



SECURITY PLAN FOR TEMPORARY USE AREA ACTIVATIONS

Liquor Control and Licensing Form LCLB052

Information and Instructions:

This Security Plan must accompany the TUA Authorization Request that you submit to your liquor inspector for events with 500 or more people. You may also be required to provide a security plan in other situations. Copies of security plans must be sent along with approved authorizations to your local police.

- You may use this form or provide the same information in a different format, but you must describe how you will:
ensure that minors (if permitted in the area under your licence) do not buy or consume liquor;
ensure that only liquor purchased under the licence is available or consumed at the event;
prevent over-consumption and intoxication;
maintain control of your patrons and ensure their safety;
ensure crowd control, e.g. during emergency vacating of areas, assembling stations, etc.;
prevent disturbances and accidents at the event;
ensure the capacity of the TUA is not exceeded;
prevent unreasonable disturbance of the immediate neighbourhood, and
ensure sale and service of liquor is kept within the licensed area by indicating:
bound TUA locations
how you will monitor movement in/out/between TUA locations and manage capacity
To submit your security plan, please contact the Liquor Control and Licensing Branch office which is closest to where the event will be held to confirm how to submit the security plan for review and approval.

Part 1: Event Description and Layout

At all events, the liquor service areas must be clearly identified and marked with barriers which are sufficient to ensure people enter and exit at approved locations. All entrances and exits must be monitored. In addition to other reasonable security features, the entrance area must be well lit, particularly where ID must be checked.

1. Authorization Request Start Date: [] Authorization Request End Date: []

2. Please list the TUA areas you wish to activate (i.e., TUA1, TUA2, etc.)

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3. Describe the physical barriers which will be in place to control and limit access to and from areas where alcohol is being sold, served or consumed. If TUA Locations will be activated adjacent to other licensed areas, how will you coordinate the migration of people between areas and control crowds to ensure that no given licensed area is above its maximum capacity?

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4. How will the entrances to the liquor service area be supervised?

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- Please attach a sketch/diagram of your event showing the following (see Part 5 for a sample sketch):
(a) The site plan including all activated TUA Locations and other licensed areas, and if and how access between areas will be allowed.
(b) The area(s) where liquor will be sold, served and consumed and the locations of the entrances and exits (including where ID is checked) as well as any other relevant stations.
(c) Event focus (location of entertainment / stage, sports activities, displays, tables and chairs (Food Primary licence), etc.)
(d) Other amenities, concession stands, bike storage, washroom facilities, first aid

Part 2: Event Staffing

1. Managers: How many people will be managing your liquor service (if the numbers vary, indicate how many will be stationed in which TUA areas and at which times)?

2. Bartenders: How many people will be bartending at your liquor service (if the numbers vary, indicate how many will be stationed in which TUA areas and at which times)?

3. Servers: How many people will be serving liquor in your liquor service area (if the numbers vary, indicate how many will be stationed in which TUA areas and at which times)?

Part 3: Event Security

Complete this part if you will be having security personnel at your event.

Many large events require security personnel to prevent the entrance of unruly or disruptive persons and/or removing persons who become unruly, disruptive, or who present a safety risk to others. Staff or contractors providing door security in licensed establishments are required to be licensed under the *Security Services Act*.

1. How many security personnel will be attending at your event site (if the numbers vary, indicate how many at which times)?

2. How will security personnel be assigned at your event site (i.e., how many at each entrance, how many roving, etc.)?

3. Of these, how many of the security personnel are hired through a security company?

Name of security company:

Mailing address:
StreetCityProvincePostal Code

Company contact person: Phone number:

Fax: E-mail:

4. How many contracted police officers will be attending at your event site (if the numbers vary, indicate how many at which times)?

Part 4: Prevention of Over Service, Intoxication and Service to Minors

This section deals with your plans for preventing over service, ensuring intoxicated persons are not served and are removed from the licensed area, and preventing service to minors.

1. Minors - Describe what measures will be put in place to prevent minors from consuming alcohol. (For example, describe procedures for checking identification to confirm the age of patrons, placing signs about the requirements for proof of age, use of wrist bands to identify minor patrons, etc.)

2. Removal of intoxicated patrons - You must not permit intoxicated patrons to remain in the licensed area. What arrangements will you make to ensure that intoxicated patrons are removed from the event and get to a safe location?

3. Respect for neighbours - What actions will you take to ensure participants do not unduly disturb the neighbourhood during the event as well as when the event ends?

The information requested on this form is collected by the Liquor Control and Licensing Branch under Section 26 (c) of the *Freedom of Information and Protection of Privacy Act* and will be used for the purpose of liquor licensing and compliance and enforcement matters in accordance with the *Liquor Control and Licensing Act*. Should you have any questions about the collection, use, or disclosure of personal information, please contact the Freedom of Information Officer at PO Box 9292 STN PROV GVT, Victoria, BC, V8W 9J8 or by phone toll free at 1-866-209-2111.