



Re-Occurring SOL Events Special Occasion Licence Application Regulations

penticton.ca

The Special Occasion Licence (SOL) is for use by leagues, groups, organizations or societies, who wish to use City or private facilities, or areas not enclosed for the purpose of selling beer and wine for public functions. SOL requests for private functions will not be accepted at this time.

All applicants must abide by the rules and regulations as set forth by the Minister of Consumer and Corporate Affairs, and the Liquor Control and Licencing Branch of the Province of British Columbia.

Each applicant must:

1. Be a bona fide organization, complying with the *Liquor Distribution Act*. Licences will not be issued to individual clubs, but only to leagues, recognized organizations and generally for community wide events.
2. **In the event the function is to be held within City parks or facility buildings, the Applicant must attend before the Community Centre in order to book the event taking place. Confirmation of said booking must be submitted with application.**
3. **Provide an insurance binder naming the City of Penticton as an additional named insured for the amount of not less than \$2,000,000.00, which binder is to be supplied two weeks in advance of the event.**
4. Deadline date for submissions of application forms to the city will be **FRIDAY, February 26 2016** but in any case, **applications must be received at least 30 days prior to the event.**
5. Application forms must be completed in all respects and submitted on the approved form provided. **A \$50 application fee is required as part of the application for change in venue, inclusion of whole site licencing or extension in closure past 2:00am for indoor and 10:00pm for outdoor events.**
6. The minimum standards for the enclosed Beer/Wine Garden area are as follows:
 - (a) Adequate fencing as determined by the issuing authority (RCMP). In most instances, two fences are required with a barrier of at least six to eight feet between the two. The outer fence will be snow fencing, page wire or similar type of fencing, and will be no lower than five feet in height. Single wire fencing will not be acceptable unless approved by the R.C.M.P.
 - (b) Entry and exit points must be controlled during hours of operation by a responsible adult representing the holder of the licence to ensure that beer and wine are not taken out or passed out of the Garden over the fencing.
 - (c) If used for night purposes, the enclosed area must be adequately lit to allow authorities an easy count of patrons and activities.
 - (d) Beer and wine are to be served in plastic or paper containers only.

(e) Suitable washroom and any other related facilities requested by the City are to be provided. A letter from the appropriate authority must accompany your application for Liquor Licence indicating you have satisfied this requirement.

(f) The sketch of the designated Beer/Wine Garden area must be included in the application form.

7. Upon approval, a Special Occasions Licence must be obtained from the Government Liquor Store in the Safeway Plaza (they require a Serving It Right certificate with an "L" classification), and supported by the RCMP at least two weeks before the event.

8. It is the sponsoring organization's responsibility to ensure that no minors are permitted entry to the Beer/Wine Garden, and to check the identification of persons of questionable age and deny them admission if identification is not satisfactory.

9. Food must be available at all times.

10. Where the Beer/Wine Garden is located in an area pre-licenced for food sales, i.e. both beaches and some parks where food concessions exist, it will be necessary to negotiate a food sale policy and perhaps contract with the existing licensee.

11. The sponsoring organization will supply sufficient personnel to provide adequate security to police the function.

12. Prior to opening the Beer/Wine Garden to the public, a request must be made to the RCMP to have an officer on duty inspect the facility to ensure that it meets all physical requirements.

13. Dates issued and not used for whatever reason must be returned to the City for redistribution.

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- More information is available online at:

<http://www.pssg.gov.bc.ca/lclb/docs-forms/guides-sol-major-events.pdf>



Special Occasion Licence Application Amended Location, Layout or Extended Hours

Name of Organization: _____

Name of Applicant: _____

Official Position: _____

Mailing Address: _____

Telephone Number: Home _____ Work _____

Approximate Number of People Attending: _____

Community Project or Charitable Agency to Receive Net Proceeds:

Days & Times of Events:

	TIME				
	Month	Day	Year	From	To
1.					
2.					
3.					
4.					

Location of Event: _____

Type of Event: _____

Address: _____

Security: _____

Signature

Organization