



SPECIAL OCCASION LIQUOR LICENCE (SOL)

SOL Occasion Information Sheet Content

1. **RMOW Steps to finalize application for a SOL to sell alcohol (Page 1-2)**
 2. **RMOW Fire Department Steps to obtain capacity approval for Non-Tented and Tented events on RMOW property with or without alcohol. (Pages 3 – 5)**
 3. **RCMP Steps to Apply for SOL (Pages 6-8)**
1. **RMOW Steps to finalize application for a Licence to sell alcohol**
 - a) You will need a signed copy of your RMOW Facility Use Permit in order to obtain a liquor license on RMOW property.
 - b) Go to your local LCLB liquor store to get a copy of the SOL application. Whistler locations are at 4211 Village Square (604-932-5050) and 4360 Lorimer Rd (604-932-7251).
 - c) You will need to fill out the date and address of the event (you can get this information from the RMOW contract you obtained for your event).
 - d) Fill out the number of attendees and the event hours.
 - e) The list and price of the alcoholic beverages you will be serving with an estimate of how much will be sold. (Please note that there are a maximum number of drinks that can be served and you will be limited to how much you can sell or provide).
 - f) **NB: A caterer or event coordinator can apply for a licence on your behalf if they are responsible for serving the alcohol.**
 - g) Take the SOL application obtained from the liquor store along with the RMOW permit and approved site plans (Step 2) (or fax the information if you do not live in the town where the event will be taking place) to the Whistler RCMP station at 4315 Blackcomb Way, Whistler BC. Their non-emergency telephone number is 604-932-3044.
 - h) You will need to supply the following (photo copy relevant documents if faxing):
 - Your RMOW contract showing approval of your event from the RMOW
 - If your event is tented, your Tented Site Plan signed off by the Fire Department
 - Serving It Right Certificate
 - Identification (drivers licence, passport etc)
 - Your completed SOL application
 - i) Once the RCMP have approved your application you then take it back to the local LCLB liquor store along with your ID and SIR Certificate. You will be expected to pay either the private or public licence fee plus a service tax based on your estimated sales. Leave plenty of time for

your application to be processed. You will need to post this approved application at your event.

PLEASE NOTE: Make sure you leave plenty of time for the fire and police to process your application, as they each require at least 5 working days. They will then call you to pick up your application—you will need to show them the same identification that you gave to them with the original request.

2. RMOW Fire Department Steps to obtain capacity approval for Non-Tented and tented events in the parks with or without alcohol.

The Fire Service must review all applications for SOL's prior to the licence being issued. This review will ensure that the applicant is aware of the applicable regulations and approval is conditional on them complying with the regulations.

In some cases, this review may have been done previously on a pre-approved template. Using a pre-approved template will avoid Fire Service review of your specific application, if you adhere to all conditions of the pre-approved template.

a) Non-Tented Events.

- The capacity requested on your facility Use Application will determine your capacity approval limit for the event and will be listed on your permit.
- An open pathway to the exit of 1.1 m must be maintained at all times in case of emergency evacuation from the SOL area.
- The Fire Department has pre-approved the capacity loads listed below for park event areas:

Pre-approved Fire and RCMP Templates for SOL Fencing in the Parks and Fields			
Locations	# of People	Fencing	% space within fenced area permitted to have infrastructure
Pre-Approved Fencing within a Park/Field Open Space with people only and no -set-up			
Mobile Locations	1 - 50 people	10m x 5 m	0
Mobile Locations	51 - 100 people	10m x 10m	0
Mobile Locations	101 - 150 people	10m x 15m	0
Mobile Locations	151 - 200 people	10m x 20m	0
Mobile Locations	201 - 300 people	15m x 20m	0
Mobile Locations	301 - 400 people	20m x 20m	0
Mobile Locations	401 - 500 people	20m x 25m	0
Pre-Approved Fencing within a Park/Field with minimal set-up include pop-up 10' x 10' tenting no walls, tables, chairs, BBQ			
Mobile Locations	1 - 50 people	10m x 10m	50%
Mobile Locations	51 - 100 people	10m x 15m	30%
Mobile Locations	101 - 150 people	10m x 20m	25%
Mobile Locations	151 - 200 people	15m x 20m	30%
Mobile Locations	201 - 300 people	20m x 20m	25%
Mobile Locations	301 - 400 people	20m x 25m	20%
Mobile Locations	401 - 500 people	20m x 30m	15%
Pre-Approved Fencing in Park Event Areas			
Lost Lake Event Area	up to 500 people	Event Area	60%
Rebagliati Park	up to 300people	Event Area	60%
Rainbow Park Event Area	up to 300 people	Event Area	60%
Meadow Park Event Area	up to 500 people	Event Area	50%
Pre-Approved Fencing in Field SOL Area with minimal set-up			
Spruce Grove Dugouts Field #3 OR #4 OR #5 as SOL Area	up to 100 people	Map Template	0%
Spruce Grove Field #4 and #5 SOL Area	up to 400 people	Map Template	25%
Myrtle Philip Lower Fields - Ball Field #6	up to 700 people	Map Template	40%
Myrtle Philip Upper Fields Basketball Court servicing event on Fields #9 and #10	Up to 300 people	Map Template	35%
Tents and Liquor in the Parks and Fields			
All tented events require the tented site plans to be approved by the Fire Department on an event per event basis to determine the capacity permitted under the tents. Once the site plan is approved by the Fire Department the RCMP will review via their Liquor license approval process. Please note it may take up to two weeks for tenting to be approved and up to two weeks for RCMP approval.			

