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APPLICATION FOR SPECIAL OCCASION LIQUOR LICENSE

(PLEASE COMPLETE FORM IN ITS ENTIRETY) PLEASE PRINT

Applicant Name and Address(Street & Mailing) _____

Postal Code _____ Email: _____

Telephone Numbers: (Residence) _____ (Business) _____ (Fax) _____

Unless otherwise indicated below, the applicant is the person responsible for the license and must be present during the function.

Name of Organization (if applicable) _____

Address of Organization _____

Title/Position with Organization (not applicable for individuals) _____

Name of person (if different from applicant) who will be present and responsible _____

LICENSE FEES (Cheques and money orders must be made payable to the Alcohol and Gaming Division)

- | | | | |
|-----------------------------|------------------------------------|---------|--|
| Type of License Applied for | <input type="checkbox"/> Class I | \$11.21 | License fees are applicable on a per diem basis and must be submitted with the application form.
Please Note:
Deposit of your application fee does not constitute approval of this license application.
In instances where the application is denied, fees will be refunded accordingly. |
| | <input type="checkbox"/> Class II | \$22.43 | |
| | <input type="checkbox"/> Class III | \$56.05 | |

Credit Card Number: _____ **Expiry date:** _____ (VISA/MASTERCARD ONLY)

Cardholder Name: _____

Are tickets to be sold for the event or is there an admission charge? _____

Special Occasion License Class I authorizes a licensee to give away liquor for persons to consume at a private event open only to invited guests. Special Occasion License Class II authorizes a licensee to sell liquor for persons to consume at a private event that is open only to invited guests. Advertising of these events is not permitted.

Special Occasion License Class III authorizes a licensee to sell liquor for persons to consume at a community fund-raising event that is open to the public and allows Board approved advertising. Class III licenses may be issued to athletic organizations on a limited basis, a letter from a responsible official of the community recommending this organization for licensing must accompany the first application.

Unless the application is received by the Alcohol and Gaming Division at least 10 DAYS PRIOR TO THE EVENT, the Division cannot guarantee that the applicant will receive the Special Occasion License in time to proceed with the licensed event. Unless otherwise indicated below, the applicant is the PERSON RESPONSIBLE for the license and MUST BE PRESENT during the function.

Number of Guests Expected to Attend _____ Description of event _____

Date of Event _____ Time _____ am/pm; until _____ am/pm

Premises in which function will be held (indicate if outdoor event and/or tent) _____

Complete address _____

If the event is being held in a licensed establishment, written confirmation is required from the licensee/manager acknowledging that the applicant is bringing their own liquor onto the premises.

If license is for Class III, state intended use of funds _____

Name of entertainers _____ Cost of Entertainment _____
(Copy of contract may be requested)

Do you intend to use liquor from previous licensed event? Yes No If yes, will your organization purchase additional liquor? Yes No

Do you intend to serve draught beer? Yes No If, YES we will require a copy of the lease agreement for necessary equipment.

Do you intend to purchase liquor yourself? Yes No

If **NO**, who do you appoint to act as purchasing agent? Organization _____

Name of Individual _____

The appointment of an agent to purchase in no way relieves the licensee (applicant) of full responsibility for both the resale of liquor and adherence of the Liquor Regulations. Please contact your local NSLC Retail Store, identified by the AGD, 24 hours in advance if purchases are expected to exceed \$1000.00. This will ensure product availability and efficient order processing.

