



Alcohol and Gaming Commission of Ontario
Manufacturer & Special Licensing
Advertising and Promotions
90 Sheppard Avenue East, Suite 200
Toronto ON M2N 0A4
Tel: 416 326-8700
Toll free in Ontario: 1 800 522-2876
Fax: 416 326-5555
Website: www.agco.on.ca

Temporary Extension Application (Liquor Sales Licence)

Instructions

The checklist enclosed indicates the documents that must be submitted for your application to be processed by the AGCO.

Incomplete applications may be returned to the applicant or a list of the incomplete and/or outstanding documents may be sent in order to complete the application process.

If the AGCO requires more information, you will be contacted by mail.

Responses

Complete all questions on all applicable forms. If a question does not apply to you, respond by marking "N/A".

All application forms must be completed in ink. Do not use pencil.

Attachments

Where the space provided is insufficient to complete your response, use a separate sheet of paper and mark the question number at the top of the page.

Warning

Do not misrepresent or omit any material fact(s). Each statement made in this application is subject to verification.

It is a serious offence to knowingly provide false information on the forms and on any attachments.

The provision of false, incomplete, or misleading information or the omission of information on the application forms or in the documents submitted with your application, or the failure to notify the Alcohol and Gaming Commission of Ontario of any material changes to this information which occur after this application is filed, may result in the refusal or revocation of a temporary extension.

Contact Information

Contact the AGCO's Manufacturer & Special Licensing, Advertising & Promotions department at **1 800 522-2876** or **416 326-0400** if you have any questions.

Application forms and guides are available from our website at: www.agco.on.ca

Mail or deliver your complete application to:

**MANUFACTURER & SPECIAL LICENSING
ADVERTISING & PROMOTIONS**

**ALCOHOL & GAMING COMMISSION OF
ONTARIO
90 SHEPPARD AVENUE EAST, SUITE 200
TORONTO ON M2N 0A4**

**COMPLETE APPLICATIONS MUST BE SUBMITTED AT LEAST 30 DAYS
PRIOR TO THE EVENT.**

CHECKLIST for Temporary Extension Applications (Liquor Sales Licence)

You must submit **all** of the items listed below a **minimum of 30 days** in advance of the event.

Application Form

- all questions **must** be answered; if a question does not apply, print "N/A"
- must be signed and dated by the applicant(s).
 - ▶ If the applicant is a sole proprietor, the **owner** must sign and date the form.
 - ▶ If the applicant is a corporation, a **person with authority to bind the corporation** must sign and date the form.
 - ▶ If the applicant is a partnership, **all partners** must sign and date the form.

Notification Letters

- copies of letters sent to local Police, Fire Department, Public Health Office and Building Officials notifying them of the date, time, exact location, capacity of the proposed extended licensed area and nature of the event.

Sketch or Plan

Must clearly show:

- exact dimensions of the proposed extended licensed area
- exact location of the alcohol and food service areas (ie. existing licensed area or proposed extended licensed area)
- exact location of the area in relation to the licensed premises - must be adjacent to the existing licensed premises and alcohol must not be carried across any public thoroughfare (e.g. sidewalk, parking lot, etc.)
- height and type of fencing (ie., snow, metal, wooden) - the proposed extended area must be defined by a partition that is at least 0.9 metres high (36") and that makes the area easily distinguishable from other areas to which the proposed temporary extension does not apply.

Letter of Approval

- if the proposed extended area is rented or leased, the owner or landlord must provide a letter of approval.

Letter of Non-Objection from the Municipal Clerk

- if the event is outdoors, the applicant must obtain a letter from the Municipal Clerk stating that there is "no objection" to the extension of your proposed extended licensed area.

Note: letters from the municipality that state the event is a "Significant Event" or a "Community Festival" will not be considered acceptable.

Guide

for a Temporary Extension Application (Liquor Sales Licence)

The Registrar of Alcohol and Gaming may approve a temporary physical extension of the premises to which a licence to sell liquor applies, for a period of fourteen (14) days or less, if the extension is adjacent to the premises to which the licence applies.

