

INFORMATION FOR PERMIT HOLDERS

- A special occasion permit is a privilege and not a right. This privilege can be removed if the rules and regulations are not followed.
- A supervisor that is listed on the application is not to be employed as ticket seller or bartender. The sole function of the supervisor is that of supervision and control of the licensed area.
- The statement of accounts must be returned to the issuer's office within 30 days of the permit being issued. A delay in submitting this required statement may cause future permits to be withheld.
- Liquor Sales Receipts for certain functions must be submitted to the Liquor Licensing Board office.
- The Society/Organization Sheet that registers your group with the Liquor Licensing Board's office must be completed and forwarded once their first resale permit is approved. Failure to do so may cause a delay or refusal of future permits.
- The Server Training Seminar is now a requirement for all groups who take out resale permits; if representatives from your group do not attend a session it may cause future permits to be withheld until the supervisors listed on resale applications attend a Seminar.
- The permit shall be displayed in a prominent place during the function.
- The maximum number of drinks a person can have in front of them at any given time is two - the one they are drinking and one additional drink.
- An intoxicated person must be refused service and be immediately removed from the licensed area and must not be allowed to return to the function.
- Problem persons - Persons who are known to have caused problems for the permit holder at functions can be refused entry.

- A SOP is subject to immediate cancellation where, in the opinion of a Police Officer or Inspector, it appears that the permit holder is in breach of a provision of the Act or the regulations or a condition of the permit.
- Failure to deliver the RCMP a copy of a permit may result in further permits being withheld.
- Where surplus liquor remains, the permit holder may within 24 hours after the expiry of the permit. transport the surplus whether the package is open or not from the premise where the permit was issued to a place where he or she is permitted to possess and consume liquor.
- Workers/Volunteers cannot drink and remain on the premises after the licensed hours have expired.
- Workers/Volunteers cannot drink or smoke while serving or preparing drinks.
- Washroom and their sanitary facilities shall be kept clean and in working order during licensed hours.
- Minors (19 and under) may attend a resale function if it were a wedding reception, an anniversary or family reunion, however the minor shall not consume alcohol.
- Minors may attend a resale function if they were on the premises for the sole purpose of providing entertainment.
- Removal of Liquor - no person other than the permit holder shall remove liquor from the premises.
- Raffles - no raffling of liquor may take place where a permit is in place.
- Board Approval's - a permit holder requires permission from the Board to allow the following; allow minors to work at a resale function, extend their operating hours beyond 2 a.m., to hold the event/function on a premises that would normally be prohibited are some examples. These types of requests require Board approval. The Board has a policy that requires all requests to be submitted 2 weeks prior to the event taking place. Request outside this time frame will be rejected on this basis.