

# **Special Occasion Permittee Policy Manual**



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## CHAPTER 1 - GENERAL INFORMATION

### 1.1 Introduction

Special Occasion Permits (SOPs) are required for anyone selling alcohol, or for anyone serving alcohol at an event that is not held in a commercially permitted establishment, an occupied private residence, or another private place. This applies to private, invitation-only events as well as to public events.

### 1.2 General Definitions

#### 1.2.1 Annual Permit

An “annual permit” is a sale or non-sale permit that has been issued for up to a year for a series of events (maximum one per week) held at the same time and location. These permits are available only in limited circumstances, such as regular meetings of bona fide organizations or social functions held by seniors’ organizations.

#### 1.2.2 Bona Fide Organization

A “bona fide” organization must have a non-profit or charitable purpose such as the advancement of educational, sports, cultural, religious, or community goals. To establish that an organization is legitimate, SLGA typically looks for a structured organization with an executive, a membership that meets regularly or occasionally to further its stated goals, and a bank account set up to manage revenues and expenses for the organization. A social club may qualify as a bona fide organization.

#### 1.2.3 Catered Event

For the purposes of a special occasion permit, an event is considered catered if the beverage alcohol is being provided by a third party that holds a commercial liquor permit, typically a business such as a restaurant or tavern. Food at the event may be provided as part of the catering service or may be supplied separately.

#### 1.2.4 Community Fundraising Organization

A “community fundraising organization” is a temporary organization set up to fundraise to assist with a particular good cause in the community. Examples of eligible good or charitable causes include, but are not necessarily limited to:

- Raising funds for a community member who lost their home/possessions in a fire
- Raising funds to assist a community member who must travel for the purposes of medical care, or
- Raising funds for restoration of a community facility

### **1.2.5 Family Event**

A “family event” is a private event celebrating a family occasion that is open only to family members and friends of the host or guest of honour. The event cannot be publicly advertised or open to the public.

Examples of family events include, but are not necessarily limited to:

- Weddings
- Pre-wedding socials
- Family reunions
- Retirement celebrations
- Anniversaries, and
- Birthdays

### **1.2.6 Private Event**

A “private event” involves an occasion that is open to invited guests only. The invitation may be formal or informal, but the event cannot be publicly advertised or open to the public.

Examples of private events include, but are not necessarily limited to:

- Staff parties
- Weddings
- School reunions, and
- Club meetings

### **1.2.7 Public Event**

A “public event” involves an occasion that is open to the public. The event may be publicly advertised, and tickets may be sold in advance and/or at the door.

Examples of public events include, but are not necessarily limited to:

- Business promotions
- Charitable fundraisers
- Sporting events
- Social functions, and
- Community events

### **1.2.8 Seniors’ Organization**

A seniors’ organization is defined as a non-profit membership organization where a majority of the members are 55 years of age or over.



### **1.2.9 Trade Show**

A “trade show” is an event where beverage alcohol is showcased by manufacturer representatives, commercial permittees, private liquor stores, and franchisees to the general public. The demonstrations at the trade show are directly related to the consumption of food and beverage alcohol.

## **1.3 Eligibility**

### **1.3.1 Who Should Hold the Permit?**

To apply for a permit, an individual must be at least nineteen (19) years of age.

The permit must be applied for and held by the individual, organization, or business responsible for the event. Applications on behalf of a third party are not accepted.

An individual applying on behalf of an organization or business must be authorized by the organization or business to obtain a liquor permit in its name.

### **1.3.2 What Kinds of Locations Can Be Permitted?**

SLGA can permit only events held in public places as defined in *The Alcohol and Gaming Regulation Act, 1997*. Public places include, but are not limited to, the following:

- A place that the public can access (such as a community hall, hotel banquet room, or retail store premises)
- A street
- Any unoccupied land or building (including outbuildings on farms and acreages), and
- A private members’ club

Private residences and private places cannot be permitted. A private residence is a place that is occupied and used as a residence, including:

- Houses
- Condos
- Apartments (but not public areas within apartment buildings)
- Residents’ rooms in senior care homes (but not common areas)
- Hotel guest rooms
- Private compartments on trains
- Moored vessels, and
- Mobile homes, trailers, campers, and tents

Private places include:

- Land attached to a private residence, and
- A place in a building that is not ordinarily open to the public and is not open to the public when beverage alcohol is being consumed (such as a private office area)

**1.3.3 Who is Eligible for a Permit?**

Only special occasion events typically qualify for permitting. In most cases, SLGA does not issue an SOP for the regular operations of an organization or business.

A maximum of 25 permits may be issued each year to any individual, organization, or business, with eligibility depending on the type of event and the type of permit requested:

<b>Permit Type</b>	<b>Non-sale</b>	<b>Cost Recovery</b>	<b>Sale</b>
<b>Event Type</b>	Private events only	Private family events only	Public or private events
<b>Eligibility</b>	Individuals	Individuals	Individuals (private events only) <sup>1</sup>
	All organizations	-	Bona fide organizations <sup>2</sup>
	Businesses	-	Businesses <sup>3</sup>

<sup>1</sup> For more information about limits on individual eligibility for sale permits, see Section 1.7.2 of this Manual.

<sup>2</sup> For more information about the definition of a bona fide organization, see Section 1.2.2 of this Manual.

<sup>3</sup> For more information about limits on business eligibility for sale permits, see Section 1.7.2 of this Manual.

Franchise and private liquor store owners and their employees are eligible to obtain a special occasion permit provided they meet the qualifying criteria; however, these individuals cannot issue their own permits, but must apply to SLGA for the permit.

**1.3.4 Ineligible Individuals**

The following individuals are not eligible to obtain a special occasion permit:

- An owner, manager, or employee of the commercial liquor permitted premises where the special occasion permitted event is to be held
- SLGA employees, unless a waiver has been obtained from SLGA in accordance with SLGA policy

**1.3.5 Number of Permits per Year**

Generally speaking, an individual, organization, or business is eligible to obtain up to 25 permits per year, including all non-sale, cost recovery, sale, and sale catered permits. However, there are additional limits on the number of sale permits available to individuals and businesses:

- An individual qualifies for only one sale permit per year, and that must be for a private, family function only
- A business qualifies for a maximum of six sale permits per year

An individual or business can obtain sale permits in excess of these limits, up to a maximum of 25 total permits per year, only if a permitted caterer provides the alcohol at the additional events. *For more information about using a Permitted Caterer, see Section 1.4.2 of this Manual.*

## **1.4 Alcohol Service by a Third Party**

### **1.4.1 Bona Fide Organization**

A bona fide organization may be permitted to sell and serve beverage alcohol at an event being hosted by an individual, business, or another organization with the consent of the event host. All revenue from liquor sales at the event must be retained by the permitted organization. After the event, SLGA may request documentation from the permitted organization confirming the revenue and the use of funds raised at the event.

In cases where the permit is held by a bona fide organization rather than the event host, SLGA holds the permitted organization responsible for compliance with all requirements of the liquor permit. SLGA recommends that event hosts and potential permittees obtain legal advice about civil and criminal liability for the event in these situations.

### **1.4.2 Permitted Caterer**

Applicants that are not eligible to sell liquor at a special occasion permitted event under the eligibility rules outlined in subsection 1.7.2 below may still be able to host an event where beverage alcohol service is catered by a commercial liquor permittee that holds a valid beverage alcohol catering endorsement or permit.

Where alcohol service is being provided by a caterer, the event host must still hold a sale permit, but indicates on the application that the event is being catered. The applicant must provide the name of the commercial permittee providing the catering service.

The caterer is responsible at the special occasion event for proper beverage alcohol service and other duties, including:

- exercising crowd control
- monitoring beverage alcohol consumption to avoid over service

- checking identification for minors, and refusing beverage alcohol service to minors
- obtaining liability insurance, and
- providing adequate staff

Certain types of commercial liquor permits require that the caterer provide both food and liquor service, while others allow the caterer to provide only liquor as long as food is present at the event. Event hosts should check with their caterers to find out which type of permit the caterer holds.