Prior to making an application for a temporary extension, it is important to take note of the following:

- a complete application including the necessary supporting documents must be submitted a minimum of thirty (30) days in advance of the event otherwise your application may not be processed in time for the event.
- Police, Fire Department, Public Health Office and Building Officials must be notified a minimum of thirty (30) days prior to the event.
- no more than four (4) temporary extensions will be granted in one (1) calendar year to a Liquor Sale Licence holder.
- should any additional information be required, you will be notified.
- applicants will be advised in writing of the decision

Submission of the following items is required:

1. Application Form

Must be completed in full, dated and signed by the licence holder.

- ◆ If the applicant is a sole proprietor, the **owner** must sign and date the form.
- ◆ If the applicant is a corporation, a **person with authority to bind the corporation** must sign and date the form.
- ◆ If the applicant is a partnership, **all partners** must sign and date the form.

(A list of signing officers may be required if the signatures cannot be verified.)

2. Notification Letters

A letter of notification advising local Police, Fire Department, Public Health Office and Building Officials of the date, time, exact location, capacity of the proposed extended licensed area and nature of the event must be sent a minimum of thirty (30) days prior to the event.

Copies of these letters must be included with your application.

3. Sketch or Plan

A well drawn sketch or plan must clearly show:

- exact dimensions of the proposed extended licensed area
- exact location of the alcohol and food service areas (ie. existing licensed area and proposed extended licensed area)
- exact location of the area in relation to the licensed premises - must be adjacent to the existing licensed premises and alcohol cannot be carried across any public thoroughfare (e.g. sidewalk, parking lot, etc.)
- height and type of fencing (ie., snow, metal, wooden) - the proposed extended area must be defined by a partition that is at least 0.9 metres high (36") that makes the area easily distinguishable from other areas to which the proposed temporary extension does not apply.

4. Letter of Approval

If the proposed extended area is rented or leased, the applicant must provide a letter of approval from the owner or landlord.

5. Letter of Non-Objection from the Municipal Clerk

- If the event is outdoors, the applicant must obtain a letter from the Municipal Clerk stating that there is "no objection" to the proposed extended licensed area.
- Letters from the municipality that state the event is a "Significant Event" or a "Community Festival" **will not** be considered acceptable.
- Please obtain this letter well in advance of the event to ensure the Municipal Council will be able to consider your request.

IMPORTANT INFORMATION

- If your application is incomplete, it will be returned to you.
- If your application is submitted too late to process, it will be returned to you.
- Up to four (4) temporary extensions may be granted for an establishment in one (1) calendar year.
- Any conditions that apply to your Liquor Sale Licence will also apply to the extended area.
- It is the licence holder's responsibility to ensure compliance with all other laws, by-laws and regulations during an event for which a temporary extension has been approved.
- Games or sports such as horseshoe pits or volleyball courts cannot be included within the proposed extended area. These activities would have to take place in an area separate from where the alcohol and food will be consumed.
- It is acceptable to include a stage for entertainers (ie. music or comedy shows) within the extended licensed area.
- If a tent will be used as the proposed extended licensed area, and the tent has walls that can be rolled down and secured, those secured walls may be considered a fixed partition. Please identify on the sketch if this is the case. Tents without walls or walls that will stay up will require a fixed partition to surround the licensed area so it is separate from the unlicensed area.
- In instances where a large community event is planned and various establishments in that community intend to apply for a temporary extension, **it would be more efficient** if the event organizer, or the Business Improvement Association (BIA) were to undertake the task of gathering all of the completed applications and required supporting documents **from each establishment** intending to take part, and then submit a complete package on behalf of the participants to the AGCO, well in advance of the event.
- Licensees are responsible for providing security sufficient to ensure that all requirements of the *Liquor Licence Act* and Regulations are observed. In determining whether security is sufficient, licensees should take into consideration the nature of the event and the calculated capacity noted on the temporary extension application form.
- To find out what your **legal responsibilities** are as a licence holder, refer to the Liquor Licence Act and Regulations.

Copies of the **Act** and Regulations are available from the Government of Ontario Bookstore.

