

# Lounge & Special Event Area Endorsement Application Guide

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## Contact Us

Contact the Liquor and Cannabis Regulation Branch (the Branch) toll-free at 866-209-2111 or email us at [liquor.licensing@gov.bc.ca](mailto:liquor.licensing@gov.bc.ca) if you have any questions.

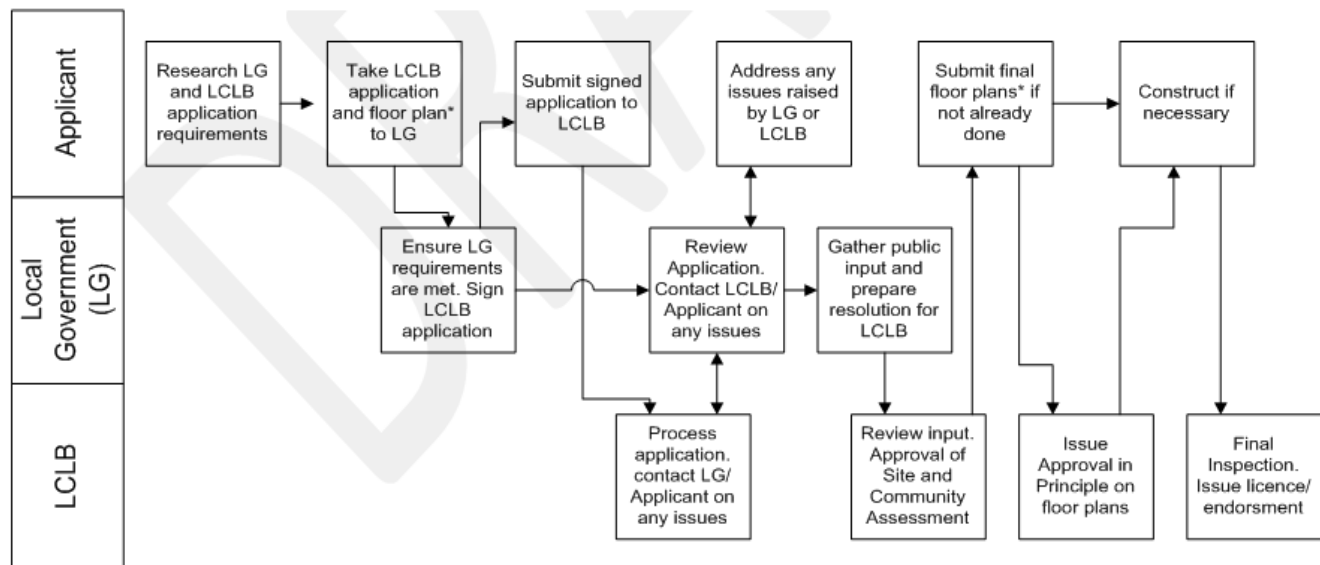
## Instructions for Applicant

1. Contact your local government/First Nation (LG/FN) to ask about their requirements (application, fees, development permit, business licensing, zoning, etc.). This is important as LG/FN may restrict the hours, size and operation of a lounge or special event area.
2. Fill out all sections of the attached application using this guide for reference. Gather all required documentation as noted in the checklist (page 3 of the application form).
3. Bring your completed application package to LG/FN, along with any documents or fees required by LG/FN. Ask LG/FN to complete Part 9 of the application form. LG/FN will keep a copy of your application form, letter of intent, floor plan, site map and patio appendix (if applicable).

**Note:** If you are applying for this endorsement(s) on a second manufacturing licence located at the same site, LG/FN input and public consultation is not required provided both licences have the same owner, same hours and identical endorsement areas.

4. Once signed by LG/FN, submit the complete application package to the Liquor and Cannabis Regulation Branch. Your application will only be considered if it is submitted to both LG/FN and the Branch. The Branch will contact you once your application has been reviewed.
5. If not submitted with your application, provide your final floor plan with occupant load stamp as soon as possible.
6. Review the following chart to understand the basic steps in the licensing process. You are also encouraged to read the Manufacturer Terms and Conditions Handbook to understand your responsibilities:  
[https://www.gov.gov.bc.ca/liquorregulationandlicensing](https://www.gov.bc.ca/liquorregulationandlicensing)

### Lounge/Special Event Area Application Process:



\* Floor plan requires occupant load stamp normally provided by LG/FN

**Please note:** The application process takes approximately 6 to 12 months. Incomplete applications will delay processing times.

The following pages contain information regarding each question in the application form. Please use this information to submit a complete application package.

## Part 1: Type of Endorsement

### Lounge:

Permits the sale and service of liquor for on-site consumption. The lounge can be an indoor area, with or without a patio attached to the interior lounge, or your lounge may be a stand-alone patio located at the manufacturing site. A lounge may overlap in whole, or in part, a sampling area and/or on-site store.

### Special Event Area (SEA):

Permits the sale, service and consumption of liquor during a special event such as weddings, concerts and private parties. Liquor service is only permitted during an event. A special event area may be located in any area of the manufacturing site and may overlap in whole, or in part, a sampling room, on-site store, lounge or picnic area.

