

Special Event Permit

Terms and Conditions



August 2022

Update Summary

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Special Event Permit Terms and Conditions

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Introduction

The purpose of a special event permit is to allow the host of the event to serve or sell liquor in accordance with B.C.'s liquor laws and regulations.

This handbook outlines the requirements of the *Liquor Control and Licensing Act*, Regulation and the terms and conditions that relate to special event permit holders, which includes individuals, non-profit organizations and business corporations. It is the responsibility of the permittee to be aware of and to operate in compliance with these rules.

You must follow B.C.'s liquor laws and these terms and conditions at all times (as well as any further terms and conditions that might be printed on the permit issued to you by the general manager of the Liquor and Cannabis Regulation Branch).

Throughout this handbook the term "general manager" refers to the general manager of the Liquor and Cannabis Regulation Branch, who has legislative authority to make decisions regarding liquor licensing in British Columbia.

You must follow the special event permit terms and conditions that were in effect at the time your permit was issued.

Stay up to date by referring to the online handbook and checking our policy directives page:

<https://www2.gov.bc.ca/gov/content/employment-business/business/liquor-regulation-licensing/liquor-licence-permits/liquor-law-policy/liquor-policy-directives> .

Contact Information

If you have any concerns or questions, please contact your local liquor inspector or the Liquor and Cannabis Regulation Branch at:

Mailing address

PO Box 9292 Stn Prov Govt,
Victoria, BC V8W 9J8

Office address

400 – 645 Tye
Victoria, BC V9A 6X5

Email

LCRBLiquor@gov.bc.ca

SEP Toll-Free Phone

1 866 209-2111

A range of helpful information along with handbooks, application forms and links to the *Liquor Control and Licensing Act* and regulations can be found on the provincial government website under "Liquor Licensing":

<http://www.gov.bc.ca/liquorregulationandlicensing>.

You can apply for special event permits online at <https://www2.gov.bc.ca/gov/content/employment-business/business/liquor-regulation-licensing/liquor-licence-permits/apply-for-liquor-licence-permit/special-event-permit>

Serving It Right and Special Event Server: B.C.'s Responsible Beverage Service Programs

Serving It Right is a self-study course that educates permittees, managers and servers about their legal responsibilities. The Special Event Server training is an abridged program developed specifically for special event permit events. There are different training requirements depending on the size of the event and your role. Training must be completed prior to the start of the event.

A Serving It Right certificate is required for permittees and managers for events with 500 or more attendees. Special Event Server training is required for all permittees and managers for events with fewer than 500 attendees. All event servers (paid or unpaid), regardless of the size of the event, must complete Special Event Server training. The following table shows who is required to complete Serving It Right or Special Event Server training.

Special Event Permit Group	Small Event <500 attendees	Large Event 500+ attendees
Permittees and managers	Special Event Server*	Serving It Right
Servers (paid or unpaid)	Special Event Server*	Special Event Server*

*Note: If you have a valid Serving It Right certificate, you are not required to complete Special Event Server training as well.

As the Special Event Permit holder, you must keep available, at all times, a list of all staff who are required to have Serving It Right or Special Event Server training including their certificate number and expiry date, if applicable. You must produce this list to a liquor inspector or peace officer upon request.

Servers relocating to British Columbia with a valid certificate showing completion of a recognized responsible beverage service program in another Canadian jurisdiction are exempt from the Serving It Right requirement until the expiry of their certification. Effective September 15, 2020, servers holding certificates with no expiry date must obtain the training indicated above.

Revised
September
2019

The course packages, exams and certificate numbers can be found online at www.responsible-service-bc.ca.

Your Presence

You, the permit holder, are required to be at the event from the beginning of liquor service until the end of liquor service each day. If this is not practical, you may designate, in writing, a person who can substitute for you on a limited basis. If your event has over 500 attendees, this designation must be approved, in advance, by a liquor inspector. If your event has less than 500 attendees, prior approval is not required. In both cases, the written designation must specify the days and times the substitution will occur and be signed by both you and your substitute. It must be available for inspection with your special event permit.

You, as the permit holder, remain legally responsible at all times, regardless of who is present. You and the person substituting for you must have proper training, either Serving It Right or Special Event Server certification (see training requirements above), and be a member of the organization or group or a manager of the event. You or your designated substitute must not consume liquor at the event.

