



**DISTRICT OF PORT HARDY**  
**APPLICATION FOR SPECIAL OCCASION LIQUOR LICENCE**

**The check list below is provided to aid applicants in applying for a Special Occasion Liquor License.**

1. Ensure the application is complete and indicates the organization sponsoring the event along with the contact person's name, address and telephone number and the name of the licensee(s).
2. The location, time and date of the event(s) are very important. A sketch complete with measurements is included with your application indicating the size of the beer garden and/or liquor sales area.
3. A sketch and description of an alternate location, in the event of inclement weather, is to be included. An alternate location will not be considered if this portion is not completed.
4. The District requires proof of liability insurance in the amount of \$5,000,000 showing the District of Port Hardy as "an additional insured" and proof of Liquor Liability Insurance. A permit will not be issued until this proof has been received.
5. The District will provide a letter to you if your application is approved and a copy will be sent to the local RCMP and to the Liquor Store.
6. All liquor unsold must be returned to the liquor outlet.
7. Failure to abide by District, provincial Liquor Board and RCMP regulations may result in no future license being issued to your organization.

Your cooperation is appreciated. If you require more information please contact  
Director of Corporate & Development Services  
District of Port Hardy  
P.O. Box 68, Port Hardy, BC V0N 2P0  
Tel: 250-949-6665, Fax: 250-949-7433



## DISTRICT OF PORT HARDY

### APPLICATION FOR SPECIAL OCCASION LIQUOR LICENCE REGULATIONS

For use by leagues, groups, organizations or societies who wish to use Municipal facilities or areas not enclosed, for the purpose of selling wine, beer and coolers for public functions.

All requests and applications must abide by the rules and regulations as set forth by the District of Port Hardy, the Provincial Ministry responsible for liquor distribution and the B.C. Liquor Control & Licensing Branch.

#### **Each Applicant Must:**

1. Be a bona fide organization, complying with the *Liquor Distribution Act*. A bona fide organization means a club, group or organization which may be registered as such under the Societies Act but also includes an organization which is organized and meets regularly or occasionally for a common purpose be it social, financial, religious, sporting or community related. All net proceeds from liquor sales must go to the betterment of the community.
2. Submit complete applications in the form attached no later than 90 days prior to the event.
3. Provide proof of insurance as follows:
  - a) liability insurance in the amount of \$3,000,000 naming the District of Port Hardy as an "additional insured"; and
  - b) liquor liability insurance in the amount of \$3,000,000 naming the District of Port Hardy as an "additional insured".
4. Provide a sketch showing compliance with the minimum standards for enclosed areas as follows:
  - a) Suitable barrier surrounding the enclosed area to confine drinking to a specific and selected area.
  - b) Barrier must be so constructed that it will not allow the movement of liquor over, under or through the barrier.
  - c) Barrier must be constructed to allow one person control over entry and exit points.
  - d) Entry and exit points must be controlled during hours of operation by a responsible adult representing the holder of the license.
  - e) If used for night purposes, the closed area must be adequately lit to allow authorities easy count of patrons and activities.
  - f) All beverages must be sold in single service disposable or plastic containers ONLY.

#### **Operation of the Event**

1. Food must be available at all times.
2. A responsible adult supervisor must be in attendance at the site during all hours of operation. The name of the supervisor (or names and shifts if more than one) must be supplied in writing to the RCMP, if requested, when applying to them for a license.
3. Adequate security must be provided, to the satisfaction of the RCMP.
4. All sponsors of events where alcohol is to be served must have in place a Designated Driver Program.

#### ***Attached for further information:***

*Designated Driver Program, District of Port Hardy Council Policy CP9.3*



DISTRICT OF PORT HARDY

APPLICATION FOR SPECIAL OCCASION LIQUOR LICENCE

(Please Print)

Date: \_\_\_\_\_

File # 4320-70

Name of Organization and Society Number: \_\_\_\_\_

Name of Applicant (Contact Person): \_\_\_\_\_

Official Position with Organization: \_\_\_\_\_

Name of License Holder(s): \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

**"Responsible Beverage Service Program - Serving It Right" Certificate No:**

Program not yet taken [ \_\_\_ ] Enrolled [ \_\_\_ ] Course Date:

Type of Event: \_\_\_\_\_

Approximate Number of People Attending: \_\_\_\_\_

Community Projects, Charitable Agency or Trust Fund to Receive Net Proceeds: (Note: all applicants are to provide location, dates and indicate the group to receive the proceeds, including name, address and phone number)

Dates and Times of Event

Date(s) of event	Hours of Operation

Location of Event: \_\_\_\_\_

**Designated Area:**

(Please provide a detailed sketch or a photograph and indicate size of beer garden area):



**Describe how you intend to set up the beer garden or bar:** \_\_\_\_\_

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**Alternate Location to be Used in the Event of Inclement Weather:** \_\_\_\_\_

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Note: An alternate location will not be considered after approval of this application.

**Alternate Designated Area:**

(Please provide a detailed sketch or a photograph and indicate size of beer garden area)



**Describe how you intend to set up the beer garden or bar in this alternate location:**

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\_\_\_\_\_  
**Applicant's Signature**

\_\_\_\_\_  
**Date**

COUNCIL POLICY  
ALCOHOL SERVICE

DESIGNATED DRIVER PROGRAM

POLICY #CP9.3

Approved: February 24, 2009

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**PREAMBLE**

The District of Port Hardy provides facilities and parks for assorted private and public social and recreational functions at which alcohol is served. It is in our best interest to ensure that the serving of alcohol is conducted prudently, with the highest regard given to the safety of patrons and the public at large. As the owner and/or operator of these facilities and parks, the District of Port Hardy encourages responsible attitudes towards drinking and driving. Therefore, the following policy has been developed.

**POLICY**

It is the policy of the District of Port Hardy that organizers of events at facilities and/or parks, at which alcohol is served, have in place a “**Designated Driver Program**”.

**1.0 Definitions**

- 1.1 Designated Driver Program - An awareness intended to educate the public to plan alternative means of transportation after drinking alcohol. Promotional material may be available through the Insurance Corporation of British Columbia, Drinking Driving Counter Attack programs, etc.
- 1.2 Municipal Facility - An arena, meeting centre or recreational centre; any building owned or operated by the District of Port Hardy.
- 1.3 Municipal Park - Includes all developed and undeveloped “green spaces” for which the municipality is the owner or is responsible for, including recreational parks and sports fields.
- 1.4 Class “A” Event - An event for which admission is open to the public either at no cost or for which a fee has been charged.
- 1.5 Class “B” Event - An event for which admission is closed to invited guests or members only.

**2.0 Regulations**

- 2.1 All sponsors of events at a District facility or park, at which alcohol is served, are requested to ensure that a Designated Driver Program is in place.
- 2.2 A Designated Driver Program for a Class “A” event should consist of no less than the following:
  - a) A Designated Driver Program announcement made to the assembled guests encouraging the use of a designated driver or alternate transportation for the event.
  - b) Designated Driver Program information posted prominently at each station where alcohol is served.
  - c) Designated Driver Program reminders at each table where guests are seated.

COUNCIL POLICY  
ALCOHOL SERVICE

DESIGNATED DRIVER PROGRAM

POLICY #CP9.3

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- 2.3 A Designated Driver Program for a Class "B" event should consist of no less than the following:
- a) Designated Driver Program information posted prominently at each station where alcohol is served.
  - b) Designated Driver Program reminders at each table where guests are seated.
- 2.4 In order to ensure that event organizers provide adequate information to their guests, the District will provide organizers with a supply of Designated Driver Program promotional material, subject to availability and stock on hand, for free distribution to event organizers and/or sponsors upon request. In the event sufficient supplies of Designated Driver Program materials are not available from the District, the District will provide the event organizers and/or sponsors with the names, addresses and telephone numbers of potential suppliers of Designated Driver Program promotional material. It shall be the responsibility of the event organizers and/or sponsors to determine the quantity of material needed for their event. If additional materials are needed, it will be the responsibility of the event organizers and/or sponsors to obtain sufficient quantities, from the District when supplies are available, or directly from the Insurance Corporation of British Columbia and/or from others who support Designated Driver Programs.

**IMPLEMENTATION OF POLICY**

This policy shall become effective immediately upon approval by Council.

Council Resolution Number 2009-041

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