

# Guidelines for Permit Holders

## Special Occasion Permits (SOP)

This information is intended to provide general information about Special Occasion Permits only. Please refer to the *Liquor Act* and *Liquor Regulations* for the law governing Special Occasion Permits. They can be found at [www.justice.gov.nt.ca](http://www.justice.gov.nt.ca).

A Special Occasion Permit allows a person or organization to serve and/or sell liquor at a one-time event under certain circumstances.

Examples of events for which a special occasion permit could be issued include:

- Weddings,
- Business functions such as a reception or wine and cheese,
- A fund raising event,
- Memorial gathering,
- Beer gardens

### Kinds Of Special Occasion Permits

There are 3 different kinds of special occasion permits:

1. Where liquor **can be given away** but not sold (Class 1- Ordinary);
2. Where liquor **can be sold but not at a profit** (Class 2 – non-profit resale);
3. Where liquor **can be sold at a profit as a fundraiser** (Class 3 – Fundraising)

### Who Can Get A Special Occasion Permit

Anyone **19 years of age or older** can apply for a Class 1- Ordinary or Class 2 – Non-profit Resale Special Occasion Permit.

Class 3 – Fundraising SOP's cannot be issued to an individual. The kinds of organizations that can apply for a Class 3 Special Occasion Permit include:

- A **service club** like the Royal Canadian Legion or Elks Club that already have a Liquor Licence;
- A **society** that is incorporated under the Societies Act;
- A **Non-profit corporation** that is incorporated under Part II of the *Canada Corporations Act*; or
- A **non-profit group** of people who conduct community, recreational or cultural activities. The group must have been in existence for at least six months, and have an elected executive. Examples of a non-profit group include sporting associations and cultural groups.

### Applying For A Special Occasion Permit

A Special Occasion Permit Application form can be found online at <http://www.fin.gov.nt.ca/services/liquor/licor-licensing-board>. An Application form can also be picked up at most liquor stores and from our office in Hay River. See the end of this document for our contact information.

An Application for a Special Occasion Permit must be made several days before the event. This time is based on the number of people expected to attend.

- Where **less than 200 people** are expected, the Application must be made **5 days in advance**.

- Where between **200 and 500 people** are expected, the Application must be made **14 days in advance**.
- Where **more than 500 people** are expected, the Application must be made **45 days in advance**.

The Liquor Licensing Board may require that an application for a Special Occasion Permit include written consent from the local community government.

## How Many People Can Attend The Event

The Liquor Licensing Board sets how many people can be at the event. This is based on the recommendation of the **Fire Marshal** and the **Public Health Officer**. The Fire Marshal can be contacted to do an inspection of the place where the event will take place. The Fire Marshal will prepare an Occupancy Load Certificate stating the number of people that can safely be there. All fire safety requirements are confirmed at this time. **Make sure this is done well in advance of the application deadline**. If you are renting a facility for the event, contact the owner as they may already have this information.

The Fire Marshal has regional contacts that you may contact for more information.

Please contact the Assistant Fire Marshal in your region at the following contact information:

Region	Phone	Fax
North Slave	867-920-8081	867-873-0622
Beaufort Delta	867-777-7297	867-777-7352
Deh Cho	867-695-7230	867-695-2029
Sahtu	867-587-7115	867-587-2044
South Slave	867-872-6535	867-872-6526

**Note: to make sure the Fire Marshal has enough time to complete the required inspection for an occupancy load certificate, please make your request at least ten days before the SOP application deadline.**

For online information: [www.maca.gov.nt.ca/office-of-the-fire-marshall](http://www.maca.gov.nt.ca/office-of-the-fire-marshall)

## Minors

### Class 1 – Ordinary

Minors may attend an event held under a Class 1- Ordinary Special Occasion Permit but may not drink liquor.

### Class 2 – Non-profit Resale, and

### Class 3 – Fundraising

Normally, minors (under 19 years of age) cannot be at an event where liquor is sold. In some cases however, such as family weddings or award dinners, minors may be allowed. A request for minors to be allowed to attend the event should be made at the same time as the application for the Special Occasion Permit. An [Application for Minors in Licensed Premises](#) form must be used for this request.

Minors can also be at an event covered by a Class 2 or Class 3 Special Occasion Permit if they are there:

- To provide entertainment. (Minors can be in the licensed area only when performing)
- To work. (Minors can not serve or sell liquor)

A server has the right to ask a person for identification.

## Location of Event

Events covered by a Special Occasion Permit can take place at any location approved by the Board. There are two kinds of locations that are dealt with differently by the Board, they are:

**Licensed Premises** – If the event is to take place at a location that has a Liquor Licence, such as a bar or restaurant, the Licence Holder must have at least one of his or her employees present during the event. Also, the liquor served or sold must belong to the Special Occasion Permit holder and not the owner of the licensed premises.