Event Location

Your event must be located at the address indicated on your permit.

Operation Requirements

Ticket Requirements at Private Events

For private events, tickets must be sold before the event starts. You are not permitted to sell tickets at the door; however, presold tickets may be picked up at the door after the event starts.

Attendance Requirements

You must follow the below attendance requirements throughout the operation of your event.

Event Type	Attendance Requirement
Ticketed events	Attendance at the event must be limited to you and your staff or members, invited guests or persons who purchased or were given tickets before the event.
Family events	Attendance at the event is limited to family members and friends of the family or those officiating the event.
Wine or beer competition events	Attendance at the event is limited to you and your staff or members, invited guests or persons who have been given tickets before the event.

Award Requirement at Beer and Wine Competition Events

If your event is a competitive event for judging beer or wine, you must ensure there are awards or recognition given to the makers of the beer or wine based on the evaluation.

Controlling your Event

Your Responsibilities

You and your staff are responsible for controlling the behaviour of patrons. You must ensure no one is harmed as a result of liquor misuse or criminal activity at your event site, and you are required to take steps to ensure your event does not disturb the surrounding community.

If your event poses a threat to people's safety, the liquor inspector or police can cancel your permit and order the immediate removal of patrons.

Staff Conduct

Your staff, including those who provide entertainment, must not consume liquor at an event site during work hours. This includes breaks, meal periods and between shifts on the same day.

After work, you and your staff may consume liquor in your service area, as long as:

- you do not offer liquor to staff members in lieu of wages or as a bonus;
- your staff members are of legal drinking age;
- your staff members do not wear uniforms or clothing that identifies them as staff members;
- you are serving and consuming the liquor during the hours of sale indicated on the face of your permit; and
- you are not treated differently than a regular patron.

Everyone involved with the event must refrain from illegal activities, disorderly conduct, or any action that might affect public safety.

You are responsible for the actions (or lack of action) of event staff and security personnel, regardless of whether they are paid or volunteer.

Overcrowding

Your permit indicates the maximum number of people, including staff, that you can have at your event site and in your service area at one time. For events over 500 attendees, you must have controls at each entry point and you must be able to count the number of people entering and leaving.

If your event is indoors, it is important that you know the occupant load of the building and ensure you stay within this limit. Local building/fire authorities may establish a maximum capacity or occupant load that may differ from your permit maximum capacity. If fire and building officials have each calculated an occupant load for your indoor event (or if an engineer or architect has) and the numbers are not the same, you must use the lower number. You must not exceed the maximum attendance listed on your permit or the occupant load, if one has been established.

Changes to a building's layout and configuration for an event may alter the location's occupant load. In these cases you must obtain a new occupant load from local authorities.

Entrances and Exits

You are responsible for controlling entry to the liquor service area.

Patron Clearance

You must verify that patrons are entitled to enter the area and that they do not possess anything illegal or dangerous, such as weapons or drugs. An individual who has been asked to leave or who has been barred from entering your service area must not return for at least 24 hours. If a person does not comply, they are committing a criminal offence and you should call the police.

Lighting and Visibility

Lighting and visibility must be sufficient for you and your staff to easily maintain control of patrons and thoroughly check identification.

Overservice and Intoxicated Patrons

It is your responsibility to ensure patrons do not become intoxicated at your event site. A person who appears to be intoxicated may not enter or remain in your service area. You must refuse the person service, have the person removed and ensure they depart safely.

You must write down all incidents of intoxicated patrons and the action you took in an incident log, and have the information available for a liquor inspector or police officer.

Disorderly or Riotous Conduct

You must not allow disorderly conduct or unlawful activities to take place at your event site. This includes behaviour that might cause a reasonable person to believe his or her safety is threatened. If you know or suspect that this kind of behaviour has taken place, is currently taking place or may take place, you must notify the police immediately.

Weapons

A weapon is defined as anything used or intended for use:

- In causing death or injury to persons (whether designed for that purpose or not)
- In threatening or intimidating any person

You are responsible for making sure a person with a weapon does not enter or remain at your event site. If you know or suspect that one of your patrons has a weapon, you should notify the police immediately.

