

## Special Occasion Permits Policy



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Administration & Finance	August 13, 2013	80-2013	1	2
Subsection	Repeals By-Law Number	Policy Number		
Special Occasion Permits		AF-11-2		

### Purpose

The purpose of this policy is to deal with applications received for municipal approval prior to the issuance of Special Occasion Permits or the granting of temporary extensions to Liquor Sale Licences by the Liquor Licence Board of Ontario, when alcohol is being served on municipal property:

(a) Applicants are required to provide the City Clerk (or Designate) with the following information prior to making application to the LLBO:

- A letter of request setting out the nature and location of the activity, including exact dates and timings pertaining to the event and if it is to be designated a "Community Festival";
- A plan or sketch of the property on which the event is to take place, indicating the detailed location of the serving areas, tents, stages, structures, and any live entertainment or musical/sound production as well as illustrating the area surrounding the subject property indicating adjacent streets and property uses;

### **Applicants must comply with the Municipal Alcohol Policy where and when applicable.**

(b) The City Clerk (or designate) is hereby authorized to review each application and may grant the City's approval at his/her discretion, by way of a letter of approval, or by resolution of Council, subject to the following conditions, where applicable, namely:

- Events and alcohol sales being restricted to the hours of 1:00 p.m. to 1:00 a.m. as a maximum;
- Musical/sound production and live bands complying with the City's Noise By-law;
- Live band entertainment being restricted to the hours of 4:00 p.m. to 1:00 a.m. as a maximum;

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- Live band entertainment being prohibited when the proximity to residential units is deemed to impose an undue hardship on the residents; and
- Inclusion of all other appropriate conditions received from the City Administration, depending on individual circumstances.

(c) The City Clerk (or Designate) will ensure copies of the letters of approval are forwarded to: the Manager of Community Services, the appropriate Police Service (KPS or OPP); the Special Events Coordinator; the Northwestern Health Unit.