

How to Obtain a Special Occasion License

See information on Liquor License at:

www.pssg.gov.bc/lclb/applicants/sol/applying.htm

1. There are two types of Special Events:

- Private: \$25.00 per day
 - a) Social, cultural, recreational, religious, sporting or community event
 - b) Tasting event to sample products from winery, brewery or distillery
 - c) Family occasion, weddings, birthdays, anniversaries, etc.
 - d) Pre-wedding (bachelor/stags, stagettes) cannot be licensed. These parties must be held in a residence.
- Public: \$100.00 per day
 - a) Events held in parks, large parking lots or other outdoor locations
 - b) Require approval letter from municipality

2. At a public event where liquor is served or sold, you will need a person with the "Serving It Right Certification". www.servingitright.com

3. There are two levels of Serving It Right: Licensee level and Server levels. Only applicants certified with "Licensee" level are eligible to apply for a Special Occasion License and this is indicated by the "L" in the certificate number.

* The applicant for a Special Occasion License such as a Wedding or Anniversary who is acting in an individual capacity and intends to host a special family occasion does not require a Serving It Certification. However, the applicant must be in attendance for the entire event. The applicant is usually a member of the family or bridal party but not the bride or groom. The special event still requires police approval and liability insurance.

4. Application For Special Occasion License forms are available at any BC Government liquor store or from our booking agent at info@mayneislandcommunitycentre.com

5. Please request the Special Occasion Licenses brochure when you visit the Liquor Store. Apply at least one month prior to your event.

6. Applicant for Special Occasion License must be at least 19 years old and a permanent resident of British Columbia.

7. Application requires the following information:

- Name & address of applicant
- Type of event. Date & address of the event.
- Copy of Serving It Right certificate #, (SIR #s of paid / unpaid servers (if applicable)
- Number of people attending & Hours of operation
- Amount of alcohol estimated to be required or sold at the event

8. 4 weeks prior to the event, the applicant must take the completed application to the local RCMP for approval. Mayne Island RCMP Detachment Non-Emergency phone (250) 539-2155.
9. The Applicant must then take the RCMP approved Application for Special Occasion License to any BC Liquor store to process the application in order to obtain a Liquor License Number.
10. Events without liability insurance will not be approved at the Mayne Island Community Centre. Proof of Insurance is required 3 weeks prior to the event date.
11. Liability insurance is available on Mayne Island at Gulf Islands Insurance Agencies (250) 539-5611. Special Occasion Liquor License must be purchased and the License Number must be obtained to apply for the liability insurance. Please see Sports-Can form.
12. License holders are responsible to protect guests from harm that may result from drinking. This is called Duty of Care. This includes harm that may occur at the event or elsewhere after the guests have left.
13. Minors are allowed at licensed special events but must not drink, serve liquor or sell drink tickets. Servers must check for 2 pieces of ID if anyone looks under the age of 25.
14. Guests are not allowed to bring their own liquor to either a public or private event.
15. Homemade beer or wine / UBrew Wine products may not be served or sold.
16. Drinks may be hosted/ no fee or may be charged any price that does not exceed the maximum prices: Spirits 1oz - \$3.00; Beer, coolers, ciders 355 ml. - \$4.00; wine 4oz glass - \$3.00, or 100% markup over purchase price if sold by the bottle.