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| Policy Title Special Occasion Permits | | Adopted By Council | Policy Number 1555 | |
| Origin/Authority City Council | Jurisdiction City of Humboldt | | Effective Date January 11, 2010 | Page 1(3) |
| Reviewed By Administration Committee | | | Amended: | |

1. PURPOSE:

To protect the interests and well being of the general public in the approval of Special Occasion Licenses.

2. DEFINITIONS:

- a) Community Event – an event which is open to the public and has wide appeal among the populace (i.e. demolition derbies, Summer Sizzler, etc.)
- b) Special Occasion License – A license issued by the Liquor Licensing Commission permitting the sale (at a profit) and consumption of beverage alcohol at a special occasion. Special Occasion Licenses are governed by Section 60 of *The Alcohol Control Act* and Section 11 of the associated regulations.
- c) Minor – For the purpose of this policy shall mean a person who is under 19 years of age.

3. POLICY:

City approval of Special Occasion Licenses is required pursuant to *The Alcohol Control Act*.

- a) with respect to an event that the Liquor Licensing Commission considers a community event.
- b) with respect to an event (whether a community event or not) to be held in or on City of Humboldt premises that are, in whole or in part, located outside of a building.

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4. APPLICATIONS:

Applicants must also meet the following additional eligibility criteria established by City Council.

- a) The applicant must be at least 19 years of age and an appointed or elected official representing the organization sponsoring the event.
- b) The applicant must take all reasonable precautions to ensure that public health and safety are not jeopardized.
- c) Wherever possible, any group applying for City approval of a Special Occasion License for a Community event should do so at least one month in advance of the event (see Appendix A – Special Occasion Permits Application Form).
- d) The applicant shall secure and display all necessary Saskatchewan Liquor and Gaming Authority licenses and approvals.

5. LICENSE APPROVAL:

The City Manager or City Clerk shall:

- a) Review applications for Special Occasion Licenses that meet the criteria set out in this policy.
- b) Applications will be approved by the Mayor/Deputy Mayor and City Manager/City Clerk.

6. RESPONSIBILITIES:

The City Manager/City Clerk shall review and, where appropriate, recommend amendments to this policy.

APPENDIX A



SPECIAL OCCASION PERMITS APPLICATION FORM

DATE: _____

NAME OF ORGANIZATION/APPLICANT: _____

CONTACT PERSON: _____

CONTACT PERSON'S PHONE NO.: _____

TYPE OF EVENT: _____

LOCATION: _____

DATES AND TIMES OF EVENT: _____

***PLEASE NOTE: THE APPLICANT SHALL SECURE AND DISPLAY ALL NECESSARY SASKATCHEWAN LIQUOR AND GAMING AUTHORITY LICENSES AND APPROVALS.**

Approved by: **CITY OF HUMBOLDT**

City Manager/City Clerk _____ Date: _____

Mayor/Deputy Mayor _____ Date: _____