b) Tented Events.

BC Building Code section 3.1.6 and BC Fire Code section 2.9 apply to all tent and air supported structures.

Application Requirements:

Two scalable, dimensioned drawings, with the scale used indicated on the drawing, showing:

1. **A site plan** with the location and size of the tent or beer garden as it relates to its surroundings.
 - a) Although the greater area need not be exactly to scale (ie: the park) the area of the SOL must be, along with accurate distances to nearest features such as sheds, trees, fences, etc.
2. **A floor plan** of the tent or designated beer garden area, showing:
 - a) The size and location of all bar areas, tables and chairs and any other fixture within the tent or designated area.
 - b) The size and location of the entrance and all exits, which shall meet the B.C. Building Code and B.C. Fire Code requirements for the occupant load of the tent or designated beer garden area.
 - c) Extinguisher size and placement.
 - d) All calculations for determining a total occupant load for the area, based on the lesser of:
 - the net floor area divided by: .4 m²/person (if no alcohol is served), .95 m²/person (for standing room, alcohol served) and 1.2 m²/person (for table seating with or without alcohol), or
 - the exiting provided based on the BC Building Code (6.1 mm/person at grade, 8 mm/person for stairs with rise less than 180 mm and run less than 280 mm).

General Requirements for Tents and Air-Supported Structures:

The following conditions shall apply to all tent and air supported structures:

1. Material shall be of a fire retardant material, subject to the approval of the Whistler Fire Rescue Service.
2. Electrical system shall be maintained and operated in a safe manner, and:
 - a) The electrical system and equipment in a tent or air-supported structure, including electrical fuses and switches, shall be inaccessible to the public.
 - b) Electrical cables on the ground shall be in a trench or otherwise protected from damage by traffic.
3. Combustible materials such as hay, straw or shavings shall not be permitted within and the ground 3 m outside the structure shall be cleared of flammable material, vegetation and combustibles.

4. If more than 1000 persons occupy a tent, a fire alarm system and dedicated firewatch must be provided.
5. Blower engines, if used:
 - a) must comply to section 6.5. of the BC Fire Code.
 - b) for more than 200 persons shall have either a emergency engine/generator capable of powering one blower for 4 hrs or a supplementary blower powered by an internal combustion engine.
6. Propane heaters **shall not** be used in tents occupied by the public, however, if the public is not in the tent, the heater is permitted, providing:
 - a) There is a minimum of a one-foot clearance around the heater.
 - b) The propane automatically shuts-off if the heater is knocked over or jarred.
7. Propane cylinders are to be either chained or secured outside of the tent, in a manner where they will not be subject to tipping and where the public does not have access.
8. Tents or air supported structures occupied by the public:
 - a) must be placed no closer than 3 m to other structures and with sufficient space between tents to allow for a means of egress.
 - b) Are restricted from smoking and open flame devices , except that Sterno can style chafing dish warmers are permitted, providing a staff member, knowledgeable and able to use an extinguisher, is in attendance and a fire extinguisher is available in proximity to the table.

3. RCMP Steps to Apply for Special Occasion Licence

The requirements used to approve SOL applications are as follows:

The *Serving it Right* program was updated in June 1, 2007 with the following changes:

- There are no longer two versions of the *Serving It Right* program (one for the server and one for the licensee). It is now a single program. **Existing *Serving It Right* certificates are still valid** —holders do not have to take the course — however, it is encouraged that steps be taken to upgrade to the new certificate. Go to www.servingitright.com and sign in. The system recognizes certificate holders and will walk you through the upgrade process. The fee to upgrade is \$10

A Special Occasion Licence is required for events that are not frequently or regularly scheduled. Anyone planning to sell liquor in any location that is not licensed, or serve or sell liquor in a public place, such as a community hall, must apply for a special occasion license.