Preventing Disturbances

You must take reasonable measures to ensure your event is not operating contrary to the public interest and does not disturb people near your event site (for example, noise). This means performing actions that are appropriate in the circumstances and within your capacity to do.

Examples of reasonable measures include:

- Installing adequate lighting outside your event and in the parking lot
- Supervising your parking areas
- Posting signs asking patrons not to disturb your neighbours
- Allowing an indoor line-up area, if applicable

Incident Log

When an incident occurs in or adjacent to an establishment or event site, the details must be recorded in an incident log. All incidents that adversely affect patrons, staff, people who live or work in adjacent buildings, or that affect the operation of the event site must be recorded in the log and be available to inspectors or peace officers.

Examples of these incidents include:

- Refusing entry at the door to a potentially troublesome person or anyone who is causing a disturbance;
- Refusing entry of an intoxicated person;
- Removing an intoxicated person;
- An injury or accident on the premises, including a fight;
- Any incidents where emergency personnel were called (police, fire, or ambulance);
- Any illegal acts.

An incident report should include key details such as the date, time and description of events, the parties involved, any action taken, and any relevant sales records. Other details such as the names of the employees on shift and witness accounts are also important.

The records in an incident log must be kept for at least six years.

If a licensee or an employee becomes aware that a patron has brought unlawful liquor into the establishment or event, they must ask the patron to leave the establishment or event immediately. This must be reported in the incident log.

Promoting Cannabis

The federal *Cannabis Act* has strict rules about promoting cannabis, and it is the responsibility of all licensees and permittees to be aware of and comply with all federal and provincial laws in respect to the promotion and advertising of cannabis, cannabis accessories and services related to cannabis.

In particular, the *Cannabis Act* restricts the types of promotions that are permitted in a place where young persons may be or are permitted.

In particular, the *Cannabis Act* restricts the types of promotions that are permitted in a place where young persons may be or are permitted.

Further, the *Cannabis Control and Licensing Act* regulates who is authorized to promote cannabis for the purpose of selling it. Persons authorized to promote cannabis for the purpose of selling cannabis under the Act include persons who hold a marketing licence or a retail store licence under that Act.

Security

Perimeter Fencing

The liquor service area must be surrounded by a barrier sufficient to contain the sale, service and consumption of liquor to that area. If liquor service is provided throughout the whole event site, the whole event site must be surrounded by a barrier.

Site Plan and Security Plan

You must have a site plan available prior to the event and onsite at the day of the event. LCRB will review SEP applications to determine if a security plan is also required. If you are required to have a security plan, you must comply with it.

Security Staff

If you are required to have security staff, you must have at least the number of security staff that is stated in your security plan. Security staff must be highly visible during the event and must be actively providing security services throughout the site. If your event is required to have a designated liquor service area, such as a beverage garden, all security staff (including volunteers performing security services in the service area) must hold a valid security worker licence in the category of security guard.

Note: Volunteer security staff at an event site are not required to hold a security worker licence, except where the event has been approved for whole-site liquor service. In this case, everyone performing security services at the event site – **including volunteers** – must hold a valid security worker licence in the category of security guard.

Please visit <http://www2.gov.bc.ca/gov/content/employment-business/business/security-services/security-industry-licensing> for more information about security licensing requirements.

Minors

It is against the law to provide liquor to a minor. You are expected to have effective policies in place to meet this obligation. If you or a staff member allows a minor to obtain or purchase liquor, the Liquor and Cannabis Regulation Branch (the Branch) may take enforcement action against you and you risk prosecution.

If liquor service is permitted throughout the whole event site, minors are allowed to enter but must not drink, serve liquor or sell liquor or drink tickets.

Anyone under 19 years of age is not allowed in beverage gardens or similar liquor service areas where the service of liquor is the primary focus, except as a professional entertainer. See the "Entertainers" section in this manual for more information.

Minors are not permitted to attend tasting events except as a professional entertainer.

Identification (ID) Requirements

You are responsible for ensuring that minors are not served liquor. If there is any doubt whether a customer is 19 or older, you and your staff members should verify age by asking for two pieces of ID, carefully examining both pieces and acting on the authenticity of the identification. If you can't demonstrate that you have done this, you could be held responsible for serving a minor, if the person is under 19.