All requirements of a sale permit as defined under Section 1.7 of this Manual, as well as the general operating requirements for all permits as defined under Chapter 4 of this Manual, apply to catered sale permits. Except as noted above, the special occasion permittee is responsible for ensuring compliance with these requirements.

## **1.5 Non-sale Permit**

### **1.5.1 Definition**

This type of permit is available for private, invitation-only functions where alcohol is being provided at no charge to the guests. Typically, non-sale permits are used for staff parties, weddings, reunions and various family functions.

An event may be considered non-sale only if there is no direct or indirect charge for alcohol. Indirect charges may take a variety of forms, including membership fees, charges to attend the event, and mandatory donations at the bar.

Events that are open to the public or are publicly advertised are defined as sale events, even if there is no charge for the alcohol being served. *For more information about sale permits, see Section 1.7 of this Manual.*

### **1.5.2 Eligibility**

Non-sale permits are available to individuals, businesses and organizations.

### **1.5.3 Permit Fee**

The fee for a non-sale permit is \$15 per day, per location.

### **1.5.4 Minors Endorsement**

Non-sale permits are typically endorsed so that minors may attend as non-drinking patrons or staff, either with or without their parent, legal guardian, or spouse that is of legal age. In exceptional circumstances, SLGA may determine that minors should be prohibited from attending a non-sale special occasion event.

## 1.6 Cost Recovery Permit

### 1.6.1 Definition

This type of permit authorizes the sale of alcohol at a price sufficient to recover the costs of providing beverage alcohol service at the event. *See Section 1.6.5 below for information about the maximum drink prices allowed under this permit type.*

These permits are available only for private family celebrations and events, such as weddings, gift openings, stags/stagettes/pre-wedding socials, birthdays, anniversaries, retirement celebrations, and other family functions. Cost recovery events must be open to invited guests only, and cannot be publicly advertised.

### 1.6.2 Eligibility

Cost recovery permits are available to individuals only.

### 1.6.3 Permit Fee

The fee for a cost recovery permit is \$15 per day, per location.

### 1.6.4 Minors Endorsement

Cost recovery permits are typically endorsed so that minors may attend as non-drinking patrons or staff, either with or without their parent, legal guardian, or spouse that is of legal age. In exceptional circumstances, SLGA may determine that minors should be prohibited from attending a cost recovery special occasion event.

### 1.6.5 Cost Per Drink

In most cases, the maximum charge per standard drink is \$3.00. *For more information about standard serving sizes, see Section 4.2.6 of this Manual.*

In cases where the retail cost exceeds the \$3.00 maximum, permittees may charge actual cost for the following types of beverage alcohol:

- Beer by the bottle or can
- Coolers, and
- Wine by the bottle

## 1.7 Sale Permit

### 1.7.1 Definition

This type of permit is available for public or private events where the event host sets the price charged for beverage alcohol. Typically, sale permits are used for charitable

fundraisers, social functions, community events, business events, and private family functions.

An event is considered sale if there is any direct or indirect charge for alcohol. Indirect charges may take a variety of forms, including membership fees, charges to attend the event, and mandatory donations at the bar.

Events that are open to the public or are publicly advertised are defined as sale events, even if there is no charge for the alcohol being served.

### **1.7.2 Eligibility**

Sale permits are available to individuals, businesses, and organizations, with the following limitations:

- No individual, business, or organization may hold more than 25 special occasion permits per year, including all non-sale, cost recovery, sale, and sale catered permits
- Individuals may obtain up to one sale permit per year for private, invitation-only family functions such as pre-wedding fundraising socials
- Businesses may obtain up to six sale permits per year (not to be used for regular business operations), and
- Bona fide and community fundraising organizations, as defined in Section 1.2.2 and 1.2.3 of this Manual, may obtain up to 25 sale permits per year

In addition to the above-noted limits, individuals and businesses may qualify for sale permits, up to a total maximum of 25 per year, if the alcohol at the event is provided by a permitted caterer. *For more information about Permitted Caterers, see Section 1.4.2 of this Manual.*

Bona fide organizations and seniors' organizations may be eligible for annual permits for up to one event per week under limited circumstances. *For more information about Annual Permits, see Section 5.10 of this Manual.*

For clarity, businesses that may be eligible for sale permits include, but are not limited to, event promoters and beverage alcohol manufacturers.

### **1.7.3 Permit Fee**

The fee for a sale permit is \$15 per day, per location.

### **1.7.4 Minors Endorsement**

Typically, minors may not attend sale permitted events. However, if requested by the event host, SLGA may endorse the permit to authorize minors to attend as non-drinking guests or event staff in the company of their parent, legal guardian, or spouse that is of legal age. The decision whether to issue a minors endorsement is made on a case-by-case basis depending on the nature of the event.

### 1.7.5 Re-sale Levy

Beverage alcohol purchased for special occasion sale permitted events is subject to a re-sale levy at the time of purchase. This levy is collected by SLGA so that the special occasion permittee does not have to charge a Liquor Consumption Tax of 10% on individual drinks served at the event.

The re-sale levy is calculated on the retail price using on the following percentages:

- Spirits and liqueurs                      18%
- Wine, coolers, cider                      14%
- Beer    10%

At an event where alcohol is being sold but there is no direct charge for a limited quantity (for example, wine provided on the table at a banquet that has a cash bar), re-sale levy is not applied to that limited quantity.

If the event is operating under a sale permit but there is no direct charge for any of the alcohol, re-sale levy is applied to all alcohol purchased for the event. *For more information about the kinds of events that require a sale permit, see Section 1.7.1 of this Manual.*

## CHAPTER 2 - GENERAL FACILITY REQUIREMENTS

### 2.1 Capacity and Safety

The number of guests and event staff present at a special occasion permitted event at any one time must not exceed the fire rated capacity of the facility where the event is being held. If desired by the applicant, SLGA can provide assistance in calculating the fire capacity of the permitted area, particularly in cases where the event is to be held in a temporary structure or fenced-in area.

The permittee is responsible for ensuring that the facility is suitable for the event, including compliance with building and health codes as well as national and provincial fire regulations.

*For information about specific facility requirements for outdoor and high-risk events, see Section 5 of this Manual.*

### 2.2 Access to Washrooms and Other Facilities by Minors

Some sale permitted events may have an unpermitted area where minors who are not accompanied by their parent, legal guardian, or spouse of legal age can attend. At those events, unaccompanied minors must be able to access washrooms, food service, and activities without entering the permitted area.



## CHAPTER 3 - APPLICATION PROCESS

### 3.1 Apply Early

Applications for any type of special occasion permit should be submitted at least 10 days in advance of the event. This helps ensure that SLGA has enough time to review the application and discuss any concerns with the applicant, and also gives time for alternate arrangements to be made if any aspect of the proposed event requires modification.

SLGA strongly encourages organizers who are planning higher-impact events, such as cabarets or large open-air festivals, to contact Head Office well in advance of the event as additional requirements may apply to those applications. Each event is evaluated on its own merits to determine what types of controls may be appropriate. *For more information about requirements for certain types of high-risk and high-impact events, please see Section 5 of this Manual.*

### 3.2 Information Required

In addition to the appropriate fee, a special occasion permit application typically requires the following information:

Applicant/contact information:

- Name, address, and contact information of the individual submitting the application (this is the primary contact for the permit)
- Name, address, and contact information of the proposed permittee (note that an individual cannot apply on behalf of another individual)
- Applicant's position held in permittee organization, if applicable
- Name and contact information for an alternate contact (note that one or both of the contacts must be present or easily accessible for the duration of the event)

Event information:

- Name and address of the event location, including where applicable the specific room in the premises (e.g. Crown Room, ABC Hotel, 1234 Albert Street, Regina, Saskatchewan)
- Information about whether the event will be held outdoors or in a private residence/private place (*for more information about public and private places, see Section 1.3.2 of this Manual*)
- Date(s) and hours of the event
- Brief description of the event
- Whether you plan to charge for alcohol
- Number of guests expected
- Whether minors will attend
- Name of company catering alcohol, if applicable, and
- Name of hired security company, if applicable

Other information:

- Preferred liquor store for permit approval and liquor purchase, and
- A signature acknowledging that the applicant has read and understands the “Permittee Obligations” form attached to the application

Depending on the answers to these questions, some additional information may be requested by SLGA when reviewing the application. *For more information about requirements for outdoor events, see Section 5.2 of this Manual. For more information about requirements for certain types of high-risk and high-impact events, please see Section 5 of this Manual.*

### **3.3 Head Office Approval**

In most cases, the staff at a liquor store can review and approve a special occasion permit.