**Outdoor Events** – the entire area where liquor is to be served, sold, or consumed must be fenced-off so that unauthorized people cannot enter. The entrance to the outdoor licensed area must be strictly supervised at all times during the event. Toilet and sanitary facilities must be provided for people attending the event. These facilities must be approved by a Public Health Officer. When applying for a Special Occasion Permit for an outdoor event, include a sketch of the fenced area and include details like the entrance, bar, and washroom facilities.

## Selling and Serving Liquor

There are several regulations about the sell and/or service of liquor. Some of the regulations deal with certain classes of Special Occasion Permits and some regulations are common to all Special Occasion Permits.

The class specific regulations are:

### For Class 1 (Ordinary)

- No admission charge is allowed.
- Liquor cannot be directly or indirectly sold. Examples of “indirect” means people can not be charged to enter, the price of a meal cannot include liquor, preselling tickets.
- Minors can attend this event, however may not consume liquor.

### For Class 2 (Resale)

- The Board sets the maximum price liquor can be sold for at an event covered by a Special Occasion Permit. The current maximum price is \$3.00.

### For Class 3 (Fundraising)

- After the event, the holder of a class 3 Special Occasion Permit must report to the Board a report about how much revenue was earned at the event, and how it was used. Complete the [Statement of Account \(Special Occasion Permit\)](#) form.

## General – Applies to all Special Occasion Permits

**Advertising** – A Class 1 or 2 Special Occasion Permit Holder can not advertise that the event is authorized to sell or serve liquor. The exception is after a Class 3 Special Occasion Permit is issued, the permit holder may advertise the event as authorized to sell and serve liquor.

**Gambling and Raffles** – No gambling is permitted at an event for which a Special Occasion Permit has been issued. Raffle tickets can be sold and a raffle draw can be made at the event ONLY if a lottery licence has been issued for the raffle.

**Liquor Tickets** – If tickets are used to sell liquor at an event covered by a Special Occasion Permit, the Permit Holder must offer to refund the purchase price of unused tickets until 30 minutes after the bar is closed.

**Posted Liquor Prices** – the price of all beverages including liquor must be prominently displayed. Also, the refund of liquor tickets noted above must be displayed.

**Amount of Liquor that can be Served** – A patron cannot be served more than two drinks at one time. A drink with spirits cannot contain less than 28.4 ml (1 oz.) of spirits. The exception is serving more than two kinds of wine as samples (wine tasting).

**Hours of Operation** – Liquor can only be sold or served during the time stated in the permit.

**Supplying and Removal of Liquor** - No liquor sold or served can be removed from the licensed area by anyone other than the Permit Holder. No liquor can be allowed in the licensed area that was not obtained from the Permit Holder.

After the event, the Permit Holder must remove all surplus liquor within 24 hours.

**Homemade Beer and Wine** – Only judges of a homemade beer or wine competition can consume that beer or wine, and only for the purpose of judging.

## **Supervising the Event**

- The Permit Holder is responsible for the actions of all supervisors and workers at the event.
- Supervisors and workers are not allowed to consume liquor at the event.
- A person who is at the event only to provide entertainment may consume liquor.
- A Supervisor cannot be a worker (i.e. bartender, server, entertainer).

## **Intoxication**

An intoxicated person is “*an individual who appears to be under the influence of liquor, a drug or another intoxicating substance*”. This means anyone who shows obvious signs of being intoxicated, regardless of whether they are actually intoxicated, is considered an intoxicated person. This definition is very broad to allow you the most flexibility in assessing each person’s condition.

- A patron cannot be served an amount of liquor that can reasonably be expected to make the patron intoxicated.
- An intoxicated person cannot be served liquor.
- You must refuse entry to anyone who is intoxicated. The exception is when the person appears to need help in which case that person can wait inside until safe transportation is arranged. The person must be supervised while waiting.
- If an intoxicated person is already in your premises, it is your choice whether to force the person to leave immediately or to allow him or her to stay temporarily while they are waiting for someone to take them home. In making your choice, remember that you may be liable if intoxicated customers harm themselves or someone else.
- The event Supervisors and worker should be aware of what to look for. The Board provides a Signs of Intoxication information sheet online.

## Refund of Permit Fee

There are **NO REFUNDS** for issued Special Occasion Permits.

## Contacting the Liquor Licensing Board

Our office is located at #204 – 31 Capital Drive, Hay River

Email: [LLBinfo@gov.nt.ca](mailto:LLBinfo@gov.nt.ca)

Phone: (867) 874-8715

Toll Free: 1-800-351-7770

Fax: (867) 87 4-8722

Online information and forms: [www.fin.gov.nt.ca/services/liquor](http://www.fin.gov.nt.ca/services/liquor)