Checking ID

You must provide an area at your event that is well lit and away from entertainment noise so that staff can properly review patrons and their identification and ask appropriate questions to verify identity.

You and your staff must decide on a case-by-case basis if the ID presented proves that the person is not a minor. If the person cannot produce two pieces of acceptable identification, you should refuse service. You must cooperate with a liquor inspector if asked to determine whether a person is a minor.

Primary ID

At least one piece of ID must be a primary ID and it must:

- be issued by a government agency; and
- include the holder's name, date of birth and picture.

Examples of primary ID include:

- State or provincial driver's licence
- Passport
- The Photo BC Services Card
- Citizenship card
- First Nations status card
- The federal Firearms Possession and Acquisition licence

Note: The B.C. Driver's Licence and Services Card, which combines the B.C. Driver's Licence and Services cards (formerly CareCard), counts as only one piece of ID.

Secondary ID

Used to verify the authenticity of the first piece, and:

- Must include the holder's name; and
- Must include either the holder's signature OR picture.

Any acceptable piece of primary ID can be used as secondary ID. Examples of other acceptable secondary ID include:

- BC CareCard (which will be replaced by 2018 with the Non-Photo BC Services Card)
- Interim driver's licence (issued by ICBC)
- BC Transit ProPASS
- University or college student card
- Credit card
- Canadian Blood Services donor card
- Transport Canada's Pleasure Craft Operator's Card
- Many bank cards and rewards cards
- National Defence ID

You can accept expired and foreign ID, as long as it is readable and you can recognize the customer from the photo.

Liquor Service

Liquor Source

All liquor for your event must be bought from one of the following approved outlets:

- BC LiquorStores location (government liquor store)
- B.C. winery with an on-site store;
- B.C. brewery with an on-site store;
- B.C. distillery with an on-site store;
- Licensee Retail Store (private liquor store);
- Wine Store (excluding sacramental wine store);
- Special Wine Store; or
- Rural Licensee Retail Store.

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July 2021

Donated Liquor

A liquor manufacturer or agent may donate liquor to an event if the permittee is a non-profit organization or non-profit corporation and the purpose of the event is to raise funds for a charitable purpose. Family events and businesses may not receive donated liquor.

Agents and manufacturers may be eligible to purchase liquor from the LDB at the wholesale price if donating the liquor for a charitable event, or tasting event organized by a non-profit industry organization that is for industry only. Most types of manufacturers may purchase the liquor for donation from their on-site store. Further information is available from the LDB wholesale website at: <https://wholesale.bclddb.com/resources/vendors>.

Quantity of Liquor

You must not serve more than the maximum number of servings indicated on your permit.

Hours of Liquor Service

You must only sell or serve liquor at your event during the hours indicated on your permit.

Dispensing Liquor and Mixing Drinks

You may pre-mix drinks by hand or using devices, such as a Bellini machine, in anticipation of patrons ordering drinks, as long as the liquor comes from the original containers purchased from the Liquor Distribution Branch.

You cannot refill original containers purchased from the Liquor Distribution Branch with anything. Doing so would make monitoring unlawful liquor difficult.

Additionally, you are not permitted to:

- Circulate trays of pre-mixed or pre-poured drinks that have not been ordered
- Allow self-service of liquor by patrons
- Pour drinks into the mouths of customers

Serving Amounts

You must not serve more than the amount of liquor below at one time to one person (whether in one container or more):

Beer, cider or coolers by the glass	Up to 24 oz (682 ml)
Wine by the glass	Up to 10 oz (284 ml)
Spirits	Up to 3 fl oz (85 ml)

If non-plastic beverage containers are permitted:

Packaged beer, cider or coolers	Two standard-sized cans or bottles or equivalent
Wine by the bottle (750 ml)	Only if two or more people are sharing and having food

Serving Amounts – Tasting Events

There are different maximum serving sizes permitted at tasting events. Serving sizes must not exceed:

- 4 oz (114 ml) for beer, cider and coolers,
- 2 oz (57 ml) for wine, and
- ½ oz (14 ml) for spirits.

Selling Prices

The price of liquor sold at your event must not exceed the price specified on your permit.

