

NOTICE OF PROPOSED EVENT – CLASS C

Instructions: 1. Complete **all** sections, and 2. **Attach** any required documents.
Incomplete applications are unable to be processed.

Application Deadline

- ☐ 5 days in advance
 (Less than 200 persons expected)
 ☐ 14 days in advance
 (200 to 500 persons expected)
 ☐ 45 days in advance
 (More than 500 persons expected)

An application that does not meet the deadline, must be accompanied by a letter explaining the reasons for the delay and requesting that the Board waive the filing deadline.

Event Information

Name/
Nature of Event:

Name
of Sponsor:

Contact Person: First Name Last Name

Name of Facility/
Premises:

Address of Premises

Street Number: Street Name:

Community: Territory/Province: Postal Code:

Specific Room/
Area of Premises:

Date of Event: DD / MM / YYYY Hours from: to: Maximum # of persons
expected to attend:

Minors

Approval is required for persons under 19 years of age to enter and remain in the premises for the purpose of attending the event. Will minors attend?

☐ Yes
 ☐ No
 If yes – please attach an Application for Minors to be submitted for Board approval.

Licence Holder Information

Name of
Licence Holder:

Name of Contact Person: First Name Last Name

Phone Number: Email:

I verify that I will have sufficient staff at the event to adequately prepare, serve and sell liquor, and to supervise patrons during this event.

Print Name Signature Date DD / MM / YYYY

Required Documents

The following documents are required to be submitted with this Notice:

- (a) ☐ A copy of the floor plan indicating where the liquor will be sold, served and consumed.
- (b) ☐ A copy of the Fire Occupancy Load Certificate issued for the event.
- (c) ☐ A copy of any agreement between the license holder, the sponsor of the event and the owner/manager of the premises where the event will occur.
- (d) ☐ Written consent from the occupant at a business premises or dwelling house to allow an inspector to inspect the event.
- (e) ☐ Application for Minors (if requested).

Office Use Only

Approval:

☐ Yes ☐ No (If denied, see attached)

Conditions:

1. This authorization must be displayed on the licensed premises.
2. The entire part of the premises must be reserved for the event.

3. _____

4. _____

5. _____

Per: Liquor Licensing Board

Date Approved: DD / MM / YYYY

Applications can be submitted to the Liquor Licensing Board by email or by mail at:

LLBinfo@gov.nt.ca

or

Suite 204 - 31 Capital Drive, Hay River, NT X0E 1G2