

APPLICATION FOR A SPECIAL OCCASION PERMIT (SOP)

Instructions: 1. Complete **all** sections; 2. **Attach** any required documents; 3. Submit with **payment**.
Incomplete applications are unable to be processed.

Type of Application

- ☐ **Class 1 Ordinary**
(no charge for liquor)
 ☐ **Class 2 Resale – Not for Profit**
(sell liquor up to a maximum amount set by the Board)
 ☐ **Class 3 Resale – Fundraising**
(only for non-profit societies and organizations)

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.

Applicant Information

- ☐ Individual – I am at least 19 years of age
 ☐ Unincorporated Organization
 ☐ Registered Society
 ☐ Incorporated Business
 ☐ Community Service Club Licence # _____

Applicant Name: First Name Last Name

Organization/Business Name (if applicable):

Please note that if the # of expected persons exceeds 500 persons, the applicant must also be the coordinator/financial sponsor for the event.

Mailing Address

| | | | |
|---------------|----------------|---------------------|--------------|
| P.O. Box #: | Street Number: | Street Name: | |
| Community: | | Territory/Province: | Postal Code: |
| Phone Number: | | Email: | |

Event Information

Event Name/Type: (describe fully) Date of Event: DD / MM / YYYY

Event Location

Event Building/Room Name:

| | | | |
|----------------|---------------------|--------------|--|
| Street Number: | Street Name: | | |
| Community: | Territory/Province: | Postal Code: | |

Hours for proposed liquor services: Start Time: End Time:

Minors

Are you requesting minors to attend the event? ☐ Yes (will require Board approval) ☐ No (go to next section)

Reasons for the minors request: (describe fully)

Requested times for minors to attend : From to

Outdoor Event

Will the event be held outside?

☐

Yes –

the outdoor event sketch is attached to this form.

☐

No –

the event will be held inside only.

The Outdoor Event Sketch must clearly highlight the proposed licensed area, the type of fencing (see Board Outdoor Event Policy), and the locations of the washrooms, public entrances, bar and liquor storage.

Outdoor Events will require a copy of the floor plan (see the Board's Outdoor Event Policy at end of this form).

Occupancy Load Certificate

An Occupancy Load Certificate is required for the specific date of the event for the location.

How many people are expected to attend the event? _____

This is the number that will be printed on the permit and is used to determine filing deadline.

☐

I have attached an Occupancy Load Certificate for the specific date of the event that allows for the expected number of people for the event.

Supervisors

One supervisor is required for every 100 persons expected to attend the event.

| | Supervisor Name – print clearly | Supervisor Signature |
|----|---------------------------------|----------------------|
| 1 | | |
| 2 | | |
| 3 | | |
| 4 | | |
| 5 | | |
| 6 | | |
| 7 | | |
| 8 | | |
| 9 | | |
| 10 | | |

Please note: The only role of the supervisor is to provide supervision over and control of the event.

Supervisors must not perform other duties, such as bartending or selling tickets.

Declaration

I certify that the information I have provided in or annexed to this application is correct.

Dated this _____ day of _____, 20 ____.

Printed Name of Applicant

X

Signature of Applicant

☐

I want to receive Board newsletters.

Please refer to the attached Application Requirements for a complete list of required documents to be submitted with this application.

Completed Applications can be submitted directly to a Permit Issuer.

Please see Page 5 of this form for Permit Issuer contact information.

Required Documents

The Applicant must provide the following documentation:

1. ☐ An Occupancy Load Certificate(s) for the specific date of the event.
2. ☐ For Yellowknife applications in locations owned by the City of Yellowknife, a signed copy of the liquor permission agreement.
3. ☐ Outdoor Events require a copy of the floor plan, clearly highlighting the proposed licensed area, the type of fencing, and the locations of the washrooms, public entrances, bar and liquor storage. (Please refer to the Board's Outdoor Event Policy at the end of this form).
4. ☐ If the event is taking place in Fort Providence or Fort Resolution, written consent from the community government.
5. ☐ If there will be a lottery, a copy of the valid lottery licence.
6. ☐ If applying for a Class 3 Permit, a copy of the non-profit society certificate from Corporate Registries. (If you do not have a certificate, a copy of the last AGM minutes advising there is an elected body that shows that the organization has been in existence for 6 months).
This is not required for Class D Community Service Clubs.
7. ☐ If you are applying for an event in a liquor restricted community, authorization from the community government to bring into and possess in the restricted area greater quantities of liquor for consumption at a specific event. (Please refer to the specific community liquor legislation, as some liquor restricted communities may not allow for greater quantities.)
8. ☐ 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.

The personal information collected by the Liquor Licensing Board is authorized by sub-paragraph 40(c)(i) of the *NWT Access to Information and Protection of Privacy Act*, which permits a public body to collect personal information when the information is related directly to, and is necessary for, an operating program or activity of the public body.

