

## PUBLIC EVENTS WHERE ALCOHOL IS PERMITTED - CITY PROPERTIES

Effective Date: November 1, 2016  
Last Revised: December 8, 2020

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### 1. Policy Statement

To encourage an environment that supports healthy lifestyles, and ensures that healthy choices are available to people attending city facilities for events where alcohol is provided and to reduce the safety risk associated with consumption of liquor at community events and facilities.

### 2. Purpose

The purpose of this policy is to provide consistent operation procedures for those holding events at city owned and operated facilities where alcohol use is permitted. This will ensure events held at city owned facilities are safe and well managed and support compliance with BC Liquor and Cannabis Regulation Branch.

To provide a balance of “wet” and “dry” facilities and events to ensure that all community members have access to safe and enjoyable recreation and social activities.

### 3. Scope

Applies to all City owned facilities where alcohol may be approved for consumption. To support those who host events where alcohol use is permitted in the planning of properly, licensed, supervised and operated events.

### 4. Exclusions

Events not eligible for alcohol use:

- i. All youth events and all minor sports events, including banquets which are designated as events not suitable for alcohol use;

- ii. Consideration will be given to the proximity of youth to facilities and fields eligible for alcohol use when booking the event.

## 5. Policy

The consumption of alcohol at a city owned and operated facility is only permitted with a valid liquor license to sell or serve alcohol. There are two types of Special Event Permits (SEP) one for private special events and one for public special events.

A Special Event Server (SES) certificate is required for all events under 500 guests and a Serving it Right (SIR) certificate is required for events over 500.

### 5.1 Roles and Responsibilities

#### A) Rental contract holder responsibilities:

- (i) The rental contract holder and/or designate must provide evidence of the appropriate Special Event Permit (SEP) from the Liquor and Cannabis Regulation Branch.
- (ii) The rental contract holder and/or designate must provide proof of liability insurance (\$5 million minimum) to the city representative at least 14 days before the event.
- (iii) The rental contract holder and/or designate must agree to attend the event and be responsible for making decisions about the operation of the event based requirements of the Liquor and Cannabis Regulation Branch.
- (iv) The rental contract holder must demonstrate that he/she understands the requirements of the Liquor and Cannabis Regulation Branch, their obligation as the license holder and that they intend to comply with the Liquor and Cannabis Regulation Branch regulations. Failure to do so may result in the application, or future applications, being denied, even if a Special Event Permit has been obtained from the Liquor and Cannabis Regulation Branch.

### 5.2 Prohibitions

Although the process to receive a Special Event Permit is governed by the Liquor and Cannabis Regulation Branch at this time there is no permission to sell, provide or use Cannabis at Events held in City facilities.

### 5.3 Procedures and Guidelines

- i. All individuals hosting or serving liquor at an SEP event are required to take an Responsible Beverage Service training program such as Serving it Right and Special Event Service Course. Event hosts and managers with less than 500 guests must complete the Special Event Server Course. Event hosts and managers with 500 or more guests attending must complete Serving It Right.
- ii. Events held in public facilities serving alcohol are required to have a facility host in attendance and the fee is added to the rental contract to be covered by the user.
- iii. Where liquor is being served the event must follow the current Gatherings and Events Order from the Provincial Health Officer.

## **6. Related Policies/Bylaws**

Other related policies include:

- (a) Liquor License Application - Policy C023
- (b) Tobacco Sales and Smoking in Public Places Regulation – Bylaw No. 2358