In some cases, additional information and review is required. The application can still be submitted to the store, but store staff may not be able to approve it without SLGA Head Office review, so it is especially important in these cases to start the application process early.

The following are examples of situations where Head Office review is typically required, along with the relevant section number of this manual where more information about permitting requirements and restrictions can be found:

- The event will run for longer than 12 hours (Section 4.1.1)
- Striptease entertainment will be offered (Section 4.2.12)
- More than 500 guests are expected to attend (Section 5.1)
- The event is being held outdoors (Section 5.2)
- The permitted area will include bleachers (Section 5.3)
- The event will take place in an arena (including a covered ice surface) (Section 5.4)
- The event will take place on a golf course (Section 5.5)
- High risk activities will take place at the event (Section 5.6)
- The celebration is related to a high school graduation (Section 5.7)
- The event is a trade show that showcases beverage alcohol (Section 5.8)
- Beverage alcohol will be auctioned at the event (Section 5.9)
- The permit is being requested for a regular series of events taking place over a year’s time (Section 5.10)

Because each application is evaluated on its own merits, there may be other cases not listed above where Head Office review is required.

### **3.4 Permitting Multiple Locations and Multiple Days**

Where an event takes place over a period of two or more days, a separate permit is required for each day, except under an Annual Permit as defined in Section 1.2.1 of this Manual. Annual Permits may authorize up to one event per week for a year in the same location on a single permit.

Where an event is held in more than one location:

- If the two locations are operating consecutively, both locations can be issued on a single permit
- If the two locations are operating at the same time or at overlapping times, separate permits are required

The total length of the event cannot exceed 12 hours per day, regardless of the number of permits issued, unless authorized by SLGA as an event of community, provincial, national, or international interest.

Where multiple activities are being run by different organizations as part of a single community celebration, the permit for each activity may be held by the committee responsible for the community celebration, or by the individual organizations if they qualify for permitting under the appropriate permit type. The permit must be held by the organization that is responsible for the conduct and management of the event, including crowd control and control of access to alcohol throughout the permitted area.

### **3.5 Multiple Permits at One Event**

At some events, alcohol is sold through a cash bar operated by the commercial permit holder who owns the facility, but the event host also wants to provide some alcohol to guests at no direct charge (for example, wine on the tables for toasts at a wedding). In these cases, the event host may obtain a special occasion permit to provide limited amounts of alcohol.

The special occasion permit may be either sale or non-sale depending on the nature of the event and whether there is any indirect charge to access the alcohol. *For more information about definitions of non-sale and sale permits, see Sections 1.5.1 and 1.7.1 of this Manual respectively.*

Both the commercial permittee and the event host/special occasion permittee are responsible for the service of the beverage alcohol under the special occasion permit.

### **3.6 Amending a Permit**

Once a permit has been issued, a request is required to change any detail of the permit. Requests can be made at SLGA Head Office, an SLGA store or private store, or a franchise. Depending on the change requested, the permit may be amended immediately or additional review may be necessary. Additional information about the event may be

required in order to approve the request, including obtaining approval from the municipality even if such approval was given for the original permit.

## CHAPTER 4 - GENERAL OPERATING REQUIREMENTS

It is the responsibility of the permittee to ensure that the event is conducted in accordance with *The Alcohol and Gaming Regulations Act, 1997*, *The Alcohol Control Regulations, 2013*, the terms of the permit, and SLGA policies.

### 4.1 Hours of Operation

Liquor may be sold, served, and consumed at a special occasion permitted event only during the hours specified on the permit. If the desired hours change after the permit is issued, a request must be made to SLGA for approval.

#### 4.1.1 Maximum Length

Typically, a special occasion permit cannot exceed 12 hours. Some event types are restricted to a shorter period of time, including:

- Trade shows (Section 5.8.2)
- Annual permits for meetings (Section 5.10.3)
- Adult sports league games (Section 5.12.2)

For events that are deemed to be of community, provincial, national, or international interest, SLGA may consider approving a permit to operate for up to 19 hours per day. Requests for extended hours must be submitted to SLGA Head Office, and are subject to an additional fee of \$15 per day.

#### 4.1.2 Start Time

Beverage alcohol cannot be sold, served, or consumed before 9:30 a.m (or the start time listed on the permit, if later).

#### 4.1.3 Standard End Time

Except on New Year's Eve, beverage alcohol cannot be consumed and no open alcohol can be present in the permitted area after 2:30 a.m (or the end time listed on the permit, if earlier).

#### 4.1.4 New Year's Eve End Time

On New Year's Eve, beverage alcohol cannot be consumed and no open alcohol can be present in the permitted area after 3:00 a.m (or the end time listed on the permit, if earlier).

#### 4.1.5 Tolerance Period and End of Liquor Sale and Service

Sale and service of beverage alcohol must cease at least a half hour before the end time listed on the permit. This half hour is known as the tolerance period, and is intended to allow patrons to comfortably finish their drinks before the end of the event.

## **4.2 Event Management**

### **4.2.1 Permit Documents**

The permit must be posted in a prominent location at the function. In addition to the permit, the following documents are considered part of the permit and must also be posted:

- Permittee Obligations form (completed with the application), and
- Receipts for all beverage alcohol at the event, showing the permit number

### **4.2.2 Minors**

Minors may attend special occasion permitted events as non-drinking guests or event staff only if the permit is endorsed to allow minors. *For more information about minor endorsements on non-sale, cost recovery, and sale permits, please see Sections 1.5.4, 1.6.4, and 1.7.4 of this Manual respectively.*

Minors must not purchase or consume alcohol, nor may they act in any way in the sale or service of beverage alcohol, including but not necessarily limited to:

- Checking ID
- Selling drink tickets
- Placing drink orders
- Serving beverage alcohol
- Serving mix, or
- Collecting used drink containers

Minors may also be present at permitted events, with or without accompaniment, in order to provide professional entertainment or emergency maintenance services (e.g. plumbing, heating, etc.). At sale permitted events, minors attending in this capacity who are not accompanied by a parent, legal guardian, or spouse that is of legal age must leave the premises when not providing the service, including during breaks.

Minors may not attend a liquor permitted event in any capacity if the event offers adult entertainment involving minimal clothing, wet clothing contests, pole dancing, burlesque, striptease, or similar performances. *For more information about restrictions on adult entertainment, see Section 4.2.12 of this Manual.*

### **4.2.3 Signage Regarding Minors**

Appropriate signage regarding minors must be displayed in a conspicuous location at permitted events. Several variations on these signs are available from SLGA stores, private liquor stores, franchises, and SLGA Head Office, including:

- “Warning to Minors” (regarding ID)
- “No Minors Allowed,” and
- “No Minors Allowed Unless Accompanied by Parent or Legal Guardian”

#### **4.2.4 Checking Identification for Minors**

Permittees are required to demand proof of age from anyone who appears to be a minor and who is attempting to purchase or consume beverage alcohol, or to enter a minors-prohibited area.

If a person is identified as a minor, or an individual who appears to be a minor fails or refuses to produce satisfactory proof of age identification, the permittee must deny service of beverage alcohol, and if applicable, must ask the person to leave the minors-prohibited area of the establishment immediately.

SLGA suggests that all permittees adopt SLGA’s Check 25 Identification standards as an effective measure to prevent minors from purchasing beverage alcohol or accessing minors-prohibited areas.

