

## **Process for Approval of Alcohol as Part of a Special Event**

**CITY OF HAMILTON 77 James Street North, Suite 305, Hamilton, ON L8K 2R3**

**Tel: 905-546-4646 Fax: 905-540-5511 Email: [specialevents@hamilton.ca](mailto:specialevents@hamilton.ca)**

### **Serving Alcohol on City Property as part of a Special Event**

The City of Hamilton receives many requests from event planners to serve alcohol at events on City Property (parks, road allowance or facilities). Events can come in many forms: festivals, outdoor concerts, sport tournaments, weddings and receptions. In order to host an event on City property with alcohol, event planners must seek the approval of the City **prior** to applying to the LCBO for a Special Occasion Permit or Temporary Extension of an existing license.

#### **STEP 1**

##### **Apply Early**

- New events - 90 Days (minimum) in advance of your event
- Renewal events – 30 days (minimum) in advance of your event
- Only complete applications can be processed so be thorough
- Be sure to apply for the park or facility you wish to host your event in as well

#### **STEP 2**

##### **Application Review**

- Special Events Advisory Team Review
- Report to City Council (if required)

#### **STEP 3**

##### **Approval or Denial of request**

- A Letter of non-objection (approval) or denial will be issued to the applicant following the review process
- Approval may be conditional on providing a detailed security plan, hiring special duty police officers, ability to provide adequate insurance, deposits or performance bonds.

#### **STEP 4**

##### **Apply to LCBO for Special Occasion Permit or Temporary Extension**

- Minimum 21 days in advance of your event
- Take the letter of non-objection with you

#### **STEP 5**

##### **Provide detail to City Representative**

- The City Representative overseeing your event will request the following:
  - Copy of SOP or Temporary Extension Permit
  - SOP Accountability Form (list of all event workers including Smart Serve trained workers)
- Sign Special Occasion Permit Holder Agreement outlining that you understand and will follow the Municipal Alcohol Policy (MAP)
- Details Finalized for Facility or Park Rental Contract
- Event Insurance - \$5mil Commercial General Liability with Host Liquor Endorsement naming the City of Hamilton as Additional Insured

#### **STEP 6**

##### **Event Operation**

- Operate a safe and enjoyable event

**APPLICATION FOR LETTER OF NON-OBJECTION (Alcohol)**  
**CITY OF HAMILTON**

Received in SEO

**Return Application to the following:**

City of Hamilton, Special Events – City Centre, 77 James St N, Suite 305, Hamilton, ON L8R 2K3  
specialevents@hamilton.ca Phone: 905-546-4646 Fax: 905-540-5511

**NEW REQUEST** Allow 90 days

**RENEWAL** Allow 30 days

Acceptance of this application does not constitute approval by either the City or the LCBO. All alcohol-related events on City Property, must seek City approval through this application for a request for a "Letter of Non-Objection".

**INSURANCE** - Applicants **MUST** meet city requirements - **minimum of \$5 million Commercial General Liability with Host Liquor Endorsement, naming the City of Hamilton as additional insured.**

**DATE OF EVENT:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
(eg: Sunday, January 1, 2009) Day of Week Month Day(s) Year

**NAME OF EVENT:** \_\_\_\_\_  
(if applicable)

**CONTACT INFORMATION**

**Same name as will appear on the permit issued from LCBO**

Organization: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Phone (day): \_\_\_\_\_  
Address: \_\_\_\_\_ Phone (evening): \_\_\_\_\_  
City: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
Postal Code: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_

**ALCOHOL SERVICE**

**Sale or consumption of alcohol will be provided under:**

Special Occasion Permit (SOP)  Name of Permit Holder: \_\_\_\_\_  
Catering Endorsement  Name/Address of Caterer: \_\_\_\_\_  
\_\_\_\_\_  
Temporary Extension to existing License  Name/Address Licensed Establishment: \_\_\_\_\_  
\_\_\_\_\_

## EVENT DETAILS

### Type of Event

Parade  Sport/Tournament  Event/Festival  Other  Please Specify: \_\_\_\_\_

### Location (please provide municipal address)

- City Park (Name): \_\_\_\_\_
- Building/Facility Name/Area: \_\_\_\_\_
- Road(s): \_\_\_\_\_

## ESTIMATED ATTENDANCE (please complete all that apply)

Estimated attendance (entire event) \_\_\_\_\_ Wheelchair Accessible:

Capacity within Alcohol Service Area \_\_\_\_\_ Admission Fees:

# of Event Workers in Alcohol Service Area \_\_\_\_\_ Open to General Public

Invited Guests only

## EVENT ELEMENTS (complete to ensure proper permits are processed)

Sound Amplification: Yes  No

Food: Yes  No  Provider: \_\_\_\_\_

Fireworks: Yes  No  Provider: \_\_\_\_\_

Tents/Temporary Structures: Yes  No  Provider: \_\_\_\_\_

## EVENT DETAILS

Event Date DD/MM/YY	Event Time <input type="checkbox"/> AM _____ <input type="checkbox"/> PM _____	Alcohol Service Times <input type="checkbox"/> AM _____ <input type="checkbox"/> PM _____
Event Date DD/MM/YY	Event Time <input type="checkbox"/> AM _____ <input type="checkbox"/> PM _____	Alcohol Service Times <input type="checkbox"/> AM _____ <input type="checkbox"/> PM _____
Event Date DD/MM/YY	Event Time <input type="checkbox"/> AM _____ <input type="checkbox"/> PM _____	Alcohol Service Times <input type="checkbox"/> AM _____ <input type="checkbox"/> PM _____
Event Date DD/MM/YY	Event Time <input type="checkbox"/> AM _____ <input type="checkbox"/> PM _____	Alcohol Service Times <input type="checkbox"/> AM _____ <input type="checkbox"/> PM _____

**SITE PLAN:** Please provide a **DETAILED SITE PLAN (map)** clearly and accurately identifying the location(s) of tent structures, beer garden(s), and fenced area(s) with all the necessary dimensions as well as washroom facility location. Application will not be reviewed without your site plan. Attach additional sheet if necessary.