CALL: 416-326-5300 or 1-800-668-9938
WRITE: The Government of Ontario Bookstore
Publication Services Section
880 Bay St, 5th Floor
Toronto, Ontario M7A 1N8
VISIT: www.e-laws.gov.on.ca



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**Commission des alcools
et des jeux de l'Ontario**
Délivrance des permis aux
fabricants et des permis spéciaux,
publicité et promotion
90, avenue Sheppard Est
Bureau 200
Toronto ON M2N 0A4
Fax/Télec : 416 326-5555

Temporary Extension Application (Liquor Sales Licence) Demande d'agrandissement temporaire des locaux pourvus d'un permis d'alcool

Est. # / N° établ.

App. # / N° dem.

SECTION 1 — APPLICATION INFORMATION / RENSEIGNEMENTS SUR L'ÉTABLISSEMENT

1.1 Preferred Language / Langue de préférence <input type="checkbox"/> English / Anglais <input type="checkbox"/> French / Français		1.2 Liquor Licence Number / Numéro du permis	
1.3 Name of Establishment / Nom de l'établissement			
1.4 Establishment Address / Emplacement de l'établissement		City, Town, Village / Ville ou village	
Postal Code / Code postal	1.5 Telephone Number / N° de téléphone ()	1.6 Fax No. / N° de télécopieur ()	

SECTION 2 — CONTACT INFORMATION (for the purpose of processing the application) / RENSEIGNEMENTS SUR LA PERSONNE-RESSOURCE (aux fins du traitement de la demande)

2.1 Name of Contact / Nom de la personne-ressource	2.2 Telephone No. of Contact / N° de téléphone de la personne-ressource ()	2.3 Fax No. of Contact / N° de télécopieur de la personne-ressource ()
2.4 What is the Contact Person's Relationship to the Licensed Establishment ? / Quel lien la personne-ressource a-t-elle avec l'établissement pourvu d'un permis?		

SECTION 3 — EVENT INFORMATION / RENSEIGNEMENTS SUR L'ÉVÉNEMENT

3.1 Name/Type of event: (i.e. Oktoberfest/Fundraiser - Cancer Society/A Taste of The Danforth Festival, etc.) / Nom de l'événement et genre (p. ex., Oktoberfest, collecte de fonds pour la Société pour la lutte contre le cancer, Festival Taste of the Danforth)					
CEASE SALE & SERVICE OF LIQUOR / ARRÊT DE VENTE ET SERVICE D'ALCOOL			CEASE SALE & SERVICE OF LIQUOR / ARRÊT DE VENTE ET SERVICE D'ALCOOL		
Sale and service of liquor / Vente et service d'alcool ↓			Sale and service of liquor / Vente et service d'alcool ↓		
List Dates / Date (e.g. Sunday, August 20, 2003) (p. ex., dimanche 20 août 2003)	Start time/Heure début (each day / chaque jour)	END TIME / HEURE FIN (EACH DAY / CHAQUE JOUR)	List Dates / Date (e.g. Sunday, August 20, 2003) (p. ex., dimanche 20 août 2003)	Start time/Heure début (each day / chaque jour)	END TIME / HEURE FIN (EACH DAY / CHAQUE JOUR)
1)			6)		
2)			7)		
3)			8)		
4)			9)		
5)			10)		

