

Factsheet

Special Occasion Permits

Do I need a permit to serve alcohol somewhere other than a commercial liquor establishment?

Special Occasion Permits are required for anyone serving alcohol at a special event such as a wedding, cabaret or fundraiser that is held in a location other than a private place. A permit is required regardless if alcohol is served free of charge or if it is sold.

What types of permits are available?

- A cost recovery permit authorizes the sale of alcohol at a price sufficient to recover the cost of the alcohol. These permits are available only for private family celebrations and events such as weddings or birthdays.
- A non-sale permit is for a private function where alcohol is served, but not sold. This permit is commonly used for staff parties, weddings, reunions and other family functions open to invited guests only.
- Sale permits are for functions held to raise funds for charitable, educational, religious or community service purposes. A sale permit can also be used for social functions and community events open to the general public.
- Annual permits are for organizations which hold regular meetings at the same time and location. They cannot be used for social functions unless the majority of members of the organization are 55 years of age or older. Both sale and non-sale annual permits are available.

Where can I get a permit?

Most permits can be purchased at any SLGA liquor store or franchise. However, annual permits and all permits for outdoor events must be approved by SLGA's head office in Regina.

How long does it take to get a permit?

It is important to apply for a permit well in advance of the function to allow time for processing. A permit should be applied for at least two weeks before the event.

Where can I buy the alcohol for my event?

All alcohol served at the event must be purchased from a SLGA liquor store, franchise or off-sale establishment. Spirits for these events may only be purchased from a liquor store or franchise. All receipts for purchased alcohol must be attached to the permit in order to make the permit valid. "Bring Your Own" events are not permitted.

Can I serve homemade beer and/or wine?

No homemade alcohol of any kind is allowed at a function for which a special occasion permit is issued.

How do I know what and how much to buy?

Staff at any SLGA liquor store or franchise will be able to help you determine how much beer, wine and spirits should be purchased for your event.

What if I buy too much?

Permit holders can return unopened spirit and wine bottles and sealed beer and cooler cases for a full refund at the location where originally purchased. Product packaging cannot be damaged and the original receipt is required.

Besides alcohol, what else should I serve?

Food equivalent to a light meal and non-alcoholic beverages must be available for your guests. Fruit juices, pop, mocktails and non-alcoholic punches are proven favourites. High-starch and protein foods such as meats, cheeses, light dips and breads are good food choices. Snack foods such as potato chips and pretzels are not considered sufficient food.

Can minors attend my event?

Minors may attend non-sale and cost-recovery type functions. They may also attend sale functions if the permit has been endorsed to authorize minors at the event. Minors are not allowed to consume, serve or sell beverage alcohol at any permitted event.

The permit holder should request valid identification (such as SGI photo ID or other valid ID) to ensure service or consumption of beverage alcohol is limited to people who are 19 years of age or older.

How many people can I have at my event?

There are no limits to the number of guests allowed at a special occasion function. However, applications for large events must be approved by SLGA's head office as special conditions may apply. It is your responsibility to ensure that the premise where you are holding your function is large enough, according to local and provincial fire regulations, to accommodate all of your guests.

Why do I have to pay a resale levy?

Anyone selling alcohol under a "sale" permit will be charged a resale levy when they obtain a permit. This is in lieu of collecting tax from guests on the selling price of each drink.

What other responsibilities do I have?

You must follow *The Alcohol and Gaming Regulation Act, 1997* and *The Alcohol Control Regulations, 2002* as well as the specific terms and conditions that apply to your permit. The laws that apply to commercial liquor permittees, such as prohibiting service to minors and intoxicated people, also apply to holders of SOPs.

Permit holders operating under SOPs that allow the sale of alcohol for profit must keep all records for one year after the event. This includes all records detailing transactions relating to the event, including bank statements, cancelled cheques and deposit books relating to the event bank account and all invoices, vouchers or receipts that support disbursements from the event proceeds. Records of ticket prices and total attendance numbers must also be kept.

Do I need insurance for my event?

You are not required to have liability insurance for your event. However, as the permit holder, you may be held liable should anyone at your event be injured. For more information about Party Alcohol Liability insurance, contact your local insurance broker.

Are there any restrictions on what I can use the proceeds from my event for?

Third party businesses or individuals, such as concert promoters or facility owners, cannot share in the proceeds from the sale of alcohol at any liquor permitted event. Bona fide organizations can use proceeds from alcohol sales to pay for the delivery of their services rendered or goods purchased.

Who can I call to find out more information about special occasion permits or event planning?

This information is meant to be a guide only. For more information, contact your nearest SLGA liquor store, franchise or SLGA's Liquor Licensing Branch at 1(800)667-7565 or 787-5563 in Regina. Information is also available at www.slga.gov.sk.ca.