that includes a tiered seating portion, this must be disclosed at the time your application is submitted. The location of the tiered seating must be clearly identified on the floor plan and submitted along with the application.

If a permit has already been issued for a Public Event and you wish to add tiered seating to the permit, you must notify the AGCO in writing, immediately. Please include a copy of the issued permit, a sketch indicating the proposed tiered seating area and the permit holder's contact information including telephone number, fax number and email address (if available).

If you propose to sell and serve liquor in the tiered seating but do not notify the AGCO, administrative action may be taken against the permit holder including, but not limited to, the immediate revocation of the Special Occasion Permit.

You may contact the AGCO at 416-326-8700 or toll free in Ontario at 1-800-522-2876, or by Fax 416-326-3660.

Permit Area Capacities

The maximum capacity of many indoor premises is predetermined by either the Building or Fire Department. It is the permit holder's responsibility to ensure these capacities are not exceeded during the permit event.

Maximum capacities for all outdoor areas (and indoor areas without a Building or Fire Department capacity) is determined by dividing the actual size of the permit area (as determined in square metres or square feet) by 1.11 square metres (12 square feet) per person (**Example: 30m x 60m = 1800 square metres ÷ 1.11 = 1621 persons**).

It is the permit holder's responsibility to ensure these capacities are correct and are not exceeded during the permit event.

TYPE OF EVENTS AND REQUIREMENTS

Special Occasion Permits are either Sale or No Sale and are issued for specific types of events. Please read this section carefully to determine which type of permit you require.

Sale

A Sale permit is required for events where money is collected for liquor through:

- An admission charge to the event;
- Admission or liquor tickets sold to people attending the event; or
- The collection of money for liquor before the event.

When you buy liquor for your sale event, you will be charged an additional levy fee because you are reselling the liquor. The levy assists you as you will not have to collect or remit sales tax on the liquor you sell at the event. Levy receipts for all liquor purchases must be readily available for inspection by AGCO Inspectors or police.

As the holder of a sale permit for a Reception, Trade Show or Consumer Show Event, you may not profit directly or indirectly from the sale of liquor at the event.

No Sale

A No Sale permit is issued when:

- Liquor is served without charge;
- No money is collected directly or indirectly for liquor from guests; and
- The permit holder absorbs all the cost.

No levy fee is charged on liquor for a no sale event.

Outdoor Events

Outdoor events are those which take place outdoors **or** in a temporary structure, such as a tent or marquee.

The outdoor area must be clearly defined and separated from unlicensed areas by a minimum 36" (0.9m) high partition.

Until August 2, 2011, you must notify in writing the local municipal clerk's department, police, fire and health departments (at least 30 days prior to the event) informing them of the event and identifying the physical boundaries. If a tent, marquee or pavillion is used, you must also notify in writing the local building department.

Effective August 2, 2011, the timelines for notifying local authorities will change to:

- **30 days before** the event takes place, if fewer than 5,000 people are expected to attend the event; or
- **60 days before** the event takes place if 5,000 people or more are expected to attend the event.

You must include with your application:

- Copies of the notification letters to the police, fire, health (building if applicable) and municipal clerk's departments; and
- A detailed sketch showing the dimensions of the area for which the permit will apply.

Reception (*Sale and No Sale*)

Receptions are private events for invited guests only. Notification is limited to invited guests only and must not mention the availability of liquor.

The general public must not be admitted to a reception event.

Reception events cannot be advertised to the general public.

Public Event (*Sale*)

Public Event permits can be issued:

- To a registered charity under the *Income Tax Act* (Canada);
- To a non-profit organization or association organized to promote charitable, educational, religious or community objects; or
- For an event of municipal, provincial, national or international significance.

These events may be held to raise funds for charitable, educational, religious or community objects. A non-profit organization or association must be duly constituted with its own constitution and by-laws. They must provide these documents at the request of staff issuing Special Occasion Permits. **Individuals cannot fundraise by selling liquor.**

A permit holder that is not a registered charity or non-profit organization or association may hold a Public Event if the event is:

- An event of provincial, national or international significance; or
- An event of municipal significance and is designated by municipal council as an event of municipal significance.

Note: A municipal resolution must be included with the permit application.

A registered charity under the *Income Tax Act* (Canada) or a non-profit organization or association organized to promote charitable, educational, religious or community objects, can also request to be designated as an event of significance.

Designated Public Events — *Public Events involving licensed establishments*

If a Special Occasion Permit has been issued for an outdoor event that has both licensed areas (bars, restaurants, etc.) and areas to which the SOP applies (i.e. the street on which the event is taking place), patrons can move freely between these areas with a single serving of alcohol, under certain conditions and where permission has been granted by the Registrar of Alcohol and Gaming.

To be eligible, the event must meet the following criteria:

- The event must be an outdoor event (e.g. Outdoor Street Festival);
- The event must be designated "municipally significant" by a resolution of municipal council; and
- The licence holder and the permit holder must have entered into an agreement with each other to ensure that there is no unreasonable risk to public safety, the public interest and the public, and no unreasonable risk of non-compliance with the Act and the regulations by either of the parties.