SECTION 4 — EXTENSION INFORMATION / RENSEIGNEMENTS SUR L'AGRANDISSEMENT

4.1 Location of Proposed Licensed Extension / Emplacement de la zone proposée pour l'agrandissement : <input type="checkbox"/> Outdoors / Extérieure <input type="checkbox"/> Indoors / Intérieure
4.2 Location of Proposed Extension in relation to currently licensed area / Emplacement de la zone proposée pour l'agrandissement par rapport aux locaux pourvus d'un permis :
4.3 Maximum Capacity of Extension (Length x Width based on 1.11 square metres per person) / Capacité maximale de la zone proposée pour l'agrandissement (longueur X largeur en fonction de 1,11 mètre carré par personne) :
4.4 Will a bar be set up in the proposed extended area? / Y aura-t-il un bar dans la zone proposée pour l'agrandissement? <input type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui (If YES, please provide details on attached sketch. / (Dans l'affirmative, fournir des détails sur le croquis ci-joint.)
4.5 Will food be available in the proposed extended area? / Servira-t-on de la nourriture dans la zone proposée pour l'agrandissement? <input type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui (If YES, please provide details on attached sketch. / (Dans l'affirmative, fournir des détails sur le croquis ci-joint.)
4.6 <input type="checkbox"/> Licensee owns the land of the proposed extended area / La ou le titulaire du permis possède le terrain de la zone proposée pour l'agrandissement <input type="checkbox"/> Licensee rents/leases the land of the proposed extended area / La ou le titulaire du permis loue le terrain de la zone proposée pour l'agrandissement <input type="checkbox"/> Municipality owns the land of the proposed extended area / La municipalité possède le terrain de la zone proposée pour l'agrandissement

SECTION 5 — APPLICANT(S) SIGNATURE(S) / SIGNATURE DE L'AUTEUR OU AUTEUR OU DES AUTEURS DE LA DEMANDE

Please follow the instructions below: / Veuillez suivre les instructions ci-dessous:

If the applicant is a sole proprietor, **he/she** must sign below.

If the applicant is a corporation, **a person with authority to bind the corporation** must sign below.

If the applicant is a partnership, **ALL partners** must sign below.

La demande doit être signée ci-dessous par **la ou le propriétaire** de l'entreprise lorsqu'il s'agit d'une entreprise personnelle.

La demande doit être signée ci-dessous par une **personne habilitée à engager l'entreprise** lorsqu'il s'agit d'une personne morale.

La demande doit être signée ci-dessous par **tous les associés** lorsqu'il s'agit d'une société en nom collectif.

By signing this form I/we solemnly declare that all information provided in this application is true and correct. / En signant cette formule, je déclare (nous déclarons) solennellement que les renseignements fournis sont fidèles et exacts.

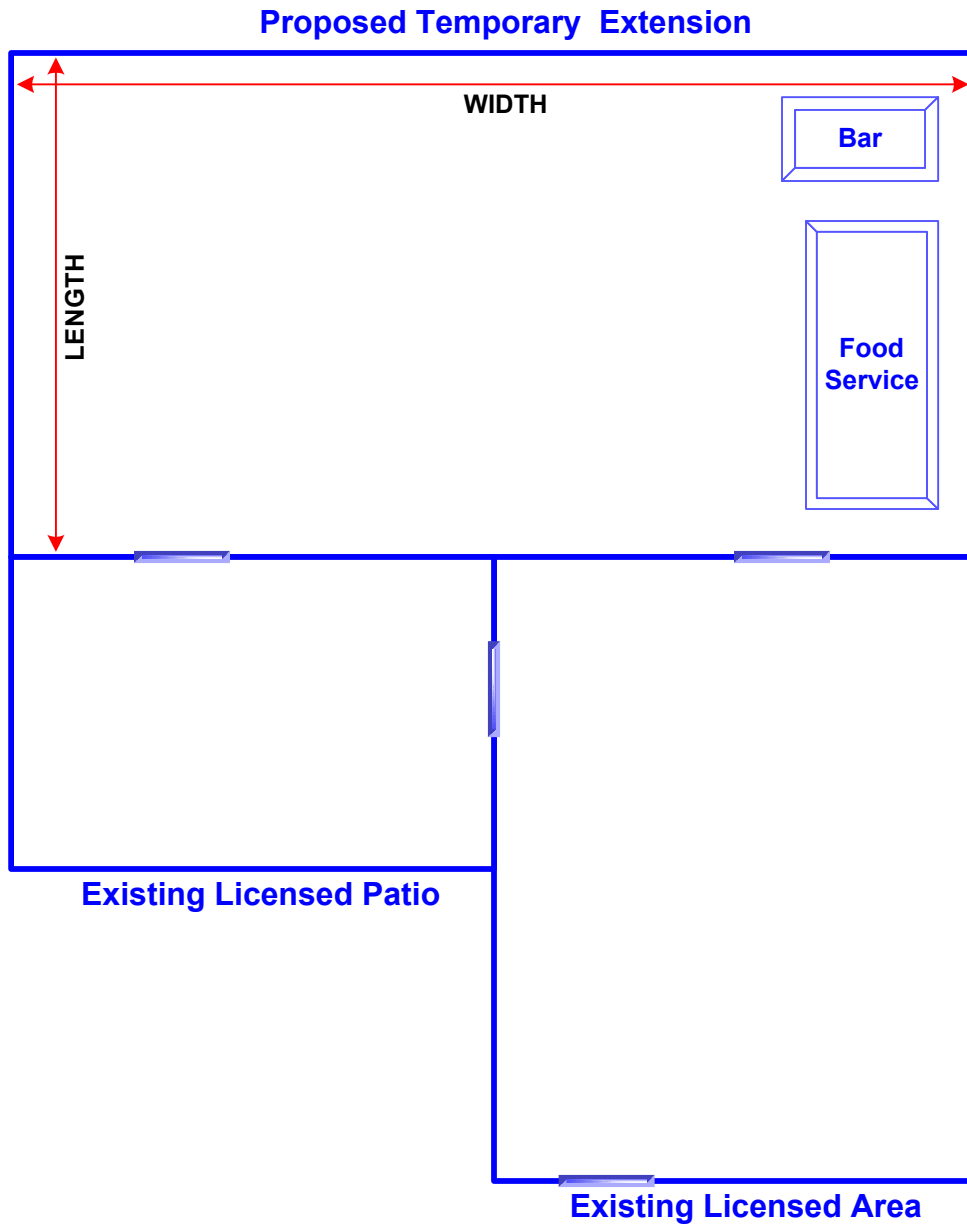
(Please print and sign name clearly) / (Veuillez écrire lisiblement.)