- Under the Check 25 program, anyone who appears to be under the age of 25 years must show either:
  - a government-issued photo identification with a birth date, or
  - three other pieces of identification, at least one of which must have a birth date

SLGA considers the following to be acceptable forms of photo identification:

- Photo Driver’s Licence
- Firearms Licence
- Passport
- Armed Forces I.D. Card
- Government Photo I.D.
- Landed Immigrant Photo I.D.
- Certificate of Indian Status

SLGA considers the following to be acceptable forms of secondary identification:

- Post Secondary Photo I.D. Card
- Credit/Debit Card
- Birth Certificate

SLGA can provide a free workshop to assist event staff to identify minors and recognize

signs of intoxication, and to assist event organizers to better manage their permitted event safely. Server intervention training, known as Serve It Right Saskatchewan or SIRS, is also available online for a \$30 fee through the Saskatchewan Tourism Education Council. (SIRS training is typically targeted at commercial permittees, but may be useful for special occasion permittees as well.)

*Information about SOP workshops is available through SLGA Head Office. For more information about SIRS training, please visit [www.sirs.ca](http://www.sirs.ca).*

#### **4.2.5 Posting Drink Prices**

Drink prices must be posted in a conspicuous location at a permitted event, typically at either the table where drink tickets are sold, or the bar where drinks are served, or both.

#### **4.2.6 Serving Sizes**

The following are considered standard serving sizes for special occasion permitted events:

- Spirits and liqueurs – 1 ounce (28.5 ml)
- Wine by the glass – 5 ounces (142.5 ml)
- Wine by the bottle – actual size
- Draught beer – 12 ounces (342 ml)
- Bottled/canned beer and coolers – actual size

If the above serving sizes are not used, the permittee must post the actual serving sizes in a conspicuous location at the event so that guests can make informed decisions about the amount of alcohol they consume.

Please note that all of the following drinks contain the same amount of absolute alcohol:

Beer - 5% alcohol	12 oz (342 ml)
Spirits - 40% alcohol	1.5 oz (42.75 ml)
Wine - 12% alcohol	5 oz (142.5 ml)

#### **4.2.7 Serving Methods**

Beverage alcohol at all special occasion permitted events must be sold and served by designated individuals. Self-service events are prohibited.

- Spirits and liqueurs must be dispensed into a glass before being served.
- Wine, beer, and coolers may be served by the glass or in the original container.
- All containers must be opened by event staff before they are served.
- Drinks may be mixed in advance (e.g. jello shooters) or at the time of service.

For events where beverage alcohol is being consumed in bleachers, customers must purchase the alcohol at a designated point of sale, and all drinks must be served in a soft-



sided cup that is easily distinguished from containers for non-alcoholic beverages.  
Hawking (selling) in bleachers is prohibited.

SLGA recommends that permittees consider limiting customers to purchasing two drinks at a time to help monitor consumption and reduce the likelihood of alcohol being passed to minors and intoxicated individuals.

### **4.2.8 Removing Alcohol from Premises Prohibited**

Beverage alcohol consumption is restricted to the area identified on the permit. Permittees are responsible for ensuring that patrons do not remove beverage alcohol from the permitted area

Special occasion permittees are prohibited from selling or serving beverage alcohol for consumption off the permitted premises, unless authorized by SLGA as part of a fundraising auction by a bona fide organization. *For more information about auctioning beverage alcohol, see Section 5.9 of this Manual.*

### **4.2.9 Food & Non-alcoholic Beverages**

Non-alcoholic beverages must be available at all times during the permitted event.

A supply of food sufficient for a light meal must be available to patrons during the permitted event. Ideally, this food would be available throughout the event, but event hosts may also choose to provide food at a specified meal time.

A light meal consists, at minimum, of appetizer-style foods such as nachos, dry ribs, chicken fingers, sandwiches, cheese/vegetables/cold cut trays, etc. Snack foods such as peanuts and potato chips are not considered sufficient for a light meal.

### **4.2.10 Overservice, Overconsumption, and Conduct of Guests**

Permittees have several responsibilities under *The Alcohol and Gaming Regulation Act, 1997 (Act)* regarding intoxication and the conduct of guests:

- Permittees must not sell or serve beverage alcohol to an individual who is or appears to be intoxicated
- Permittees must ensure that an intoxicated individual does not possess or consume beverage alcohol at a permitted event
- Permittees must remove an intoxicated individual from a permitted event, or be able to show that arrangements have been made for such removal to take place safely in a reasonable amount of time, and
- Permittees must not allow riotous, quarrelsome, violent, or disorderly conduct at a permitted event

Permittees must not advertise events using language that endorses intoxication or unruly behaviour (for example, “Beer Bash” or “Drink Until You Drop”). In addition, drinking

games (such as beer pong) and other activities that encourage or facilitate overconsumption are prohibited.

Permittees must not allow or create conditions that may encourage overconsumption or result in dangerous conditions, including:

- Selling more tickets than the event can accommodate at one time
- Offering incentives to customers to purchase a lot of drink tickets at once
- Encouraging large ticket purchases at last call, and
- Providing inadequate facilities so that customers are overcrowded or lined up for long periods of time (including drink, food, and washroom lineups)

In cases where a patron is or appears to be intoxicated, where a minor is in possession of beverage alcohol, or where an individual is found to be providing alcohol to a minor, any wristbands must be confiscated and the individual(s) involved must be removed from the permitted area. *For more information about using wristbands at permitted events, see Section 5.1.4 of this Manual.*

If necessary to ensure the safety of the patron, event staff may allow an evicted patron to remain on the premises while reasonable arrangements for transportation are made. Event staff must ensure that the patron does not have access to beverage alcohol while waiting for transportation to arrive.

In addition to responsibilities under the *Act*, permittees and event hosts may face civil or criminal liability for injuries to customers or members of the public as a result of beverage alcohol consumption at a permitted event. SLGA recommends that event hosts obtain legal advice and maintain appropriate insurance for any permitted events.

If a permittee would like training to ensure they are equipped to identify signs of intoxication, as well as minors and other aspects of managing permitted events safely, SLGA provides a free workshop to organizers and staff. Server intervention training, known as Serve It Right Saskatchewan or SIRS, is also available online for a \$30 fee through the Saskatchewan Tourism Education Council. (SIRS training is typically targeted at commercial permittees, but may be useful for special occasion permittees as well.)

*Information about SOP workshops is available through SLGA Head Office. For more information about SIRS training, please visit [www.sirs.ca](http://www.sirs.ca).*

### **4.2.11 Staff and Volunteer Alcohol Consumption**

Staff and volunteers providing beverage alcohol service or supervisory responsibilities at a permitted event shall not consume beverage alcohol before or during the performance of assigned duties.

If a staff member or volunteer decides to drink alcohol after the end of their shift, SLGA recommends that any clothing or badges identifying the individual as staff or a volunteer be removed first.

#### **4.2.12 Striptease Entertainment and Nudity**

Except as described below, permittees are prohibited from having or allowing striptease entertainment or any nude activity or entertainment at a special occasion permitted event.

In communities where there is no authorized special use permitted premises, occasional striptease entertainment may be approved by SLGA to take place at an event subject to a special occasion permit. SLGA will only consider approving an event with striptease entertainment if:

- The entertainment does not involve nudity
- The event will not be attended by minors as customers, event staff, or entertainment providers (including lighting and sound technicians)
- The entertainment will not be visible from outside the permitted area
- The event is a fundraiser supporting a charitable or community purpose that is publicly identified in advance
- The charity/community beneficiary agrees to being associated with the event, and
- No striptease entertainment has taken place at a permitted event in that location within the preceding 12 months

The prohibition against nudity means that:

- Genital areas must be covered by non-transparent fabric at all times
- The nipples of female performers must be covered by non-transparent fabric at all times
- Fabric that is partially transparent, such as lace, is allowable provided that non-transparent fabric covers the nipples and genital areas
- Non-fabric materials, such as body paint or mud, are not an acceptable form of coverage for genital areas or nipples

#### **4.2.13 Allowing Police and SLGA Inspector Access**

Permittees are required to give SLGA Inspectors and/or Police Officers access to the permitted area at any time before, during, or after an event for the purpose of inspection. Failure to do so is a violation of *The Alcohol and Gaming Regulation Act, 1997*, and may result in sanction or denial of future permits.