Sales Strategy

You must not use a sales strategy that is likely to promote or encourage intoxication. For example, you cannot sell drinks "two for one."

All-inclusive Pricing

You must not provide unlimited or unspecified quantities of liquor for a single price.

An all-inclusive ticket price may be offered for any tasting event where the primary purpose of the event is to acquaint the public with liquor products. However, licensees must take precautions to prevent the overservice and intoxication of patrons.

Price Lists

You must have a price list available showing:

- The types of liquor you sell
- The size of each drink (in fluid ounces or millilitres)
- The price, including any drink specials you are currently offering

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Aug. 15,
2022

You do not have to include a complete list of all available mixed drinks, as long as you clearly list the price and the amount of liquor (for example, "mixed drinks contain 1.5 ounces of liquor and cost 'x' for bar brands and 'y' for premium brands").

You may post the price list, however, at a minimum it must be available on request.

Winding Down Liquor Service

If you are serving from kegs, do not open more than can be consumed responsibly before the end of liquor service. Do not sell drink tickets redeemable for more liquor than can be consumed responsibly before the end of liquor service.

Drinking must cease and all liquor must be removed from patrons within 30 minutes of the end of liquor service.

Liquor Removal

If your event is longer than one day, liquor may be stored onsite to use the following days, as long as the storage is secure (no unauthorized access or illegal consumption).

You are not required to return liquor left over after the event. However, any leftover liquor, whether it has been opened or not, cannot be resold, used for another event, or used under a different licence or permit except as noted below:

Liquor donated by a liquor manufacturer or agent as outlined above may be removed from the event by the agent or manufacturer to donate to another charitable special event or industry-only tasting event, that is approved by the LDB for the donation of liquor purchased at the wholesale price. The following conditions also apply:

- The agent or manufacturer provides both the original permittee and any subsequent permittee with records demonstrating the liquor was purchased through LDB-approved processes, has purchase invoices from the LDB or their manufacturer's on-site store and these documents are available for inspection at the event.

UBrew/UVin or Homemade Beer, Cider and Wine

You may serve UBrew/UVin or homemade beer, cider or wine, as long as the event is a family event or a wine or beer competition and the liquor is provided free of charge.

The above events may also sell liquor that is commercially produced and purchased from an approved liquor source.

Shooters

If your event is a public event, you must not serve or sell shooters of spirits.

Drinking Games

Licensees must not provide or allow entertainment activities that are primarily associated with the consumption of liquor. This includes "drinking games" (e.g. beer pong).

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July 2021

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February
2020

Entertainment

Gaming

Gaming (also called gambling) is defined as playing or gaming, for money or other stakes, on an uncertain event; it involves chance and the hope of gaining something more than the amount paid to participate. Gaming is regulated by the BC Gaming Policy and Enforcement Branch (GPEB).

If minors are allowed at your event, you must not permit any licensed gaming when minors are allowed to be present, except for ticket raffles and bingo events licensed by the GPEB.

If minors are not permitted at your event (or in a particular area of your event site, such as a beverage garden), all forms of gaming licensed by the GPEB are permitted at your event or in the area where minors are not permitted. Unlicensed gaming pools, including those associated with major sporting events, are prohibited under the Criminal Code of Canada.

Contests and Draws

You may offer contests and draws, as long as:

- You do not charge an entry fee (except if the draw is a licensed ticket raffle)
- Anyone at the event is entitled to enter the contest, without having to order a drink (minors may not purchase licensed raffle tickets)
- You do not offer or give liquor as a prize
- The contest does not involve the consumption of liquor

Adult Entertainment

Minors are not permitted to attend a special event where adult-oriented entertainment is provided.

Adult entertainment includes:

- *Exotic dancers* – entertainers who remove clothing during a performance and/or perform in a sexually suggestive manner
- *Adult-oriented performers* – entertainers who present performances not suitable for minors (nudity, sexual content, violence, obscene language)
- *Adult-oriented activities* – activities not suitable for viewing by minors (full or partial nudity, sexual content, violence, degradation or abuse). Belly dancers are not considered adult-oriented performers.

