

LIQUOR SPECIAL EVENT PERMIT APPLICATION

SEE BACK FOR FURTHER INFORMATION

APPLICANT INFORMATION – COMPLETED BY PERSON RESPONSIBLE FOR LIQUOR LICENCE

Applicant Name (s):

Phone Number:

Applicant Organization:

Email:

Address:

City:

Province:

Postal Code:

EVENT INFORMATION

Name of Event:

Location (choose below):

Date of Event:

Hours of Event:

to

Hours of Liquor Service:

to

of Participants:

If location ** - identify specific area:

ENSURE THE APPLICATION CONTAINS:

Details of control entrances, exits and security

Security deposit of \$350.00

Food is available to patrons

Host Liquor & Third Party Liability Insurance of not less than \$5million with the Town of Ladysmith listed as additional insured FOR PUBLIC EVENTS ONLY.

OUTDOOR LOCATIONS ONLY (see back for further details):

Site plan of licensed area

Confirm that staff will be provided to ensure vehicles are parking designated zones

Location of tables, chairs, or other seating in licenced area (outdoors only)

Location & number of portable washrooms

Location & number of garbage cans

Signature of Applicant:

Date:

These are not to replace the requirement of a Liquor Special Event Permit (SEP) acquired through the Province of British Columbia's Liquor and Cannabis Regulation Branch.

Submit completed application by:

Email: bookings@ladysmith.ca

In-person: Frank Jameson Community Centre 810 – 6th Ave, Ladysmith

For more information 250.245.6424

The information on this form is collected under the general authority of the Community Charter and Freedom of Information & Protection of Privacy Act (FOIPPA) and is protected in accordance with FIOPPA. Personal information will only be used by authorized staff to fulfill the purpose for which it was originally collected or for a use consistent with that purpose. If you have any questions about the use and collection of this information, contact the Corporate Officer at 250.245.6417 or foi@ladysmith.ca.



COMPLETING THE LIQUOR SPECIAL EVENT LICENCE APPLICATION - QUICK GUIDE

Liquor Special Event Licence Applications (LSPE's) are guided by a Town Council Policy, which sets the Town's requirements for applying and running a LSPE. [The full policy can be found here.](#)

When completing an application, it needs to be **completed by the person who is directly responsible** for the LSPE from the Province's Liquor and Cannabis Control Branch (LCCB).

LSPE's must be submitted either in conjunction with booking a facility or a special event, they will not be reviewed without a booking being created. LSPE's are only permitted in the following areas, and must operate within the times identified:

LOCATION	LIQUOR SERVICE PERMITTED BETWEEN			
	11AM & 8PM	11AM & 9PM	11AM & 10PM	AS PER LCCB
INDOOR				
Aggie Hall				✓
Frank Jameson Community Centre				✓
OUTDOOR**				
Aggie Field	✓			
Downtown		✓		
Forrest AND Holland Creek Fields	✓			
Harmony Square		✓		
High Street Field		✓		
Transfer Beach			✓	

**all outdoor locations require a specific location be detailed and must include a site plan

Site Plans are needed for any outdoor locations and needs to include:

- Specific location of licenced area
- Location of seating, portable toilets, additional garbage cans, etc as applicable
- Entrance and exits to licenced area
- Layout of liquor serving area
- Location of food service
- Staffed locations during liquor service (include # of staff)
- Hours of service and planned serving #'s

For events where the public is invited, Third Party Liability Insurance and Host Liquor Liability Insurance is required for at least \$5,000,000. Both are required as they provide coverage for you, the renter, and for us, the Town as owner of the property.

Host liquor liability insurance is a type of insurance that protects the host of an event from claims related to alcohol consumption by guests. It can cover the cost of injuries or damages to people or property caused by guests who become intoxicated at the event. Third-party liability insurance is a type of coverage that protects you in case you cause injury or property damage to someone else.

The Insurance Corporation of BC offers, at no charge, a special event kit containing coasters, table signs and posters to remind person's that "if you are drinking, make a plan to get home safe". [Request a kit here.](#)