

## **Guidelines for the City of Port Alberni's Consideration of Special Event Permit Applications**

1. Special Event Permits (SEP) are available to event hosts who wish to provide temporary or infrequent liquor service at community festivals and events. A Special Event Permit allows the host to serve or sell liquor at an event in accordance with BC's liquor laws and regulations. Event hosts are responsible for the safety of their guests.
2. City of Port Alberni approval is required for events being held on City property. Applications must be submitted on the prescribed forms and be completed in full.
3. Applications for events conducted in 2020 are to be submitted by **4:30 p.m., Thursday, March 26, 2020** to:

Davina Hartwell, City Clerk  
City of Port Alberni  
4850 Argyle Street  
Port Alberni BC V9Y 1V8

4. The function must be held by a bona fide organization or society located within the community.
5. The proceeds of the event are to be used for charitable or public purposes. Any profit realized should not accrue to the organization or society itself. Applicants must clearly state how the proceeds of the function will be used.
6. The function must be a recognized community or public celebration or event designated and approved by the City Council, the RCMP and the Liquor & Cannabis Regulation Branch.
7. Notwithstanding the March 26, 2020 deadline, the date applications are received will not necessarily affect the priority in granting Special Event Permits.
8. A person with a "Serving it Right" certificate must be on site at all times. "Serving it Right" program information is available at BC Liquor Stores or at <https://www.responsibleservicebc.gov.bc.ca/what-is-serving-it-right>
9. Approved events to provide a certificate of host liquor liability insurance in the amount of \$5,000,000 being submitted to the City (to the attention of Davina Hartwell, City Clerk) at least four (4) weeks prior to the event.
10. Floor plans/security required to be approved by Fire/RCMP at least 30 days prior to event.
11. For more information about liquor control and licensing, please visit [www.gov.bc.ca/liquorregulationandlicensing](http://www.gov.bc.ca/liquorregulationandlicensing) or call toll free 1-866-209-2111



**2020  
APPLICATION IN SUPPORT OF A  
SPECIAL EVENT PERMIT (SEP)**

**Event:** \_\_\_\_\_

**Organization:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone: Bus:** \_\_\_\_\_ **Residence** \_\_\_\_\_

**It is important that your event on City property is reserved in advance of your application being submitted and that any planning details are confirmed with the appropriate City Officials, ie. Chief Fire Prevention Officer/Director of Parks, Recreation & Heritage. Reservations for City Facilities/ Parks/Fields may be made by calling Echo Centre at 250 723-2181.**

**Location of Event:** \_\_\_\_\_

**Dates:** \_\_\_\_\_

**Annual Event** \_\_\_\_\_ **New Event** \_\_\_\_\_

**Changes from last year** \_\_\_\_\_

**Description of Event:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

<b>Times of Beer Garden Liquor Service:</b> _____ _____ _____	<b>No. of Participants Expected at Event:</b> _____ _____
<b>Serving it Right Certificate Holder Name(s):</b> _____ _____	

**LIABILITY AND INSURANCE REQUIREMENTS**

The City of Port Alberni requires proof of liability insurance with the City of Port Alberni as a named insured in the amount of \$5 million from the organization requesting use of municipal property for events at which alcohol is served. Confirmation that the required insurance is in place **must** be submitted to the Clerks Department a minimum of four (4) weeks prior to the event taking place.

<b>Applicant Signature:</b> _____
<b>Date:</b> _____