



## RESPONSIBLE SERVICE

You are responsible for not serving guests to the point of intoxication

### MINORS

- Minors may attend the function
- No person under the age of 18 can purchase, handle, serve or consume liquor
- A minor cannot sell liquor tickets
- Proper identification must be provided by a person who appears to be under 25 years of age requesting or in possession of liquor
- A minor may be employed as kitchen or service help

### LIQUOR SERVICE

- Spirits (such as whisky and vodka) must be served by the individual drink. A person may not be given or sold a bottle of spirits
- The licence holder must purchase liquor for the event from any Alberta retail store, general merchandise liquor store, or off-sales room
- Receipts confirming the purchase of all liquor must be present at the event
- You may set your own drink prices with a Private Resale Licence. Prices need to be posted and apply to individual drinks only. Price specials for multiple orders are not allowed (e.g. two drinks for the price of one)

### ADMINISTRATIVE SANCTIONS

- Failure to comply with the *Gaming and Liquor Act*, Gaming and Liquor Regulations and policies can result in a fine
- Sanctions can range from \$250 to \$10,000


### EXAMPLES OF VIOLATIONS


- Giving or selling liquor to a minor
- Permitting, selling or providing liquor to a person intoxicated by liquor or a drug
- Allowing homemade liquor
- Removing liquor from the licensed area
- Hindering, obstructing, or impeding inspector(s) or police
- Allowing any unsafe activity
- Selling or providing liquor during hours or days not specified on the licence
- Providing prohibited entertainment
- Allowing any activity that is contrary to any municipal bylaw or any Act or Regulation of Alberta or Canada

### For more information on Special Event Licences contact:

[www.aglc.ca](http://www.aglc.ca)  
[specialeventlicensing@aglc.ca](mailto:specialeventlicensing@aglc.ca)

 @AGLCdotCA

 <https://www.facebook.com/pages/AGLC/270165989793659>

 <http://www.youtube.com/user/AGLCdotCA>

**TELEPHONE** 780-447-8600

**TOLL FREE** 1-800-272-8876 **EXT.** 8846

50 Corriveau Avenue, St. Albert, AB T8N 3T5



# Special Event Liquor Licences for Private Functions





# Types of Special Event Licences for Private Functions

## WHAT IS A PRIVATE SPECIAL EVENT LICENCE?

A special event liquor licence is a legal document which allows the holder to host a function with liquor service.

## SUITABLE LOCATIONS

Include community halls, banquet and meeting rooms, fenced areas, and tents (with municipal approval).

## MAXIMUM LIQUOR SERVICE HOURS

From 10:00 am to 2:00 am and consumption to 3:00 am.

## FOOD & NON-ALCOHOLIC BEVERAGES

- Non-alcoholic beverages are required
- Food service is recommended

## ADVERTISING THE EVENT

- All advertising must state for "members and invited guests only"
- A community league can advertise on a sign, including a free-standing illuminated sign located on the community league property. Posters can also be displayed on community notice boards
- Tickets for a private event cannot be sold to the public from a business outlet or public venue

## YOU MAY GET A LICENCE IF:

- you are over 18 years of age
- you represent a non-profit or charitable organization
- you are an individual planning a family function such as a wedding, anniversary or family reunion
- the event is for invited guests only

## LIQUOR SOLD TO GUESTS

- You need a **Private Resale Licence**
- Fee \$25 + \$2 service fee may apply

## LIQUOR PROVIDED FOR FREE TO GUEST

- You need a **Private Non-Sale Licence**
- Fee \$10 + \$2 service fee may apply

- Licences can be purchased at a liquor store, general merchandise liquor store, or general off-sales room

## YOU CANNOT GET A LICENCE IF:

- you are under the influence of liquor or drugs
- a liquor licence already exists at the location where you want to hold the function
- a liquor licence has been suspended by the AGLC at a licensed premises
- the event is open to the general public

## IF THE EVENT IS OPEN TO THE GENERAL PUBLIC:

- Contact the AGLC at **780-447-8846** or toll free at **1-800-272-8876 ext. 8846** to apply for a **Public Special Event Licence**
- Ensure you notify AGLC **four to six weeks** in advance prior to your event

## ARE YOU A COMPANY OR A CORPORATION?

If so, you can obtain a private non-sale licence from a liquor store for a private function.

## PRIVATE RESIDENCE

- You do not need a licence if your event is at a private residence
- No sale of liquor is allowed in a private residence

## THINGS TO BE AWARE OF

- The licence must be posted
- AGLC inspectors and police must be allowed to enter your event
- Do not allow any unsafe activity
- Homemade wine, beer or cider cannot be sold or served
- Bring your own bottle (BYOB) events are prohibited
- Nude entertainment is prohibited
- Do not exceed the maximum occupancy load at the location of your event