### **4.3 Purchasing Beverage Alcohol**

SLGA encourages special occasion permittees to contact the store where they intend to purchase alcohol before the day of the event to ensure the desired product is available.

With advance notice, the liquor order can be prepared and ready for pickup at the store. A copy of your permit or the permit number is required at the time liquor is purchased.

### 4.3.1 Authorized Sources

For a special occasion permitted event, beverage alcohol may be purchased from any of the following sources:

- An SLGA store
- An authorized private liquor store
- A franchise
- A restaurant or tavern with off-sale endorsement
- A Saskatchewan micro manufacturer, or
- The SLGA special order process

### 4.3.2 Purchasing Alcohol from a Franchise

Permittees who wish to purchase beverage alcohol for a special occasion event from a franchise store should be aware that franchisees are authorized to sell beverage alcohol only to permittees located within a trading area established by SLGA.

*Please contact the franchise directly for information about their authorized trading area.*

### 4.3.3 Prohibited Alcohol

Beverage alcohol from the following sources cannot be sold, served, or consumed at a special occasion permitted event:

- Homemade alcohol, including alcohol made at a U-Brew/U-Vin establishment
- Alcohol brought to the event by guests (also known as Bring Your Own Alcohol, BYOA, BYOB, etc.)
- Alcohol from private collections
- Donated alcohol, except as outlined in subsection 4.3.4 below
- Alcohol that has been imported into the province by an individual on his or her own person or through direct to consumer delivery authorization, and
- Alcohol purchased from any source other than those listed in Section 4.3.1 of this Manual

An event host that has any concerns about whether a particular source of alcohol is acceptable should contact SLGA Head Office for guidance.

### 4.3.4 Donated Alcohol

Individuals, organizations, and companies who wish to support bona fide organizations fundraising through special occasion sale permitted events may, with the agreement of the permittee, purchase and donate beverage alcohol for consumption at the event.

Only bona fide organizations fundraising under a sale permit may serve donated beverage alcohol at a special occasion permitted event. The permittee may not give its permit number out generally to individuals attending the event, but may provide the permit number to donors to facilitate the purchase of beverage alcohol.

The permittee must ensure that the following conditions are met in order to serve donated alcohol at an event:

- The permit must be obtained from an SLGA store or head office, not a franchise or private liquor store
- The alcohol being donated must be purchased at full price, including re-sale levy, from an authorized source described in Section 4.3.1 of this Manual
- The purchaser must provide the permit number at the time of purchase, and the number must appear on the receipt for the alcohol, and
- All receipts must be given by the donor to the permittee to be attached to the permit at the event

### **4.3.5 Storage**

Beverage alcohol left over from a permitted event may be stored for use at a future permitted event provided that the permittee maintains a detailed inventory list and all receipts to attach to the next permit. Beverage alcohol must be kept in a secure location while in storage.

To ensure that the appropriate re-sale levy is collected, only alcohol purchased under a sale permit can be used at a sale permitted event.

### **4.3.6 Returns**

Unopened beverage alcohol can be returned for refund to the retailer where it was purchased. Returns will be accepted only if the alcohol is in saleable condition (e.g. seals and labels intact, cases of beer unopened).

Beverage alcohol purchased from a private liquor store or franchise will not be accepted for return at an SLGA liquor store. Beverage alcohol purchased at one SLGA liquor store can be returned to a different SLGA liquor store within the same city, provided that the return is accompanied by the original receipt.

Receipts are required in order to obtain a refund of purchase price and re-sale levy.

### **4.3.7 Personalized Labels**

An event host that wants to serve alcohol in a bottle with a personalized label may do so as long as the commercial label is not covered or removed. Retaining the commercial label helps the police or liquor inspector to confirm that the alcohol in the bottle is not homemade.

#### 4.4 Record Keeping

Bona fide and community fundraising organizations fundraising under special occasion sale permits must retain all records relating to the special occasion permit event, including:

- Receipts for alcohol purchases
- Refund receipts for any returned alcohol
- All ledgers and records that detail transactions relating to the event
- Bank statements, cancelled cheques, deposit books, and cheque stubs with respect to the bank account for the event, and
- Bills of sale, invoices, vouchers or receipts to support disbursements from event proceeds

These records must be retained for a minimum of one (1) year from the date of the special occasion permit event, and must be made available to SLGA upon request

SLGA reserves the right to request financial records from the permittee following the conclusion of the event.

#### 4.5 Advertising

SLGA recommends that event hosts do not start advertising or selling tickets on a planned event until the liquor permit has been approved.

Public advertising is prohibited for non-sale and cost recovery permitted events, as well as for events operating under a sale permit held by an individual, as these events are required to be open to invited guests only.

Advertising for sale permitted events may state that the event is open to the public, and can include information about the price of drinks. However, language that encourages excessive consumption of beverage alcohol (e.g. “Beer Bash” or “Drink ‘til You Drop”) cannot be used.

## CHAPTER 5 - ADDITIONAL OPERATING REQUIREMENTS

Event types described in this section are subject to all the standard requirements of a special occasion permitted event unless otherwise specified.

### 5.1 Large Events

In most cases, a large public event has higher risk to the safety of guests and the public, and is typically subject to additional requirements as described below.

Large events are ones where more than 500 guests are expected to attend.

#### 5.1.1 Security Requirements

SLGA recommends that special occasion permitted events be staffed by trained or licensed security, and in the case of most large events, SLGA will establish minimum security requirements.

**Licensed Security** refers to an individual who holds a valid security guard licence issued by the Law Enforcement Branch of Saskatchewan Justice.

**Trained Volunteer Security** refers to an individual who has attended a training workshop conducted by SLGA within the last five years.

The amount and type of required security personnel is determined by the level of risk inherent in the event. At large events, SLGA typically requires a minimum of 1 trained volunteer security personnel for every 100 guests up to 1,000, and 1 trained volunteer security personnel for every additional 250 guests after that. The permittee should ensure that they have the capability to access additional security personnel if necessary.

It is the responsibility of the permittee to ensure that adequate security is present at the event. Where SLGA has not imposed specific security requirements, the permittee may use the following options as a guide, based on its own evaluation of risk level at the event (options are ranked from lowest to highest risk):

1. Volunteers without workshop training
2. Trained Volunteer Security
3. Trained Volunteer Security and Licensed Security, or
4. Licensed Security only.

Security must monitor access to the permitted area, and should also circulate throughout the permitted areas to monitor for minors, intoxication, unruly behaviour, and any other violations of *The Alcohol and Gaming Regulation Act, 1997*, *The Alcohol Control Regulations, 2013*, or the terms and conditions of the permit.

Where a violation of the Act, Regulations, or terms and conditions is found, the event host and/or security are required to address and correct the issue immediately at the event.

### **5.1.2 Lighting**

The event host must ensure that adequate lighting is available to conduct proper identification checks, to aid the safety of patrons, and to address any possible emergency situations. Security personnel should carry flashlights where necessary.

### **5.1.3 Wristbands**

SLGA recommends that for large, public events, permittees use a wristband system to help identify patrons that are of legal drinking age. *For more information about checking identification for minors, see Section 4.2.4 of this Manual.*

Event staff should ensure that wristbands are issued to patrons of legal age at the time they enter the event. Wristbands should be properly secured to ensure that they cannot be passed between patrons.

The wristband system is intended to demonstrate that a patron has provided identification verifying they are not a minor, and is therefore allowed to purchase beverage alcohol or drink tickets at the event. However, the presence of a wristband does not absolve staff at the event of their responsibility for ensuring that minors are not served beverage alcohol. SLGA recommends that event staff periodically check the identification of any individual that appears to be 25 years of age or younger and is attempting to purchase drink tickets, obtain or consume beverage alcohol, or access an area where minors are not allowed.

Where event staff have identified a minor that is in possession of a wristband, the wristband must be confiscated and drink ticket sales, beverage alcohol service, and access to minor-restricted areas must be refused. Event staff should also confirm that the minor is at the event in the company of a parent, legal guardian, or spouse of legal age where required.