If you are offering adult entertainment:

- The entertainers must be at least 19 and must wear appropriate clothing while walking through the audience before and after performances. This clothing may be part of their stage costume; however, the clothing must cover the entertainer's breasts and genitalia.
- Performances must be confined to the stage or other approved areas. No performing is allowed in the audience area.

- Animals cannot be part of a performance and are not permitted as entertainment, unless approved by the general manager.
- You must ensure adult-oriented performers, exotic dancers and adult-oriented activities cannot be viewed from outside the service area – dividers or other separation must prevent a line of sight into the area.
- The exotic dancers/adult-oriented performers cannot act as servers or hold any other employment position at your event site while working in their role as entertainers. However, when individuals are not working in their role as an entertainer, they may be employed as servers or hold positions of employment at your event site and this may occur during the same shift.
- If an entertainer holds another employment position at the event site, they must change out of their entertainer clothing and into clothing typical for that other position prior to starting that position. Exotic dancing/adult entertainment must not be combined with serving or any other employment position.

Entertainer Conduct

Professional entertainers may consume liquor at the event, but staff members who provide entertainment cannot do so during work hours. As with patrons, it is your responsibility to ensure that professional entertainers do not become intoxicated. If an entertainer becomes intoxicated, they must be refused service, removed from the premises and you must ensure they depart safely from the event site. An intoxicated entertainer must not be allowed into the event site.

Exotic dancers and adult-oriented performers cannot:

- Engage in real or simulated sex acts, or in any acts involving coercion or violence, either simulated or real
- Insert any object into, or extract any object from, the vagina or anus
- Urinate or defecate while performing
- Touch, share food and beverages, or pass objects to members of the audience or to other performers
- Dance/perform on table tops or other areas outside the approved areas
- Deliberately engage a patron in an adult-oriented performance or activity
- Perform while intoxicated

Tipping and distribution of promotional materials is permitted, as long as there is no physical contact between the exotic/adult-oriented entertainers and audience members.

Advertising

All of your advertising must comply with the [Canadian Radio-television and Telecommunications Commission's Code for Broadcast Advertising of Alcoholic Beverages](#) and the Liquor Control and Licensing Regulation.

If you are holding a public special event, you may advertise liquor or the availability of liquor, but only in relation to that public special event.

All other special events cannot advertise the availability of liquor at the event.

Charitable Events

A charitable event is an event that raises funds for a non-profit organization whose primary function is to carry out charitable purposes. Charitable purposes means the relief of poverty and other purposes beneficial to the community, including the advancement of education, religion, recreation, sports or athletics, aid to persons with disabilities, culture and youth or senior citizens.

Donating Profit

If you charge above the cost-recovery price list, your entire profit from the event must be donated to a non-profit organization with a primary function to carry out charitable purposes, unless otherwise exempted by the general manager of the Liquor and Cannabis Regulation Branch. See the “Events of Municipal, Provincial, National or International Significance” section in this manual for more details.

If your event has not received an exemption, within 60 days after the permit expires, you must:

- Make the donation
- Send a revenue and expense report to the Branch
- Provide proof to the Branch that the profits have been donated

Proof can be in the form of a receipt, cancelled cheque, letter of thanks or any other document indicating that the profits have been received by the charity, or a copy of any media coverage.

Relations with Manufacturers, Agents and Sales Representatives

You are prohibited from asking for or receiving benefits for selling a particular liquor product. You cannot, for example, demand that a manufacturer or agent supply additional product at either no cost or at a reduced cost in return for purchasing their product.

You are also prohibited from accepting any items, products, or services from a manufacturer or agent that are necessary for the operation of your event. This includes financial assistance, as well as fixtures, furnishings, or display structures.

Variety of Liquor

If your event is a large public special event of more than 500 attendees, you must have no more than 80% by dollar value, of one manufacturer's liquor in each liquor category. You must ensure there is equal opportunity to purchase all liquor at the event (i.e., all beer is chilled, all brands appear on signage) and produce a purchase receipt and product return records, if applicable, to a liquor inspector upon request.

The following event types are exempted from the above requirement:

- Special events held at a licensed manufacturer's site; and
- If your event is of a charitable purpose, you may enter into exclusivity agreements with liquor manufacturers to sell specific brands. You are not required to sell a selection of liquor from a variety of manufacturers at charitable events.