Commercial enterprises and business normally do not qualify for an SOL but there are some exceptions to this rule. A SOL can be obtained for staff parties, customer appreciation day or grand openings. The liquor has to be provided for free and there can be no entry fee. The event cannot be visible to the public nor can they attract the attention of the public. (see Section 2.5.3 of the policy manual)

**** Police require 5 clear business days in order to guarantee approval of Special Occasion Licenses.**

- a) The applicant must bring in the application in person, sign it and provide their government issued picture ID (usually a DL), and their *Serving it Right* Certificate which could be an “L” – old or “R” – new certificate. The letter is in the number on the certificate.
- b) All portions of the SOL application must be completed in detail by the applicant. *Applicants can not apply for more than 2 SOL'S per month.*
- c) The applicant must have permission in writing, or by rental agreement, that the premises being used for the SOL is sanctioned by the owner of the property (i.e. Lost Lake, Spruce Grove, etc.)
- d) For tented events, the applicant must provide written approval from the Fire Department with their SOL application including occupancy load. As well, any beer garden requests must have a site plan and the fire departments approval with occupancy load limits.
- e) The applicant must have a security plan and have the liquor service area separate (normally a fenced in area) where no minors are permitted. There must be some type of food service to help prevent alcohol intoxication.
- f) Use a three drink per person ratio to approve SOL'S. For example, 100 persons at an event are allotted 300 drinks in whatever combination they wish. They must present the approved SOL at the LDB (Government Liquor Store) to purchase the liquor
- g) Wine is 5 drinks per bottle, kegs are 160 beers, and a 26 oz. bottle of hard liquor is 26 drinks.

- h) If there is money being charged for drinks, there are limits to the amount that can be charged.
- Wine: no more than 100% mark-up
 - Beer: \$4.00 per drink
 - Cider/Coolers: \$4.00 per drink
 - Spirits: \$3.00 per 1 oz. (or 28ml), \$4.00 per 1.5oz (or 43ml)
- i) If the applicant wants higher liquor prices, they must apply to LCLB Victoria to ask for discretion. There must be a recognized charity or the like involved who will receive any profits. The applicant can call Victoria directly to obtain further information at 1-866-209-2111
- j) The hours of sale or service are limited:
- Indoor: between 9:00 a.m. and 2 a.m. of the following day
 - Outdoor: between 9:00 a.m. and 10 p.m.
- Should the applicant wish to have later hours LCLB discretion is also required after approval from the RCMP.
- k) Licensees, whether an individual or an organization, may be legally responsible for the behavior both **at and after** the event of a person who becomes impaired due to alcohol served at the special occasion.
- l) Should an applicant be a licensed establishment, the regular liquor license **MUST** be de-licensed through LCLCB prior to the SOL being approved. The approval must be attached to the SOL application for police to review.
- m) Additional items that the applicant is required to have in place can be added on as a Term & Conditions i.e. signs for ID – 2 pieces; 2 drinks per person at one time; no trays given to patrons; all staff must have their Serve It Right certificates; fencing; security; etc.
- n) No SOL will be issued for “B.Y.O.B.” events, or home made products.
- o) Minors are permitted to be present at a special occasion as non-drinking patrons or entertainers, unless prohibited or restricted by police. Minors are prohibited from consuming, serving or handling liquor – including selling drink tickets.
- p) Licensees must purchase all liquor sold or served at a special occasion from a government liquor store or an authorized vendor, specifically for the special occasion. Liquor sponsors are not permitted to donate product to an event. They can donate money so that product can be purchased at the liquor store.
- q) The licensee must post the SOL in a visible location in the bar or serving area during the hours the license is in effect.
- r) If the SOL licensee is a person who must have a Serve It Right certificate, that licensee must be in attendance at all times during the event. The licensee may delegate this responsibility to a manager or an official member of the organization hosting the event, provided that person also holds a Serve It Right certificate.

- s) Police have the right to enter and inspect the premises when an SOL event is in progress. In the event of any violations of the Act or Regulation they may:
 - Cancel the license.
 - Seize the liquor.
 - File charges under the Act.

Should you have any questions you can contact Liquor Inspector, Holly GLENN at 604-894-5623 or LCLB Victoria, Margaret FLIGG at 250-387-9140.

For further information, questions, or special requests related to special occasion licenses:

Administrative Assistant
Special Occasion Licenses
Liquor Control and Licensing Branch
2nd Floor, 1019 Wharf Street
Victoria, B.C. V8W 2Y9
(250) 387-1254
or toll free at 1-866-209-211
Web site : www.pssg.gov.bc.ca/lclb

Sgt. Steve WRIGHT
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Sea To Sky Regional Police Services
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604-932-3044