### **5.1.4 Designated Wet and Dry Areas**

SLGA may require some events to have both permitted and unpermitted areas, particularly where an event host wants to allow minors to attend unaccompanied by a parent, legal guardian, or spouse of legal age.

### **5.1.5 Transportation and Accommodations**

Where an event is being held in a location that does not have public transportation or taxi facilities, event hosts should consider providing transportation and/or accommodation (such as camping facilities) to ensure that patrons do not have to drive after consuming alcohol.

### **5.1.6 Emergency Services**



For events with more than 1,000 guests, Emergency Medical Services (EMS) and adequate emergency transportation must be provided for the duration of the event.

For events with 1,000 guests or less, SLGA may require that the event host have a detailed plan in place to respond to emergency situations.

## **5.2 Outdoor Events**

### **5.2.1 Definition**

An event that is held in an outdoor enclosed area, in a temporary structure, or in an open-air permanent structure is considered an outdoor event, and is subject to the additional application requirements outlined in this section.

Examples of outdoor permitted areas include but are not limited to:

- Bleachers at an outdoor event, such as a ball game, rodeo, etc.
- A fenced beer garden
- A tent or moveable trailer, or
- A gazebo

A quonset, barn, or similar permanent structure that is fully enclosed is considered an indoor location.

### **5.2.2 Site Requirements**

The permittee must ensure that the event site is large enough to accommodate the planned number of guests in accordance with provincial fire regulations. SLGA may require an applicant to provide confirmation that the event site meets fire and health safety requirements, if considered necessary. SLGA typically determines the maximum capacity for an outdoor event based on the size of the enclosure.

For most events that are attended by 500 people or less, SLGA does not require a detailed site plan. In cases where more than 500 guests are expected, a detailed site plan of the area will be required, and must include information about the enclosure, entrances, exits, washroom location, and the areas where beverage alcohol is to be served and consumed.

### **5.2.3 Enclosure Requirements**

The permitted area must be clearly defined and sufficiently enclosed to enable the permittee to control access to the event, consumption of beverage alcohol, and the conduct of guests. In cases where the event will be attended by 500 guests or fewer, this enclosure requirement is typically minimal (for example a 4-foot-high rope may be sufficient).

For large events, events that have a greater public safety risk, and events that have greater potential for impact on the surrounding area, SLGA typically requires that the permitted area be enclosed using a 5-foot fence or two 4-foot fences with a 4-foot buffer zone between them. The enclosure must be constructed in a manner that prevents individuals from crossing the barrier or passing alcohol across it. A popular and inexpensive material used for this purpose is plastic snow fence, which can be overlapped and secured to attain the necessary height.

Natural barriers, such as trees, hedges, lakes and waterways, are not typically considered sufficient to enclose an event adequately. As well, unfenced shorelines of creeks, rivers, and lakes pose a safety hazard where alcohol is being consumed.

Where an outdoor event is taking place in a facility that is already enclosed and can reasonably be monitored, such as a tent or walled courtyard, no additional fencing is typically required.

Where an outdoor event is taking place in an isolated area, such as an acreage in a rural area, an enclosure may not be required as long as the permittee can monitor and control the entire event at all times. SLGA may require information about where on the property the event is to take place.

### 5.2.4 Municipal/Park/Band Approval

Outdoor events require written approval from the appropriate governing authority before a permit can be issued. In most cases, this approval can be obtained from the municipality or band office where the event will take place.

Permittees interested in holding an outdoor event in municipal/regional/provincial/federal parks or in the Northern Administration District should approach the following governing authorities to obtain written approval:

- **Regional Park:** Contact the Saskatchewan Regional Park Association Head Office at (306) 975-0857.
- **Provincial Park (including events held adjacent to provincially owned land or near bodies of water):** Approval must be sought from the provincial park where the event is occurring. Specific contact information for each park can be found at <http://saskparks.net> or by calling (306) 787-8676 or 1-800-205-7070.
- **Prince Albert National Park:** For park approval, please contact (306) 663-4519.

- **Northern Administration District (NAD):** Contact the appropriate community Administrator from the following list:

<b>Community</b>	<b>Phone</b>	<b>Community</b>	<b>Phone</b>
Creighton	306-688-8253	Missinipe	306-635-4540
La Ronge	306-425-2066	Patuanak	306-396-2020
Air Ronge	306-425-2107	St. George's Hill	306-282-4408
Beauval	306-288-2110	Stony Rapids	306-439-2173
Buffalo Narrows	306-235-4225	Timber Bay	306-663-5885
Cole Bay	306-829-4232	Turnor Lake	306-894-2080
Cumberland House	306-888-2216	Weyakwin	306-663-5820
Denare Beach	306-362-2054	Bear Creek	306-235-1726
Green Lake	306-832-2131	Black Point	306-822-2727
Ile La Crosse	306-833-2122	Brabant	306-758-4888
Jans Bay	306-829-4320	Camsell Portage	306-4252321
La Loche	306-822-2032	Descharme Lake	306-235-1726
Pelican Narrows	306-632-2225	Garson Lake	306-235-1726
Pinehouse	306-884-2030	Sled Lake	306-832-4442
Sandy Bay	306-754-2165	Southend	306-425-4323
Dore Lake	306-832-4528	Stanley Mission	306-425-4321
Michel Village	306-282-4401	Uranium city	306-498-4321
Wollaston	306-633-2255		

For recreation subdivisions located in the Northern Administrative District, contact (306) 425-4325.

### **5.2.5 Blanket Site Approval**

Where a permanent outdoor event facility such as a gazebo, barn, or permanent fenced area exists, SLGA may consider giving the site “blanket” approval so that event hosts do not have to submit a site plan for each event held in that location. Applications for events in these locations are still reviewed by SLGA Head Office to ensure that the site has an approved plan in place.

A new site plan may be required if substantial changes are made to a previously approved site plan.

## **5.3 Arenas**

All or a portion of a sports arena may be permitted for the service and consumption of beverage alcohol provided that the permittee is able to monitor and control access to the facility, consumption of beverage alcohol, and conduct of guests. SLGA may require an inspection of the permitted area prior to the special occasion permit being approved.

### **5.3.1 Municipal Approval**

Municipal approval is required before a permit can be issued for an arena or other sporting facility that is owned by the municipality.

### **5.3.2 Covered Ice Surface**

Typically, SLGA does not permit alcohol to be consumed in the ice surface area of a rink, except in cases where the ice has been covered or removed. Municipal approval is still required for these events.

### **5.3.3 Minimum Separation**

The permittee is responsible for ensuring that a safe distance is maintained between the sports activity and the permitted area.

In most cases, the permittee may determine what separation is necessary based on the nature of the activity. However, SLGA does impose minimum separation requirements in cases where the sporting event involves high-risk activities such as auto racing, target shooting, etc. *For more information about separation requirements at high-risk activities, see Section 5.6 of this Manual.*

## **5.4 Golf Courses**

Where an event is taking place on a golf course that does not have a clubhouse with a commercial liquor permit, the event host may obtain a special occasion permit for all or part of the course. The permitted area must be closed to the public, and the event host is responsible for monitoring all patrons at the permitted event, including any golfers.

### **5.4.1 Municipal Approval**

Municipal approval is required before a permit can be issued for a golf course.

### **5.4.2 Site Plan**

A site plan for a golf course is not required.

### **5.4.3 Service Requirements**

Beverage alcohol service must comply with any requirements imposed by the golf course, such as the locations where alcohol can be served and consumed, and the types of containers that can be used to serve beverage alcohol.

SLGA recommends that permittees limit customers to purchasing two drinks at a time to help monitor consumption and reduce the likelihood of alcohol being passed to minors and intoxicated individuals.

## 5.5 High Risk Activities

The permittee is responsible for the safety of attendees at the event. At any event that involves the risk of injury to spectators, the permittee must take appropriate precautions to provide a safe distance between the spectators and the participants. At certain types of events as described below, SLGA requires a minimum separation between spectators and participants, and may impose other safety precautions to ensure the safety of all involved.