4.7 Print name / Nom en lettres moulées	Signature	Date signed / Date YY / AA MM DD / JJ
4.8 Print name / Nom en lettres moulées	Signature	Date signed / Date YY / AA MM DD / JJ
4.9 Print name / Nom en lettres moulées	Signature	Date signed / Date YY / AA MM DD / JJ
4.10 Print name / Nom en lettres moulées	Signature	Date signed / Date YY / AA MM DD / JJ
4.11 Print name / Nom en lettres moulées	Signature	Date signed / Date YY / AA MM DD / JJ
4.12 Print name / Nom en lettres moulées	Signature	Date signed / Date YY / AA MM DD / JJ

Notification / Avis

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 temporary extension of a liquor licence. The information may also be disclosed pursuant to the Freedom of Information and Protection of Privacy Act, R.S.O. 1990, chapter F.31. For questions about the collection of this information, please contact the Manager, Manufacturers & Special Licensing, Advertising & Promotions, Alcohol and Gaming Commission of Ontario, 90 Sheppard Ave. E., Suite 200, Toronto ON M2N 0A4, telephone: 416 326-8700, toll free in Ontario 1 800 522-2876. Email address: licensing@agco.on.ca /

Les renseignements fournis dans la présente formule sont recueillis aux termes de la *Loi sur les permis d'alcool*, L.R.O. 1990, chap. L.19, dans le but premier de déterminer l'admissibilité à l'agrandissement temporaire des locaux pourvus d'un permis. Ces renseignements peuvent également être divulgués aux termes de la *Loi sur l'accès à l'information et la protection de la vie privée*, L.R.O. 1990, chap. F.31. Les questions relatives à la collecte de renseignements doivent être adressées à la ou au chef du service Délivrance des permis aux fabricants et des permis spéciaux, publicité et promotion, Commission des alcools et des jeux de l'Ontario, 90, av. Sheppard Est, bureau 200, Toronto ON M2N 0A4. Tél. : 416 326-8700 ou 1 800 522-2876 (interurbains sans frais en Ontario). Courriel : licensing@agco.on.ca



EXAMPLE OF SKETCH SHOWING THE PROPOSED EXTENDED AREA IN RELATION TO THE EXISTING LICENSED AREA(S)

Formula for Maximum Capacity of Extension: Length x Width (metres) divided by 1.11 (metres)