Events of Municipal, Provincial, National or International Significance

If your event has been designated by the general manager as being of municipal, provincial, national, or international significance, you may charge over the cost-recovery price list and keep the profits from the event.

If your event has received a designation of municipal significance from the municipality where the event is being held, you must keep a copy of the designation available for inspection on-site. The designation must be given by council resolution or by a delegated municipal official (e.g. municipal clerk).

Permit Documents

Posting Documents

You must post your special event permit in the liquor service area where it can be viewed.

Documents Available for Inspection

You must have the following documents available for inspection at your event site:

- All required records (see "Records" section below)
- Letters from the Branch granting exemptions or documents imposing additional terms and conditions
- A site plan, and if required a security plan
- Written designation of an individual who can be in attendance at the event on behalf of the permittee, if applicable (see "Your Presence" section)
- Legible receipts clearly showing the amounts, types and source(s) of the liquor you are serving

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Sept. 2021

Records

You must keep the following records for at least two years after your permit expires:

- The special event permit and any records submitted with the application
- The written permission of the local government or First Nation, if applicable
- Records showing the amount of and price paid for liquor purchased
- If applicable, records showing the amount of liquor donated by liquor manufacturers or agents and any approval letters received from the LDB authorizing the donation of liquor purchased by the agent or manufacturer at the wholesale price
- Records showing the amount of liquor sold or served
- Records showing the prices charged and the revenue from liquor sales
- Records showing the name of each staff member, their Serving It Right or Special Event Server certificate number and the expiry date

Signs

If you are required to post signs they should visibly advise of the following:

- Exit/entrance
- Hours of service
- No minors/two pieces of ID
- Serving sizes and prices
- Two-drink maximum per serve
- Intoxicated persons may not enter/will be removed
- No drinks beyond this point
- Advising of adult entertainment (where offered)

Compliance and Enforcement

As a licensee, you are required to:

1. Comply with the *Liquor Control and Licensing Act*, its Regulations and the terms and conditions in this publication.
2. Always allow Liquor and Cannabis Regulation Branch inspectors and/or police officers to enter your event site. Never impede their entry in any way.
3. Upon request, provide inspectors with any documents and/or records as outlined in this handbook.
4. **Never draw attention to liquor inspectors inside your event.** This can affect the inspectors' safety.

Drawing the attention of patrons to the fact that inspectors, minor agents contracted to the branch, and/or police are present at your event may put the safety of the inspectors, minor agents contracted to the branch, and police at risk. Accordingly, your actions must not cause the attention or focus of patrons to shift towards inspectors, minor agents contracted to the branch, or police at any time; including at the time of entry, during an inspection, or when exiting your event. Actions such as announcing the arrival of inspectors, raising or flashing lights, turning down music, playing particular soundtracks (e.g. "Bad Boys" or "Hawaii Five O"), using spotlights, or any other similar actions are not permitted. You may not take, save or distribute photographs or video of inspectors or minor agents contracted to the branch in any manner (e.g. on a staff bulletin board, print media, social media or the internet).

For more information on Compliance and Enforcement, please visit our [website](#).

Other ministries also have terms and conditions that licensees and employees must follow. Please refer to [this page](#) on the LCRB website for more information.

Glossary

“The Act” means *The Liquor Control and Licensing Act*, the provincial legislation that guides the permitting of events to sell or serve liquor in B.C.

“The Branch” means the Liquor and Cannabis Regulation Branch, the government agency that administers the Act.

“Event site” means the place referred to in the special event permit.

“Inspector” means a liquor inspector from the Liquor and Cannabis Regulation Branch.

“Special event permit” means the approval granted by the Branch to allow the permittee to sell or serve liquor in the applicable service area at an event site.

“Service area” means the area within an event site where liquor may be sold, served and consumed.

“Special event server” refers to an abridged self-study course for servers, both paid and unpaid, serving at special events. Managers and special event permit holders who do not already have Serving it Right training are required to take the Special Event Serving course for events with less than 500 people.

“Serving It Right” refers to a self-study course that educates permittees, managers and servers about their legal responsibilities. Managers and special event permit holders are required to take the Serving It Right course for events with more than 500 people.

“Staff” means employees or volunteers of an event, whether paid or unpaid.

