



# SPECIAL OCCASION LICENCE APPLICATION

**CITY OF CAMPBELL RIVER  
PARKS & RECREATION DEPARTMENT**  
c/o 301 St. Ann's Road, Campbell River, B.C. V9W 4C7  
Telephone: (250) 923-7911 Fax: (250) 923-7921

**Event:** \_\_\_\_\_

**Organization:** \_\_\_\_\_

**Person Responsible:** \_\_\_\_\_

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

**Telephone: Business** \_\_\_\_\_ **Residence:** \_\_\_\_\_

**Facility Requested:** \_\_\_\_\_

**Dates:** \_\_\_\_\_

**Times of Beer Garden:** \_\_\_\_\_ **Number of Participants:** \_\_\_\_\_

**Description of Event:** \_\_\_\_\_

\_\_\_\_\_

**Please State Charitable Objective:** \_\_\_\_\_

\_\_\_\_\_

## LIABILITY AND INSURANCE REQUIREMENTS

The City of Campbell River requires Comprehensive General Liability Insurance from the organization requesting use of Municipal Property for events at which alcohol is served. The minimum liability insurance requirements are:

- a) Comprehensive General Liability Policy of not less than \$2,000,000. Public Liability & Property Damage
- b) The City of Campbell River be named as an additional insured
- c) Cross Liability Clause

Confirmation that the required insurance is currently in force must be submitted to the Parks and Recreation Department a minimum of four (4) weeks prior to the event taking place.

**I HAVE READ AND FULLY UNDERSTAND THE REGULATIONS AND AGREE TO ABIDE BY SAME. ANY VIOLATIONS WILL RESULT IN THE IMMEDIATE CANCELLATION OF THE PERMIT AND MAY RESULT IN PROSECUTION AND THE REFUSAL OF ALL FUTURE PERMITS TO THAT ORGANIZATION.**

Signature: \_\_\_\_\_ Date of Application: \_\_\_\_\_

Note: Person(s) completing an application form must also complete a Permit for Use Form at the same time.

## SPECIAL OCCASION LICENCE REGULATIONS

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| <p>a) The function must be recognized as a public or community celebration.</p> <p>b) Approval of a "Permit" requires both RCMP and City authorization.</p> <p>c) No "Hard" liquor is to be sold at a public function.</p> <p>d) The prices of beer and wine to be sold at an event shall fall within the established rates as set by the Liquor Control and Licensing Board.</p> <p>e) Adequate food service must be available either inside or adjacent to the "Beer Garden".</p> <p>f) Allotted hours dictating the opening and closing times of the "Beer Gardens" must be adhered to.</p> <p>g) Beer or wine will only be served inside the designated permit area and consumed by patrons 19 years of age or older.</p> <p>h) The public must drink from paper or plastic cups only. Drinking from bottles or cans is not permitted.</p> <p>i) The area to be used as the "Beer Garden" must be fenced with only one entrance/exit.</p> <p>j) Responsibilities:</p> <ul style="list-style-type: none"> <li>• Two responsible adults must be on duty at the "Beer Garden" at all times. One of the people on duty must be the "Manager" responsible for the beverage service and have successfully completed "The Responsible Beverage Service Program" (Licensee Serving It Right Program").</li> <li>• Security staff must ensure that rowdy or intoxicated persons are removed from the site of the event and in extreme cases, the RCMP will be called. Alcohol will not be served to someone suspected of being impaired.</li> <li>• The holder of the licence must be at the function at all times, with the exception that in an emergency an alternate person may be put in charge, provided that this person has successfully completed the Responsible Beverage Service Program.</li> </ul> | <p>k) The number of permits to be issued for each event will be determined by the Committee to Approve Public Events.</p> <p>l) Extra policing costs relating to an approved event will be paid by the permit holder.</p> <p>m) The permit holder must provide adequate washroom facilities at the site of the function.</p> <p>n) Alcohol is not to be used in any form as prizes at functions governed by Special Occasion Licence Drinking contests at these events are prohibited.</p> <p>o) All organizations receiving a special occasion permit will submit to the Campbell River Parks &amp; Recreation Department a financial statement addressing revenues/expenses associated with the provision of the liquor service at your event. This must be received within 60 days. Also evidence must be received that proceeds have been given to a designated charity. This may be in the form of a thank you letter, media coverage, receipts, etc.</p> <p>p) A \$200.00 security deposit payable to the City of Campbell River is required from the permit holder prior to an event taking place.</p> <p>q) To avoid delays in obtaining the permit, permits should be processed at least one week in advance of the event.</p> |
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**General:**

Applications are restricted to organizations in good standing and registered under the Societies Act. Proof of registration is required.

Applications for special occasion licenses must be submitted to the Committee to Approve Public Events (C.A.P.E.) by March 1 of the application year.

Forms may be picked up from the Parks & Recreation Department (Sportsplex) 1800 South Alder Street during regular working hours.

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**Office only:**

Insurance Required: \_\_\_\_\_ Facility Permit Received: \_\_\_\_\_ Security Deposit Received: \_\_\_\_\_

Final Approval: \_\_\_\_\_ Date: \_\_\_\_\_