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Alcohol & Gaming Division

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APPLICATION FOR SPECIAL OCCASION LIQUOR LICENSE

(APPLICATION MUST BE COMPLETED IN ITS ENTIRETY - PLEASE PRINT)

Unless the application is received by the Alcohol and Gaming Division (the Division) at least 10 days prior to the event, the Division cannot guarantee that you will receive the Special Occasion Liquor License in time to proceed with the licensed event.

1. APPLICANT INFORMATION

Your Name and Address(Street & Mailing) _____

Postal Code _____ Email: _____

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

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

Name of person (if different from you, the applicant) who will be present at the event and responsible _____
(This person must be a member of your organization or of this event.)

Name of Your Organization (if applicable) _____

Address of Organization _____

Your position with this organization (not applicable for individuals events) _____

2. LICENSE TYPE & PAYMENT INFORMATION

- Class I \$11.43 **Class I Special Occasion License authorizes a licensee to give away liquor for persons to consume at a licensed premises, at a private event that is open only to invited guests.**
- Class II \$22.88 **Class II Special Occasion License authorizes a licensee to sell liquor for persons to consume at a licensed premises, at a private event that is open only to invited guests. Advertising of these events is not permitted.**
- Class III \$57.17 **Class III Special Occasion License authorizes a licensee to sell liquor for persons to consume at a licensed premises, at a community fund-raising event that is open to the public. 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.**

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

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

If paying by cheque or money order, please make payment to **Nova Scotia Alcohol & Gaming Division**

License fees are applicable on a per day basis and must be submitted with the application form. Deposit of your application fee does not constitute approval of this license application. In instances where the application is denied, fees will be refunded to the applicant.

3. EVENT INFORMATION

Estimated Number of People to Attend _____ Description of event _____

Date of Event(s) _____ Start Time _____ am/pm; End Time _____ am/pm

Premises where event will be held _____ Room/Suite Name _____

Outdoor Event: Yes No Canopy: Yes No Tent: Yes No If YES, see additional requirements (#8) on back page.

Street address _____

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

Name of entertainer(s) _____ Cost of Entertainment _____
(Band Name, DJ, etc.) (Copy of contract(s) may be requested)

Are tickets to be sold for the event or is there an admission charge? Yes No If YES, what is the admission charge _____

4. LIQUOR INFORMATION

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

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 you of full responsibility for both the resale of liquor and adherence of the Liquor Licensing Regulations.

Location where liquor is to be purchased: Nova Scotia Liquor Corporation Store _____
Farm/Cottage Winery Retail Store _____

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.

Terms and Conditions Applicable to the Issuance of 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 not be compensated based on liquor sales.
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 and must be included with the 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 with dimensions, washrooms, etc.;
 - (d) Security details (ie. Name of company, number of security guards, volunteers); 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 regarding availability of proper washroom facilities, the Department of Agriculture regarding food and washrooms facilities and the Department of Transportation and Infrastructure Renewal 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. All profits must be allocated and paid into the community project for which the license is granted. If required by the Division, financial verification must be forwarded to the Head Office of the Alcohol and Gaming Division before any further applications for licenses in the same premises or on behalf of the same organization can be considered.
4. 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 Licensing 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 terms and conditions noted above with respect to Special Occasion Liquor Licenses.

Signature of Application _____ Date _____

**THIS DECLARATION MUST BE COMPLETED AND SIGNED BY APPLICANT
PLEASE ALLOW TEN (10) DAYS FOR PROCESSING**