

POLICIES

1. INTRODUCTION

- 1.1 The Alberta Gaming and Liquor Commission (AGLC) is established under the *Gaming and Liquor Act* (GLA) and is governed by the requirements of the *Criminal Code*, the GLA and the Gaming and Liquor Regulation (GLR).
- 1.2 The AGLC is the province's liquor and gaming authority, responsible for administering and regulating the liquor and gaming industries in Alberta.
- 1.3 Board policies are approved by the Board of the AGLC and signed by its Chairperson, on behalf of the Board.
- 1.4 Board policies related to liquor licence activities are conditions of the licence. This includes policies approved after the liquor licence is issued (Section 61(1) of the GLA).
- 1.5 Guidelines are best business practices designed to help licensees meet operating requirements.

2. DEFINITIONS

- 2.1 In this Policies and Guidelines,
 - a) "AGLC" means the Alberta Gaming and Liquor Commission.
 - b) "Board" means the Board of the AGLC.
 - c) "Class D licensee" means a retail liquor store, general merchandise liquor store or a hotel licensed for off sales.
 - d) "GLA" means the *Gaming and Liquor Act*.
 - e) "GLR" means the Gaming and Liquor Regulation.
 - f) "Licence" means a licence issued by the AGLC authorizing the sale, service or consumption of liquor.
 - g) "Minor" means a person under the age of 18 years.
 - h) "Inspector" means an Inspector of the AGLC, a police officer as defined in the *Police Act* or someone designated by the AGLC as an Inspector under the GLA.
 - i) "Licensee" means the person, company or non-profit organization holding the licence.
 - j) "Liquor" means beverages that are intended for human consumption containing over 1% alcohol by volume (e.g., spirits, wine, liqueur, coolers, cider or beer).
 - k) "Private function" means an event open only to invited guests.
 - l) "Private Non-Sale" licence refers to a function where attendees do not pay for liquor or for admission.
 - m) "Private Resale" licence refers to a function where attendees must pay for liquor and/or admission.
 - n) "Public function" means an event open to the general public.

- o) "Special Event" licence refers to a liquor licence issued to a person or a non-profit organization where liquor is sold or provided free-of-charge at a private or public event for a specified time period.

3. TYPES OF SPECIAL EVENT LICENCES

3.1 Public Resale Special Event Licence – Commercial:

- a) Major Entertainment Venue;
- b) Food Fair; and
- c) Theatre

3.2 Public Resale Special Event Licence – Community:

- a) Community Event (e.g., rodeo, fair);
- b) Food Fair; and
- c) Theatre

3.3 Private Resale Special Event Licence:

- a) General (e.g. wedding reception, anniversary, family reunion);
- b) Annual Special Event Licence for non-profit organizations holding periodic functions throughout the year;
- c) High School Graduation Event;
- d) Auction;
- e) Bus; and
- f) Student Clubs, Fraternities and Sororities

3.4 Private Non-Sale Special Event Licence:

- a) General (e.g. wedding reception, anniversary, family reunion);
- b) Bus; and
- c) Student Clubs, Fraternities and Sororities

3.5 Hospitality Special Event Licence

3.6 Competition Special Event Licence

3.7 Industrial Use Special Event Licence:

- a) Absolute Alcohol; and
- b) Cooking Liquor

4. GENERAL POLICIES

4.1 Only a Class D licensee (i.e., retail liquor store, general merchandise liquor store or hotel licensed for off sales) and the AGLC are authorized to issue Special Event licences.

4.2 A Class D licensee may only sell Private Non-Sale and Private Resale licences.

- 4.3 Licence applications for the following types of private functions require AGLC approval:
- a) functions for over 400 persons;
 - b) Private Non-Sale and Resale licences for a bus;
 - c) Private Resale licence for an auction;
 - d) Private Resale licence for a high school graduation dance; and
 - e) functions providing liquor service before 10 a.m.
- 4.4 All Special Event licences for public functions must be issued by the AGLC.
- 4.5 A Special Event licence is non-transferable (i.e., it cannot be used by any person or group other than the licensee).
- 4.6 A Special Event licence is a legal document and cannot be altered; for example, a Private Non-Sale licence cannot be changed to a Private Resale licence, nor can the licence price be changed.
- 4.7 A Special Event licensee may purchase liquor from any authorized Class D licensee, not just the premises where the licence was purchased.
- 4.8 Receipts for all liquor purchases must be attached to the licence.
- 4.9 A Special Event licence cannot be issued to any person:
- a) under 18 years of age; or
 - b) who is intoxicated.
- 4.10 No one under the age of 18 years is allowed to:
- a) be served liquor;
 - b) consume liquor;
 - c) sell, serve or handle liquor;
 - d) sell liquor tickets; or
 - e) receive liquor from anyone attending the function.
- 4.11 No homemade liquor may be brought to or consumed at a licensed special event. All liquor products must be purchased from Class D licensed premises including:
- a) retail liquor stores;
 - b) general merchandise liquor stores;
 - c) general off sales; or
 - d) manufacturer's off sales.
- 4.12 Liquor service at special event licensed functions is normally for specified hours between 10:00 a.m. and 2:00 a.m., with consumption no later than one (1) hour after the time when liquor sales are required to cease. All liquor drinks are to be removed from patron areas by 3:00 a.m. at the latest.
- 4.13 The licensee must have the legal right to occupy and control the licensed area for the duration of the event (e.g., ownership, rental agreement, contract).

- 4.14 A licensee must not exceed the posted occupant load or the maximum attendance approved by the AGLC, whichever is less.
- 4.15 A special event licensee may transport liquor purchased for the event to the location of the function up to 48 hours in advance, and have 48 hours after the event to remove the liquor.
- 4.16 In addition to liquor, non-alcoholic beverages (e.g., soft drinks, coffee, etc.) must be available to persons attending a licensed Special Event function.

5. GENERAL GUIDELINES

- 5.1 A pamphlet titled "Liquor Special Event licences for Private Functions" is available at all Class D licensees.
- 5.2 Minors are allowed to attend special event functions; however, the licensee must ensure compliance with Section 4.10.

6. CONTACTING THE AGLC

St. Albert (Head Office)

50 Corriveau Avenue Phone: 780-447-8600
St. Albert, Alberta Fax: 780-447-8911
T8N 3T5 Fax: 780-447-8912

Calgary

110 Deerfoot Atrium
6715 - 8 Street NE
Calgary, Alberta Phone: 403-292-7300
T2E 7H7 Fax: 403-292-7302

Red Deer

#3, 7965 – 49 Avenue
Red Deer, Alberta Phone: 403-314-2656
T4P 2V5 Fax: 403-314-2660

Grande Prairie

10020 – 124th Avenue
Grande Prairie, Alberta Phone: 780-832-3000
T8V 5L7 Fax: 780-832-3006

Lethbridge

3103 – 12 Avenue North
Lethbridge, Alberta Phone: 403-331-6500
T1H 5P7 Fax: 403-331-6506

The AGLC web site address is: aglc.ca.