**Note:** Do not apply for a SEA endorsement in the same footprint as your lounge. A lounge may host special events even though liquor service in the lounge is not event driven.

## Part 2: Applicant Information

Identify the owner of this manufacturing business and their contact information.

## Part 3: Application Contact Person

This person will act as the contact for this application and will receive information throughout the application process. Once completed, all future correspondence will be directed to the licensee.

### Licensee Representative

Licensees and applicants can authorize a representative to take specified actions on their behalf. Any action taken by the licensee representative will legally bind the licensee/applicant in respect of those authorized matters. See the Licensee Representative form (LCRB101) for full details.

## Part 4: Establishment

Identify the name and address of the manufacturing facility where the endorsement(s) will be located.

### 4a. Parcel Identifier Number (PID):

A nine-digit number permanently assigned to a parcel of land. The legal description and PID may be found on a Land Title Certificate, in BC Property Assessment documents, on your lease, or obtained from your landlord.

### 4b. Local Government/First Nation:

Identify the municipality, regional district, improvement district, first nation band or islands trust governing the geographic area where your proposed establishment is located.

### Local Police:

Identify the police service responsible for the area where your proposed establishment is located.

### 4c. Zoning:

Contact your LG/FN to confirm zoning permits the sale and consumption of liquor before submitting your application. If the proposed location is not zoned appropriately, discuss re-zoning with your LG/FN.

### 4d. Agricultural Land Reserve:

Confirm if your manufacturing site is located on ALR land.

### 4e. ALR:

ALR has size and capacity restrictions for lounge and special event area endorsements as well as limits regarding

non-farm use events. Visit the ALR website to review their policies regarding manufacturer lounges and special event areas: <http://www.alc.gov.bc.ca/alc/content/home>

## Part 5: Lounge Proposal

### 5a. Proposed Service Areas:

Identify each proposed service area where liquor will be sold, served or consumed. If there is not enough space, attach a separate document. See page 5 for information about how to get the occupant load for each area.

### 5b. Hours of Liquor Service:

Identify the start and end times of your proposed hours of liquor service for each day of the week. It is suggested that you request the maximum hours of liquor service that you are most likely to require. Once approved, you may choose to open later or close earlier than your licensed hours. Maximum hours of liquor service permitted by the Branch are 9 AM to 4 AM. Contact your LG/FN to ask about bylaws regarding closing times.

## Part 6: Special Event Area Proposal

### 6a. Proposed Service Areas:

Identify each proposed interior and patio service area where liquor will be sold, served or consumed. If there is not enough space, attach a separate document.

### 6b. Outdoor Capacity

If you are requesting an outdoor area that is not a patio, provide the proposed maximum person capacity (patrons plus staff) instead of occupant load. See page 7 for information about outdoor areas.

### 6c. Hours of Liquor Service:

Identify the start and end times of your proposed hours of liquor service for each day of the week. It is suggested that you request the maximum hours of liquor service that you are most likely to require for an event. Maximum hours of liquor service permitted by the Branch are 9 AM to 4 AM. Contact your LG/FN to ask about bylaws regarding closing times.

## Part 7: Declaration of Signing Authority

The Declaration must be completed by the applicant as follows. The individual who signs the declaration must have the authority to bind the applicant to this agreement.

- If the applicant is an individual, the individual himself/herself.
- If the applicant is a corporation, a duly authorized signatory who will usually be an officer or, in some cases, a director.
- If the applicant is a general partnership, one of the partners.
- If the applicant is a limited partnership, the general partner of the partnership.
- If the applicant is a society, then a director or a senior manager (as defined in the *Societies Act*).

## Part 8: Checklist

### Letter of Intent

Provide a letter describing your proposed lounge and/or special event area. Your letter must include:

- Describe the type of food service your endorsement area(s) will offer. Manufacturers must provide, at a minimum, a variety of hot or cold snacks and non-alcoholic beverages during all hours of operation.
- Identify all types of entertainment that may be offered in your endorsement areas (e.g. films, darts, DJ booth, dance floor, gambling, karaoke, live music, pool)
- Describe the composition of the neighbourhood (e.g. commercial, residential, industrial).
- Describe the potential for noise and other types of disturbance.
- Describe the measures you will implement to ensure nearby residents are not disturbed by your establishment or patrons of your establishment.
- Include any other information that may be relevant to your application.

### Minors

Minors accompanied by a parent or guardian are permitted in a lounge or special event area. Minors may be employed to work in these endorsements areas provided they do not sell or serve liquor, they are supervised at all times, and they must leave the area when not working.