### 5.5.1 Motor and Recreational Vehicles

Where an event involves auto racing, the permitted area must be separated from the race track by a barrier that is substantial enough to prevent patrons from being injured in the event of loss of control. The race track, pit areas, and infield will not be permitted.

Individuals who will be operating vehicles as part of an event involving motor or recreational vehicles must not consume beverage alcohol until they are finished participating in the event.

### 5.5.2 Weapons

At events involving firearms and weapons, the permitted area must be in a separate room or area completely isolated from the weapons area. The weapons area will not be permitted.

Individuals who will be using weapons as part of a permitted event must not consume beverage alcohol until they are finished participating in the event.

### 5.5.3 Paintball Courses

For events at paintball courses, the permitted area must be in a room or enclosed area separate from the course proper, with access restricted to players and spectators who are attending the event. This area must be monitored by the permittee to prevent consumption of alcohol by minors and intoxicated individuals, and to prevent the removal of alcohol from the permitted area.

Players must not consume beverage alcohol until they are finished playing, and beverage alcohol cannot be sold or served to course customers who are not attending the event.

### 5.5.4 On or Near Water

SLGA does not issue special occasion permits for events taking place on boats.

Where an event is taking place near water, SLGA typically requires the use of a five-foot barrier between the event and the water to ensure the safety of patrons at the event.

*See Section 5.2.4 of this Manual for information about events taking place in Parks.*

### 5.5.5 Fight Events

A special occasion permit may be issued for a fight event that has been sanctioned by the provincial athletics commission or the appropriate amateur sport governing body. SLGA requires documentation that the event is appropriately sanctioned before a permit will be issued.

For amateur events that are sanctioned by the sport governing body, the age of the participants is controlled by the governing body, but to be eligible for a liquor permit a majority of competitors must be of legal drinking age.

In order for professional events sanctioned by the provincial athletics commission to be eligible for a liquor permit, the competitors must be at least 17 years of age and the majority of competitors must be of legal drinking age.

### 5.5.6 University Events

SLGA does not endorse special occasion permits to allow minors to attend university events unaccompanied by a parent, legal guardian, or spouse of legal age unless the event is an official university event that has a focus other than the consumption of beverage alcohol (typically a faculty/student event).

Depending on the nature and history of the event, SLGA may require the event host to take additional precautions, such as increased security presence, volunteer training, and the use of a commercially permitted caterer, to ensure the safe and responsible consumption of beverage alcohol at these events.

University of Regina:

- All events that take place on University of Regina grounds require approval from the university before a permit can be issued.
- Applicants should contact University of Regina, Manager of Security at (306) 585-4655 to obtain approval.

University of Saskatchewan:

- Student-organized events that take place on or off University of Saskatchewan grounds require approval from the university before a permit can be issued.
- Applicants should contact the Food and Beverage Manager at (306) 966-7002.
- University of Saskatchewan events that are not organized by students typically do not require university approval.

## 5.6 High School Graduations – Family Gatherings

SLGA permits private family gatherings to celebrate the achievements of a single graduate and escort. This permit may be non-sale or cost recovery.

SLGA will not issue a special occasion permit for a high school or elementary school graduation event where all or several members of the graduating class are expected to attend, or where the community at large is invited to celebrate the graduation.

Along with the application, the applicant is required to sign a declaration stating that the event is a private family function, and not an event which all or most of the graduating class are expected to attend.

As with any permitted event, minors are prohibited from consuming beverage alcohol.

## **5.7 Trade Shows**

### **5.7.1 Eligibility**

Bona fide organizations and businesses are eligible for sale permits for trade shows. *For information about limits on the number of permits a business or organization can qualify for, see Section 1.3.5 of this Manual.*

### **5.7.2 Duration of Permit**

A permit for a trade show is available for a maximum of 4 consecutive hours per day.

### **5.7.3 Minors**

Minors are prohibited from attending liquor-focused trade show events. If a trade show is showcasing a variety of goods and services and is not focused on liquor and other hospitality services, SLGA may consider endorsing the permit to allow minors to attend in the company of their parent, legal guardian, or spouse of legal age.

### **5.7.4 Permitted Area**

If the event is minors-prohibited, SLGA typically authorizes the sale and service of beverage alcohol throughout the trade show floor.

General goods and services trade shows where minors may attend are typically permitted only in a restricted area unless the entire trade show floor can reasonably be monitored by the event staff.

### **5.7.5 Serving Sizes**

The maximum beverage alcohol serving sizes are as follows:

- Spirits: one-half ounce or 14.25 milliliters
- Wine: two ounces or 57 milliliters

- Beer or Coolers: four ounces or 114 milliliters

### **5.7.6 Serving Requirements**

Beverage alcohol samples must be served through the use of tokens unless otherwise authorized by SLGA. Tokens can be sold separately, or a specified number can be included in the cost of the ticket.

The permittee may allow liquor manufacturers, agents, and commercial permittees to sell and serve alcohol at the event, but the permittee remains responsible for all aspects of the event including ensuring that minors and intoxicated patrons do not consume alcohol.

## **5.8 Beverage Alcohol Auctions**

SLGA may issue a Sale permit to a bona fide organization to auction beverage alcohol in closed containers at a fundraising event. No consumption of the auctioned beverage alcohol is allowed on the premises.

### **5.8.1 Authorized Sources**

Only beverage alcohol that is purchased from an authorized source can be auctioned under a special occasion permit. Homemade beverage alcohol cannot be auctioned.

The permittee may accept donations of beverage alcohol for auction as long as the alcohol was purchased from an authorized source using the permit number, and is accompanied by the sales receipt.

*See Section 4.3.1 of this Manual for more information about authorized sources of beverage alcohol. See Section 4.3.4 of this Manual for more information about donating beverage alcohol.*

### **5.8.2 Re-sale Levy**

No re-sale levy is charged on beverage alcohol purchased for auction.

### **5.8.3 Bidding and Awarding Beverage Alcohol**

Only persons 19 years of age and older may bid on beverage alcohol.

Successful bidders may only receive their beverage alcohol when they are ready to depart the event.

If a successful bidder is intoxicated at the time of departure, alternative arrangements must be made to award the beverage alcohol at a later time. Permittees cannot sell or serve beverage alcohol to intoxicated individuals.



### **5.8.4 Record Keeping Requirements**

The permittee must maintain records of the beverage alcohol auctioned, price paid and buyer's name and address for at least one year following the event. This information must be provided to SLGA upon request.

## **5.9 Annual Permits**

SLGA may issue a sale or non-sale permit for recurring events held at the same time and location. These annual permits are issued for no more than one (1) event per week for up to a year.

### **5.9.1 Eligibility**

The following types of organizations are eligible for annual permits:

- Bona fide organizations holding regular business meetings, and
- Seniors' organizations holding social events, including but not limited to dances, card games, holiday events, and family celebrations

Attendance at the event must be limited to members of the organization and invited guests.

### **5.9.2 Minors**

SLGA typically endorses an annual permit to allow minors to attend with or without the company of a parent, legal guardian, or spouse of legal age.

### **5.9.3 Duration of Permit**

A meeting held under an annual permit cannot exceed 6 hours in length. Seniors' social events may be permitted for up to 12 hours.

## **5.10 Youth Sports Fundraisers and Year-end Banquets**

Sports games, tournaments, and competitions where a majority of the participants are minors are not eligible for liquor permitting. However, SLGA will consider permitting cabarets and other events that are attended exclusively by adults fundraising for youth sports, as well as year-end banquets attended by minor players and their families.

## **5.11 Adult Sports**

### **5.11.1 Eligibility**

Adult sports events, including league play and recognized competitions/tournaments, are eligible for special occasion permits.

To be eligible for permitting, the majority of the participants must be of legal drinking age, and entrance to the permitted area must be restricted to spectators of the sporting event.

#### **5.11.2 Duration of Permit**

A permit for a single game is issued for a maximum of 4 hours, with the permit commencing no sooner than thirty minutes before the start of the game. Typically, SLGA does not issue a permit for social event taking place in conjunction with a single game if the total length would extend beyond 4 hours.