**PLEASE NOTE:**

Written description as well as a detailed map, route and/or site plan **MUST** be included with this application. Application will not be reviewed without this map.

I have read, understood and completed the Liquor Application.

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Signature

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Print Name & Date

The collection, use and disclosure of personally identifying information submitted on this form is governed by the Municipal Act, R.S.O. 1990, C.M.56 and will be used to facilitate the request to host a special event within the City of Hamilton. Applicants may, from time to time, be contacted by the City or a City-contracted third-party for the express purposes of gathering information about the proposed event, assessing satisfaction and/or obtaining feedback on services related to special events. Questions about this collection should be directed to the Supervisor of Special Events, Culture Division, 77 James Street N., Suite 305, Hamilton, Ontario, L8R 2K3, (905)-546-2424 x7612



## S.O.P. ACCOUNTABILITY

**Name of Group Sponsoring Event:** \_\_\_\_\_

**Name of Special Occasion Permit Holder:** \_\_\_\_\_

**Date of Event:** \_\_\_\_\_

**Hours of Operation:** \_\_\_\_\_

**Address and Phone Number of Permit Holder:** \_\_\_\_\_

\_\_\_\_\_

Facility Owner:

City of Hamilton  
77 James Street North  
Hamilton, Ontario L8R 2K3  
Telephone: (905) 546-2489 (905) 522-9973 evenings and weekends

Hamilton Police:

Hamilton Police  
155 King William Street  
HAMILTON, Ontario L8R 1A6  
Telephone: (905) 546-4925

AGCO:

Alcohol and Gaming Commission of Ontario  
20 Dundas Street West  
TORONTO, Ontario M5G 2N6  
Telephone: (416) 326-0450

**\*\*TO BE PROMINENTLY POSTED IN TWO LOCATIONS AT THE EVENT\*\***

# S.O.P. HOLDER & CERTIFIED OR TRAINED EVENT WORKERS

**S.O.P. HOLDER AND DESIGNATE(S):** (Please Print)

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**CERTIFIED OR TRAINED EVENT WORKERS (NAME)**

**SMART SERVE NUMBERS**

**(Bartenders (Mandatory) / Monitors / Servers / Ticket Sellers)**

(Please Print)

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_

7. \_\_\_\_\_

8. \_\_\_\_\_

9. \_\_\_\_\_

10. \_\_\_\_\_

11. \_\_\_\_\_

12. \_\_\_\_\_

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_

7. \_\_\_\_\_

8. \_\_\_\_\_

9. \_\_\_\_\_

10. \_\_\_\_\_

11. \_\_\_\_\_

12. \_\_\_\_\_

**Use additional forms, if necessary. Proof of certification or training to be posted at the event with the S.O.P.**

## Question and Answer:

### What is a Special Occasions Permit?

Special Occasion Permits are for occasional special events only and not for private profit. If you intend to serve liquor for private profit, you must obtain a liquor license. A permit may be revoked before the event if the Registrar has reason to believe the event is being used for personal gain.

### What event requires the necessity of applying for a Special Occasion Permit?

A Special Occasion Permit is needed any time liquor is sold or served anywhere other than in a licensed establishment, a private place (an indoor area usually not open to the public and not open to the public during the event; for example an office or residence). The event must qualify for a Special Occasion Permit under the criteria set out in the "Application for a Special Occasion Permit".

### Examples of special occasions or events include:

- weddings
- receptions
- charitable fundraisers
- conventions
- festivals
- trade shows
- stag and doe
- corporate functions
- outdoor events

## SMART SERVE TRAINING

The Smart Serve Training Program has been developed by Smart Serve Ontario, a division of the Hospitality Industry Training Organization of Ontario (HITOO), and endorsed by the AGCO.

The Smart Serve Training Program provides a standard method of delivering a responsible service training certificate program to all individuals in the province of Ontario who serve or work where alcohol beverages are sold and served.

All bartenders must be Smart Serve Certified. All individuals are responsible to have their Smart Serve card with them at the event and be able to show it upon request. Show patrons your commitment to responsible alcohol service. Reinforce that you provide a safe and enjoyable atmosphere, by having your staff wear their lapel pins.

For more information visit [www.smartserve.ca](http://www.smartserve.ca).

## NOTES:

- The information provided on this form is not all-encompassing. The City of Hamilton has a Municipal Alcohol Policy (MAP) which must be adhered to by the event organizer. The MAP is available as part of the Special Event Policy and Procedure document found at [www.hamilton.ca/specialevents](http://www.hamilton.ca/specialevents).
- The event organizer, if alcohol is being served, must contact Police Services to ensure security requirements are met.
- If the event includes road closures, the orderly movement of the public, crowd control, etc, and especially if alcohol is served, the event organizer may be required to use both off duty police officers and / or professional security. An event organizer can be held liable for failing to use reasonable care in the coordination or the supervision of an event.