This agreement must be filed with the AGCO at least 30 days prior to the event.

When submitting your application to the LCBO permit issuing store, please include the following:

- Fully completed and signed application form;
- List of participating AGCO licensed establishments;
- Copy of municipal resolution;
- Copy of all notification letters to local authorities and a detailed sketch; and
- Copy of the Special Occasion Permit applicant/holder and Licencee(s) agreement.

Please refer to Section 34.1, Regulation 719 of the *Liquor Licence Act* for further information.

Trade Shows (Sale or No Sale)

A Trade Show is an event to which only people involved in the hospitality industry and their guests are permitted to attend. The major exhibits, themes and demonstrations at the trade show must be directly related to an aspect of the hospitality industry. This type of show is for the sampling of liquor (and food) products only.

Only the trade show organizer may apply for the permit.

Consumer Show (Sale)

A Consumer Show is an event to which the general public is admitted. The major exhibits, themes and demonstrations at the consumer show must be directly related to an aspect of the hospitality industry. This type of show is for the sampling of liquor (and food) products only.

Only the consumer show organizer may apply for the permit.

Market Research (No Sale)

A Market Research Event is conducted by or on behalf of a liquor manufacturer to provide market research about their products.

You must include with your application a letter from the manufacturer authorizing you as their representative to conduct market research.

If the market research is done in an open area (eg. a mall foyer), the area must be separated from the unlicensed area by a 36" (0.9 m) high barrier.

Liquor does not have to be purchased from a government store

The primary purpose of the event must be Market Research.

Auction (Sale)

Applicants for Auction permits must be either:

- A registered charity under the *Income Tax Act* (Canada);
- An administrator or executor of an estate acting within his or her duties with respect to an estate; or
- A Sheriff acting within his or her duties with respect to liquor seized under a writ of execution.

You must post a notice on the premises stating that the liquor being auctioned may not have been tested by the LCBO. The purchaser must acknowledge in writing that the liquor may not have been tested. The permit holder must send a copy of the signed acknowledgement to the AGCO within 14 days of the event.

Do not serve or allow consumption of the auctioned liquor on the premises where the auction is to take place. Purchasers may only pick up their liquor when they leave the event.

You may also include the name of the brands of liquor and the source of the liquor that will be offered for sale by auction. If you wish to sell and serve liquor for consumption at the event in addition to the Auction Special Occasion Permit, you must apply for an additional Special Occasion Permit for an area that is physically separate from the area where the Auction Permit is in effect.

Diplomatic Event (No Sale Reception only)

For a Diplomatic Event the application must be affixed with the consular or embassy seal.

FOR MORE INFORMATION

Call or write to:
Alcohol and Gaming Commission of Ontario
90 Sheppard Ave, East, Suite 200
Toronto, ON
M2N 0A4

Telephone: 416-326-8700 or
toll free in Ontario 1-800-522-2876
Fax: 416-326-5555.
Email: licensing@agco.on.ca
Website: www.agco.on.ca



Application for a Special Occasion Permit

This application must be submitted to and be issued by an LCBO permit issuing store in the municipality where the event is to be held or if there is no LCBO issuing store in the municipality, at the LCBO issuing store that is closest to the premises where the event is to take place.

The application fee must accompany the application - cash, credit card, debit or money order made payable to the LCBO or Minister of Finance at least **10 days prior to a reception event held indoors or 30 days prior to all other events.**
The application fee is non-refundable.

For Office Use Only		Zone/Store Number		Fee received \$: <input type="checkbox"/> Cash <input type="checkbox"/> Money Order <input type="checkbox"/> Debit <input type="checkbox"/> Credit							
Police		AGCO Inspector		<input type="checkbox"/> Levy <input type="checkbox"/> No Levy <input type="checkbox"/> Sale <input type="checkbox"/> No Sale							
Name of applicant (may be an individual or an organization)				Email							
Address				City, Town, Village		Postal Code					
Telephone Number and Area Code											
Home ()		Business ()			Fax ()						
Name of person who will attend and be responsible for event <i>(Print last name, first name)</i>				Email							
Address				City, Town, Village		Postal Code					
Telephone Number and Area Code											
Home ()		Business ()			Fax ()						
Name of premises/property where event is to be held				Township or Regional Municipality							
Address				City, Town, Village		Postal Code					
Dates and times of event						Event will be no more than 10 consecutive days					
Start date:		YY	MM	DD	End date:		YY	MM	DD	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Dates			Start time (a.m. / p.m.)		End time (a.m. / p.m.)		Room/area/exact location			Estimated attendance	
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Details of event											

NATURE OF EVENT AND FEE PER DAY

RECEPTION \$25 No Sale \$75 Sale

Receptions are events that are limited to invited guests only. The general public **cannot** be admitted and no profit may be made directly or indirectly from the sale of alcohol.