### Floor Plan

Your application can only be considered if you include floor plans preferably with occupant load. Two copies of floor plans are required: one 8.5" x 11" and one 11" x 17". Plans must show all service areas and the following details:

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> labels for each room | <input type="checkbox"/> dance floor       | <input type="checkbox"/> washrooms                   |
| <input type="checkbox"/> patio(s)             | <input type="checkbox"/> stage             | <input type="checkbox"/> stairs, entrances and exits |
| <input type="checkbox"/> liquor service bars  | <input type="checkbox"/> sound or DJ booth |  |

Plans must also show the physical separation (e.g. pony wall or full height wall) separating the proposed endorsement area(s) from unlicensed areas as well as any area licensed as Food Primary, Liquor Primary or Licensee Retail Store.

All lounge areas, interior and patio, require occupant load. Special event areas that are interior or patio require occupant load. Outdoor special event areas, not on a patio, require a person capacity identified by the applicant but not occupant load. All occupant loads and person capacities will be considered by local government/First Nation.

### Person Capacity (Outdoor Special Event Area only)

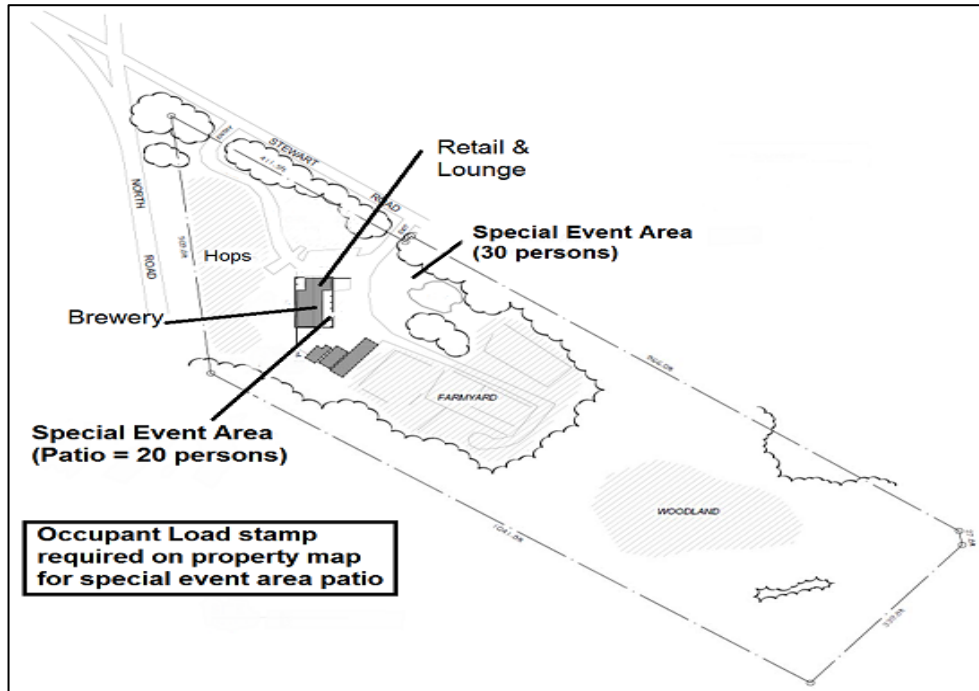
Identify the maximum number of people (patrons plus staff) you plan to host in your outdoor special event area(s). Establishing a person capacity for outdoor event areas addresses public interest concerns regarding noise and community impact.

### Occupant Load Calculation

Occupant Load is the maximum number of people (patrons plus staff) permitted in a service area. Contact the LG/FN to obtain an occupant load on your floor plan. The occupant load must be stamped or written, dated and signed on the floor plan by the appropriate authority.

If LG/FN will not provide the occupant load, they must provide a letter identifying the designated authority (e.g. architect, engineer), and you must obtain the occupant load from the designated authority. You must submit the LG/FN letter with your floor plan.





**Part 9: Local Government/First Nation (see page 4 of application form)**

**Part 10: Submit Application Package (see page 5 of application form)**

**Part 11: Application Fees**

The application fee, as noted on page 5 of the form, must be submitted with your application. Note: If your endorsement(s) application is approved, a first year licensing fee of \$330 (pro-rated to March 31<sup>st</sup>) will be required for each endorsement before Branch will issue your endorsement.

## Appendix I – Patio(s)

Complete the following if your proposed endorsement(s) includes a patio(s).

1. Describe the height and composition of the patio perimeter or bounding (i.e. railings, fencing, planters, hedging, etc.). A patio must be defined and bounded by physical separation in order to control patrons and liquor within the service area.

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2. Describe the location based on the endorsement type:
  - a. Lounge – may be a standalone patio on the manufacturing site. If there is an interior lounge area, the patio must be adjacent to the interior lounge.
  - b. Special Event Area – may be a patio attached to the manufacturing building or on-site store.

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3. Describe how staff will manage and control the patio from the interior service area or how you will manage and control a stand-alone patio.

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4. Specify if liquor service to the patio is from: (a) fixed bar located on the patio, (b) portable bar for the patio, (c) licensed interior:

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5. Do servers have to carry liquor through any unlicensed areas to get to the patio? Explain:

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**Note:** Patios on grass, earth or gravel require a permit from the local Health Authority. Sidewalk patios require a permit from LG/FN.