

## On-site Documents for Your Special Event

Your liquor Special Event Permit lists the specific documents you need to keep on-site during your event. Keep those documents handy and available for inspection.

The documents needed at your event **may** include:

- Your liquor Special Event Permit
  - On the day of your event, you must have your permit posted in a visible location in the liquor service area during your event.
- Site plan
  - A site plan is needed for all events. A site plan outlines the area that liquor will be served during your event.
- Serving It Right (SIR) or Special Event Server (SES) certificate information
  - When you host an event with a Special Event Permit, you need either SIR or SES certification. These courses teach you about serving liquor responsibly.
- Security plan
  - A security plan outlines how you will control crowds, prevent minors from accessing liquor and prevent overconsumption of alcohol.
- Signage to help manage your event
  - Signs can be used to remind patrons where liquor is allowed, where entrances/exits are, that 2 pieces of ID are required for liquor service, and more.
- Receipts for liquor purchased or donated before the event
  - An inspector may ask to see your receipts to verify you have purchased your liquor appropriately.
- Drink price list
  - If you are selling liquor at your event, drink prices are limited under the Special Event Permit.
- Incident log
  - You must keep an incident log and document any incidents that happen at your event.
- Letter of exemption from the Liquor and Cannabis Regulation Branch
  - An exemption is special permission to do something outside the normal permit policies.
- Documents from police, local government, and First Nation
  - This includes any relevant approvals that were needed for your event.
- Documents endorsing event significance (municipal, provincial, national)
  - If your event received a designation of significance from the LCRB, include any documentation.