Are you serving homemade wine/beer? (Religious events or beer/wine clubs only) Yes No

PUBLIC \$75 Sale, up to 3 days (consecutive)

Select the one (a, b, c) that applies to you:

(a) Non-profit association or organization (duly constituted with constitution and by-laws)

(b) Registered charity
Provide charitable organization registration number:

(c) Other (a municipal resolution is required and must be submitted with your application)

Will licensed establishments be participating in this event? Yes No

(A municipal resolution is required and must be submitted with your application)

▶ If YES, please list them on a separate sheet (please refer to the Guide for information)

TRADE SHOW \$25 No Sale \$75 Sale

CONSUMER SHOW \$75 Sale

MARKET RESEARCH \$25 No Sale

AUCTION OF LIQUOR \$75 Sale

DIPLOMATIC EVENT \$25 No Sale

All applicants *must* answer *all* of the following questions

Are tickets to be sold for the event? Yes No

Will alcohol be served or consumed:
 Outdoors Yes No
 Under a tent/marquee/pavillon Yes No

Is there an admission charge? Yes No

Will alcohol be sold? Yes No

Is the event for invited guests only? Yes No

Will alcohol be served, sold or consumed in tiered seating area(s)? (Public Events only) Yes No
 ▶ If YES, please provide a detailed sketch with the application.

Will you be receiving any donated liquor from manufacturers for this event? Yes No
Please note that *only* registered charities and non-profit associations or organizations are eligible to receive donated liquor.

Will the event be advertised? Yes No
 ▶ If YES, explain:

Important - Please read carefully

DESIGNATED OR RESPONSIBLE PERSON

The permit holder or responsible person as indicated on the application and permit must be in attendance at the event. If however, in an emergency situation the permit holder/responsible person is unable to attend, then it is the responsibility of the permit holder to designate in writing someone to attend the permit event. The designated person is responsible to ensure that the requirements of the law for the permit event are complied with. **The designated person must not be someone who has been refused permits by the AGCO.**

All beverage alcohol must be purchased with your permit at the LCBO, the Beer Store or any authorized Ontario Winery, Brewery or Distillery Stores ("government stores"). All receipts of alcohol purchases under a SOP must be made available upon request at the event.

Registered charities and non-profit organizations or associations may accept liquor donated by Manufacturers of beverage alcohol under the Public Event category. Receipts for all donated products must be made available.

Holders of a No-Sale Reception SOP issued for a religious function may serve homemade wine or beer at the event.

Leftover liquor must be removed from the premises at the end of the event. When returning unopened alcohol purchased from a government store, you must produce the SOP and a copy of the receipt(s). Check with the LCBO/The Beer Store for further details.

Reception events for stags, stag and does, bridal showers, etc. must be events that are limited to invited guests only. The event must not be advertised to the public by way of flyers, newspaper, internet or radio. No profit can be made directly or indirectly from the sale of alcohol.

If tiered seating is planned for the permit areas after the permit is issued, you must notify the AGCO, in writing, immediately. If you do not notify the AGCO of any such changes, administrative action may be taken against the permit holder including, but not limited to, the immediate revocation of the Special Occasion Permit.

The police or AGCO Inspector may cancel a Special Occasion Permit while the event is underway if he or she reasonably believes that the *Liquor Licence Act* or regulations are being contravened in connection with the event.

Any special occasion permit holder may be assessed a monetary penalty as a result of specific breaches of the *Liquor Licence Act* and Regulations. The amount of the monetary penalty will be based on the approved Schedule of Monetary Penalties on the AGCO website. For further information please go to www.agco.on.ca

SPECIAL OCCASION PERMITS MAY BE SUBJECT TO CONDITIONS BEING ATTACHED TO THE PERMIT.

Learn how to lower your liability risks by taking the Smart Serve™ program and hire servers who have taken the course (or a licensed caterer). For information call 416-695-8737, or toll free at 1-877-620-6082 or visit www.smartserve.ca

Application Statements (check one box only)

Before signing this application, please make sure that you have read all of the information above and completed all of the questions. Any changes to the application must be initialed by the applicant.

- No Sale Permit – all liquor costs will be absorbed solely by the permit holder.
- Sale Permit for a reception/trade show/consumer show event – no intention to make a profit directly or indirectly from the sale of liquor.
- Public Event – event is being conducted by a registered charity or non-profit organization or association, or is an event of municipal, provincial, national, or international significance.

It is a serious offence to make a false statement. A fine of up to \$100,000 can be imposed.

I certify the information is true, I understand my legal obligation as a permit holder and I have attained 19 years of age.

Signature of Applicant	Office held in organization (if applicable)	Date		
		YY	MM	DD

The above information is collected pursuant to the *Liquor Licence Act*, R.S.O. 1990, chapter L.19. The Principal purpose of the collection is to determine eligibility for the issuance of a Special Occasion Permit. The information may also be disclosed pursuant to the *Freedom of Information and Protection of Privacy Act*. For questions about the collection of this information please contact the Manager, Liquor Eligibility, Alcohol and Gaming Commission of Ontario, 90 Sheppard Avenue East, Suite 200, Toronto, ON, M2N 0A4, telephone 416-326 8700, or toll free in Ontario at 1-800-522-2876, email address: licensing@agco.ca