Location where liquor is to be purchased: Nova Scotia Liquor Corporation Store _____

Farm/Cottage Winery Retail Store _____

THE DECLARATION BELOW MUST BE SIGNED

Terms and Conditions Special Occasion Liquor Licenses

ALL LICENSES

1. Unless the Division otherwise directs, a liquor representative shall not control, influence or in any way interfere with an application for licensing privileges or the purchase, delivery or sale of any liquor purchased on a valid license that has been issued by the Division.
2. Entertainers shall be engaged for a pre-arranged fixed amount and not on a percentage of the cover charge. When there is a cover charge, it shall be collected by the licensee and not by the entertainers or their agents, or private hall owners, either by presale of tickets or at the door.
3. Regulation 28 of the Liquor Licensing Regulations states as follows:
The Review Board may impose conditions on a permanent licensee to ensure that operating the licensed premises will not interfere with the quiet enjoyment of neighbouring properties, including conditions on the entertainment to be presented in the licensed premises.
4. The premises, for which a license is issued, must conform to standards specified in the Regulations and conditions laid down by the Division with respect to the license.
5. Unless the Division otherwise directs, a Class III License will not be issued to the same organization more than once a month, except for special annual events.
6. The use of any premises may be refused or limited for use at any time by Order of the Division.
7. Any violation of the Act, Regulations, Division Policies or conditions of license may result in the suspension of further licensing privileges and/or closure of the premises to further licensing privileges.
8. **Outdoor Event Applicants**, the following conditions apply (**must be included with application**):
 - (a) Licensed area will be restricted to a tent, or suitably enclosed area (i.e., minimum 4' fencing);
 - (b) Provincial Fire Marshal's approval is required whenever a tent is being used;
 - (c) Diagram or sketch of the location where the event will be held, showing tent/enclosed area, washrooms, etc.; and
 - (d) If admission is charged, the applicant is responsible to obtain a Place of Amusement License from the Division.

For Class III Special Occasion Liquor License Outdoor Events, applicants should contact the Regional Municipal Office regarding zoning, the applicable regional office of the Department of Environment & Labour regarding availability of proper washroom facilities, the Department of Agriculture and Marketing regarding food and washrooms facilities and the Department of Transportation and Public Works respecting anticipated traffic flow.

CLASS III LICENSES (In addition to the above, the following applies)

1. The Division may grant a Special Occasion License, Class III, to a recognized organization or association for the purpose of community fund raising when:
 - (a) the organization files with the Division an application in the prescribed form and pays the prescribed fee;
 - (b) If the license is issued in respect of an event taking place on privately owned premises, they may be limited in use by condition of the license.
2. Before the license is issued the Division may request proof of charter, incorporation, registration or any other credential the Division deems necessary to determine the nature of the endeavours of the organization applying for the license.
3. Advertising with respect to the event shall be limited to indicating:
 - (a) the name of the event;
 - (b) the purpose and sponsorship of the event;
 - (c) the cover charge to the event (if any);
 - (d) the entertainment ;
 - (e) words such as "cash bar" or like indication of licensing.
4. All profits must be allocated and paid into the community project for which the license is granted. If required by the Division, certification must be forwarded to the office of the Alcohol and Gaming Division in Dartmouth before any further applications for licenses in the same premises or on behalf of the same organization can be considered.
5. Unless the Division otherwise directs, the license will not be issued to hold an event in a community other than the community that benefits from the event.

I _____ **SOLEMNLY DECLARE:**
(Please Print)

1. That I am 19 years of age, and that the information contained in the foregoing is, to the best of my knowledge, true and accurate.
2. That I hereby assume full responsibility for any prior costs or obligations incurred in the planning of this proposed licensed event and acknowledge that this is an application for licensing privileges only and does not in any way guarantee the granting of the Special Occasion Liquor License.
3. That permission to hold the event in the premises referred to above has been duly obtained from the appropriate authority. I understand that written authorization may be requested.
4. That I hereby assume full responsibility to ensure that the Fire Safety Measures (i.e, occupancy load) as determined by the Fire Marshal's office are adhered to.
5. That I hereby assume full responsibility to ensure that the event referred to above is operated within the parameters of the Liquor Control Act and the Liquor Regulations.
6. That I hereby agree that Alcohol and Gaming Division staff have the authority to enter and inspect the premises at any time during the licensed event.
7. That I hereby acknowledge that I have read and understand the provisions of the Alcohol and Gaming Division with respect to Special Occasion Liquor Licenses.

Date _____ Signature of Applicant _____