This personal information is protected by the privacy provisions of the *Access to Information and Protection of Privacy Act*.

If you have any questions in relation to the personal information collected, please send an email to LLBinfo@gov.nt.ca or contact:

General Manager/Registrar
NWT Liquor Licensing Board
Suite 204 - 31 Capital Drive
Hay River, NT XOE 1G2

| Payment Method | | |
|---|--------------|--------------------------------|
| <input type="checkbox"/> Cheque <input type="checkbox"/> Money Order <input type="checkbox"/> Credit Card | | Total Amount Enclosed: |
| Credit Card Payment | | |
| PRINT Cardholder Name as Shown on Credit Card: | | SIGNATURE of Card Holder: X |
| Credit Card Number: | Expiry Date: | 3 digit CVV (back of card): |
| Note: Credit Card information is not retained. Upon authorization of the payment request, all credit card information is destroyed. Cheques and Money Orders can be made payable to the NWT Liquor Licensing Board, but please contact your local Permit Issuer for preferred method of payment as Interac and cash payments can also be make in person to the community Permit Issuer. | | |

| Permit | Fee |
|--------------------------------------|----------|
| Class 1 Ordinary | \$50.00 |
| Class 2 or 3 (150 people or less) | \$100.00 |
| Class 2 or 3 (more than 150 persons) | \$150.00 |

Types of Permits

There are three kinds of Special Occasion Permits (SOP):

Class 1 – Ordinary

Anyone 19 years of age or older may apply for a Class 1 SOP. There may not be an admission charge for the event. Liquor may not be directly or indirectly sold. A Class 1 permit is intended for events where liquor is given to guests such as a business meet and greet where wine is served or a wedding reception with an open bar.

Class 2 – Resale (Not for Profit)

Anyone 19 years of age or older may apply for a Class 2 – Resale Permit. It is not the purpose of a Class 2 – Resale Permit for the Permit Holder to make a profit from the sale of liquor. The Liquor Licensing Board may set the maximum a Permit Holder may charge for liquor. This class of permit is intended for events where the organizer wants to provide liquor, but does not want to give it away. The per-drink limit is intended to offset some of these costs. Please contact any Permit Issuer for the current maximum charge per drink.

Class 3 – Resale (Fundraising)

Class 3 – Resale Permits are available to organizations only and not to individuals. Organizations that are eligible for a Class 3 permit include:

- A society incorporated under the *Societies Act*;
- A body incorporated under *Part II* of the *Canada Corporations Act* (non profit);
- A service club that holds a premises licence; or
- An unincorporated group of persons that:
 - (i) has been in existence for a period not less than six months before the date of application,
 - (ii) has an executive elected by its members, and
 - (iii) conducts a community, recreational or cultural activity and does not carry on a trade or business for the pecuniary gain of its members.

After the event, a Class 3 Permit Holder must provide the Liquor Licensing Board with a statement of account, which reflects the profit from liquor sales and the purpose to which it will be used.

Permit Issuers

For services in French, please contact Services TNO at 1-866-561-1664 and/or see the NWT French Permit Issuers located on the 1st floor of the new Government building at 5015 - 49th street in Yellowknife.

Hay River: 1.800.351.7770. Board Office: LLBinfo@gov.nt.ca

Norman Wells: 1.800.351.7770. Board Office: LLBinfo@gov.nt.ca

Inuvik: Phone 867.777.4974. Inuvik Liquor Store, 27 Veteran's Way

Fort Simpson: Phone 867.695.2456. Fort Simpson Liquor Store, 10021 - 100th Street

Yellowknife: 1.800.351.7770. Board Office: LLBinfo@gov.nt.ca

Fort Smith: 1.800.351.7770. Board Office: LLBinfo@gov.nt.ca

Other: 1.800.351.7770. Board Office: LLBinfo@gov.nt.ca

Outdoor Event – Special Occasion Permits – Policy B.01

Section 99 of the *Liquor Regulations* sets out requirements for events taking place outdoors under special occasion permits, and subsection 99(2) of the Regulations specifically requires that:

“The entire area of the event must be fenced off adequately to prevent unauthorized persons from entering.”

Whereas the *Liquor Act* and *Liquor Regulations* do not define “adequate”:

The Board recommends the following minimum fencing standards for all outdoor events for which a special occasion permit is issued:

- (a) The fencing should surround all sides of the outdoor event area.
- (b) The fencing should be at least one metre in height.
- (c) The fencing should be properly and securely installed, so as to remain upright and free of gaps or holes, other than clearly identified and monitored entry and exit points.
- (d) The fencing should be visible in the lighting conditions likely to occur at the event.
- (e) A description of the type of fencing proposal to be used for the event must be included with the special occasion permit application.
- (f) Any proposed deviation from the standards outlined in paragraphs (a) to (d) should be explained.