



# Banquet Room Notification & Acknowledgment

Instructions: complete all applicable fields, attach required documents, and submit as outlined at the bottom of this form. You may complete this form one of two ways: 1) at your computer, save then print or 2) by hand – print clearly using dark ink.

## Licence Holder Information

Licensed Premises:

Contact Person:

First Name

Last Name

Name of Banquet Room:

Address of Premises:

Street Number

Street

Community

Type of Event:

(describe fully)

Name of Sponsor:

Name of Contact Person:

First Name

Last Name

Phone #

Email

Maximum # of persons expected to attend:

Maximum occupant load:

Date of Event:

Hours From:

Hours To:

## Minors

Will minors attend?

Yes

No

If yes - please attach an application for minors to be submitted for *Board* approval.

### Office Use Only

Date Received

Per: Liquor Licensing Board

Date Acknowledged

Notices can be submitted to the Liquor Licensing Board by email [LLBinfo@gov.nt.ca](mailto:LLBinfo@gov.nt.ca).

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