Tournaments and competitions may be permitted for up to 12 hours per day, including related social events.

### **5.12 Private Events at Salons and Spas**

Individuals, organizations, or businesses hosting private events at salons and spas may be issued a special occasion permit as long as the salon or spa does not hold a commercial liquor permit for the same space, or the salon or spa asks SLGA to temporarily suspend their commercial permit during the event.

If the salon or spa remains open for regular business during the event, the permit can be issued only for a specific area such as a private room. If the salon or spa is closed to the public, the permit may be issued for the entire business. The event host must be able to control access to beverage alcohol in the entire permitted area.

### **5.13 Liquor Clubs**

#### **5.13.1 Definition and Eligibility**

A liquor club is an association of individuals who share an interest and appreciation for a particular beverage alcohol product (e.g. beer, wine, spirit). Typical activities include lectures, newsletters, touring manufacturing facilities, tasting events, and facilitating orders of beverage alcohol products on behalf of their members.

Liquor clubs that are bona fide organizations may be eligible for additional operating privileges as outlined in this section.

Liquor clubs are eligible for up to 12 sale permits per year, and 25 total permits.

#### **5.13.2 Minors**

SLGA does not typically endorse a special occasion permit to allow minors to attend a liquor club event, unless it is taking place as part of a larger event that is not specifically focused on beverage alcohol.

### **5.13.3 Stored (Cellared) Product**

All beverage alcohol purchased for club use at permitted events must be obtained from an authorized source as defined in Section 4.3.1 of this Manual.

A liquor club that is a bona fide organization may store (cellar) beverage alcohol for use at a future permitted event under the following conditions:

- The appropriate re-sale levy is paid at the time of purchase
- The club maintains all receipts and attaches them to the permit at the event where the beverage alcohol is served
- All records of the event, including receipts for beverage alcohol, are maintained by the club for a minimum of a year following the event, and are made available to SLGA upon request, and
- Records of cellared product are made available to SLGA upon request

### **5.13.4 Donations of Beverage Alcohol**

A liquor club that is a bona fide organization may accept beverage alcohol that is donated in accordance with Section 4.3.4 of this Manual for use at a non-sale or sale permitted event.

### **5.13.5 Facilitating Purchases of Beverage Alcohol**

Liquor clubs may facilitate the purchase of beverage alcohol through SLGA's special order process for its members. This does not require a special occasion permit, but details are provided here for informational purposes. The club may not purchase beverage alcohol for re-sale in closed containers, nor may it profit from facilitating the special order process.

When facilitating a special order purchase of beverage alcohol, the liquor club must provide SLGA with a list showing the name and contact information of the individuals who are purchasing the alcohol, along with the details of each individual's order and the SLGA store location where the alcohol will be picked up.

## LEGISLATIVE REFERENCES

*The Alcohol Control Regulations, 2013 (Part VII)*

### **Special Occasion Permits**

28(1) The authority may issue a special occasion permit respecting any premises or area where a special occasion is to be held authorizing the permittee:

- (a) to serve beverage alcohol without charge;
- (b) to sell beverage alcohol at prices sufficient only to recover the purchase price of the beverage alcohol, as specified by the authority; or
- (c) subject to section 32, to sell beverage alcohol at prices set by the permittee for the special occasion.

(2) In the case of an outdoor event for which a special occasion permit has been issued, the holder of the special occasion permit shall ensure that the number of persons in the outdoor area with respect to which the permit has been issued does not exceed the capacity of the area endorsed on the permit.

(3) The authority may refuse to issue a special occasion permit to any applicant that the authority considers inappropriate.

### **Days and Hours of Operation**

29(1) No holder of a special occasion permit shall sell, serve or permit the sale or serving of beverage alcohol except on the day or days and during the hours determined by the authority for the sale or service of beverage alcohol pursuant to the permit.

(2) No special occasion permit shall be issued to be in effect before 9:30 a.m. unless the permit contains an endorsement of the authority allowing the permittee to sell or serve beverage alcohol before that time.

(3) Every special occasion permit expires:

- (a) subject to clause (b), not later than 2:30 a.m. on the day following the day with respect to which the permit was issued, unless the permit contains an endorsement of the authority allowing the permittee to sell or serve beverage alcohol after 2:30 a.m.; and
- (b) not later than 3:00 a.m. on January 1, in the case of a permit issued for December 31.

(4) The holder of a special occasion permit shall stop serving or selling beverage alcohol at least one-half hour before the expiration of the permit, or any period specified in the permit, in order to permit persons who have been served beverage alcohol to finish their beverages.

(5) Subject to subsection (6) and section 30, no special occasion permit is to be in effect for more than 12 hours during any 24-hour period.

(6) The authority may endorse a special occasion permit to be in effect for a period not exceeding 19 hours in any 24-hour period.

### **Regular Meetings and Functions**

30(1) The authority may issue a special occasion permit for a period not exceeding one year respecting regularly scheduled meetings or regularly scheduled social functions of an association or other organization with respect to which the applicant would be entitled to apply for and receive separate special occasion permits.

(2) The holder of a special occasion permit issued pursuant to subsection (1) shall make arrangements to secure any beverage alcohol:

- (a) that is not consumed at a regularly scheduled meeting or social function of the association or other organization; and
- (b) that is intended to be served at the next regularly scheduled meeting or social function of the association or other organization.

### **Special Occasion Permit Requirements**

31(1) An application for a special occasion permit must be made at least 10 days before the date of the special occasion, or within any shorter period that the authority may allow.

(2) The applicant for a special occasion permit must make arrangements satisfactory to the authority for compliance with *The Liquor Consumption Tax Act*.

(3) The holder of a special occasion permit may purchase beverage alcohol from:

- (a) the authority;
- (b) a franchise; or
- (c) subject to section 43, a permittee who holds an off-sale endorsement granted pursuant to clause 40(2)(a), (b), (c), (d) or (e).

(4) The holder of a special occasion permit may store beverage alcohol on the premises or area with respect to which the permit was issued.

### **Restrictions on Issuing Special Occasions Permits**

32(1) Subject to subsections (2) and (3), the authority shall not issue a special occasion permit pursuant to clause 28(1)(c) to an individual.

(2) The authority may issue a special occasion permit to an individual pursuant to clause 28(1)(c) if the beverage alcohol for the special occasion will be supplied by a holder of an endorsement issued pursuant to section 38.

(3) Notwithstanding subsection (2), the authority may issue to an individual one special occasion permit per year pursuant to clause 28(1)(c) that does not require the beverage alcohol for the special occasion to be supplied by a holder of an endorsement issued pursuant to section 38.

### **Minors re Special Occasion Permits**

33 No holder of a special occasion permit shall allow minors on the premises or area with respect to which the special occasion permit is issued:

- (a) unless the permit is issued pursuant to clause 28(1)(a) or (b); or
- (b) unless:
  - (i) the applicant has requested that minors be allowed on the premises;
  - (ii) the authority has authorized minors to be allowed on the premises and that authorization is endorsed on the permit; and
  - (iii) if the permit is issued to an organization or to a person other than an individual, the minor is accompanied by his or her parent, legal guardian or spouse, if that spouse is not a minor, unless the authority has waived that requirement and the waiver is endorsed on the permit.

### **Special Occasion Permits re Outdoor Premises**

34 No special occasion permit shall be issued respecting any premises or area that is, in whole or in part, located outside of a building unless:

- (a) the location of the premises or area is clearly defined and it is capable of being isolated to prevent access by the public;
- (b) if required by the authority, the municipality in which the premises or area is situated has approved the application for the permit; and
- (c) if required by the authority, the application is submitted to the head office of the authority.

### **Restriction re Special Occasion Permit**

35 Every person who is issued a special occasion permit shall ensure that only the beverage alcohol that has been purchased lawfully from the authority, a franchise or a permittee and that has been properly recorded on the permit is served or sold to persons attending the special occasion.

**REVISION HISTORY**

June 22, 2015

- Manual created in current form following SOP Regulation and policy review. (Actual release date November 27, 2015.)