



CITY OF TERRACE SPECIAL EVENT LIQUOR PERMIT APPLICATION

*City of Terrace Special Event Liquor Permits are required for all open public events held in City facilities
As per City of Terrace Policy No. 83 applications must be received and paid for **4 weeks in advance** of the scheduled event.
Applications received after that time are not guaranteed to be approved.*

Fee:

\$25.00/per event

Name of Applicant(s): _____

Address: _____

Telephone Number(s): _____ *Cell:* _____

Email: _____

Event Venue Address: _____

Date(s) of Event(s): _____

Hours of the Event: _____

Max Number of Guests: _____
(guests in the area serving liquor)

Brief Description of Event(s): _____

SIGNATURE OF APPLICANT

DATE

☐

*Applicant has provided proof of having made application to the Liquor & Cannabis Regulations
Branch of BC (LCRB) for a LCRB Special Events Permit.*

Events with more than 250 guests may require additional time and City Council consideration.

See the LCRB website for more information about applying for an LCRB Special Events Permit.

TO COMPLETE THIS APPLICATION SUBMIT TO DEVELOPMENT SERVICES:

1. *Appropriate Application fee.*
2. *A copy of the completed LCRB application. LCRB applications can be made through the LCRB on-line application portal.*
3. *If necessary and as directed, provide a map of the facility clearly identifying the area where liquor is to be served and consumed.*

LIQUOR LICENSE AMENDMENT PROCEDURE

1. *In order for an amendment to be considered it must be received at least 10 days prior to the scheduled event.*
2. *The application is processed and reviewed by the Terrace Committee to Approve Public Events (TCAPE).*
3. *The Committee will review the application and specify any conditions of approval.*
4. *After considering the application the Committee may:*
 - (i) *deny the application, giving reasons as to the denial in written form;*
 - (ii) *approve the application and issue a Letter of Approval to the applicant.*

Note: Events held on City property, require liability insurance (with the City named as an additional insured) in the amount of \$5M.

If you require additional information or assistance please contact the City of Terrace Development Services Department at (250) 615-4022.

It is the responsibility of the applicant to be fully aware of the requirements of a permit issued by the City of Terrace and the regulations of the LCRB. See the LCRB website for more information about LCRB Special Events Permits.

Personal information contained on this form is collected under the Freedom of Information and Protection of Privacy Act, and will be used only for the purpose for which it was collected. If you have any questions about the collection and use of this information, contact the City's Freedom of Information Co-ordinator at 250-638-4722.

CITY OF TERRACE
Special Event Permit Application
Security Plan Guideline



1. *How many people (approximately) do you expect to attend the event?*

2. *How will people gain admission to the event? (check all that apply)*

- ☐ *Pre-sold tickets*
- ☐ *Purchase tickets at the door*
- ☐ *Free Admission*
- ☐ *Other*

3. *Is the event “all ages” or 19 and over only?*

_____ *all ages*

_____ *19 and over only*

4. *If the event is “all ages” explain, in detail, the provisions that will be in place to prevent underage individuals from obtaining alcohol at the event.*

5. *How many door staff are scheduled for the event?*

6. *What physical control barriers (i.e. fencing, barricading, walls, locked or limited access doors) will be in place to control and limit access to and from areas where alcohol is being sold or served?*

7. *Please provide a detailed diagram of the event site, showing control measures limiting access to and from areas where liquor will be sold (attach drawing).*