

LIQUOR PERMIT POLICY

To establish a clear and consistent process for handling requests from individuals or organizations seeking municipal authorization to obtain a liquor license for the sale or service of alcohol on municipal property or in municipal facilities.

General Guidelines

Any person or organization wishing to obtain a liquor license for an event or activity held on municipal property or in a municipal facility must first receive written authorization from the Town.

Application Requirements

Requests must be submitted in writing to the Town Office at least 30 days prior to the event.

The request must include:

- Name of the individual or organization
- Contact information
- Description of the event
- Date, time, and location of the event
- Expected attendance
- Type of liquor license being applied for (e.g., special occasion permit)
- Confirmation of insurance coverage, including **at least** \$1 million in host liquor liability.

Review and Approval

Requests will be reviewed by the Chief Administrative Officer (CAO) or designate. Approval is at the sole discretion of the Town and may include specific conditions such as:

- Limiting hours of service
- Designating licensed areas
- Requiring security or staffing plans
- Obtaining additional permits or approvals as needed

Conditions of Authorization

Authorization does not replace or serve as a liquor license. Applicants must still obtain the appropriate license from the Saskatchewan Liquor and Gaming Authority (SLGA) or other applicable regulatory body.

Failure to comply with municipal conditions or provincial liquor regulations may result in the withdrawal of municipal authorization and/or future ineligibility to request such approval.

Communication to Applicants

Applicants will receive a written decision from the Town indicating whether the request has been approved, denied, or requires further information. A copy of the authorization will be retained on file.

Insurance Requirements

Proof of insurance, including host liquor liability coverage, must be submitted before the event takes place. This coverage must be purchased and provided to the Town prior to event approval. The Town reserves the right to require that it be named as an additional insured on the policy.

It is recommended that you obtain this coverage through a special event insurance provider, such as PAL Canada (short for *Party Alcohol Liability*), which we strongly recommend. Visit www.palcanada.com for more information. Alternatively, you may ask your insurance broker to arrange the coverage for you.

Review & Updates

This policy is subject to periodic review and may be updated to reflect changes in legislation, technology, or the Town's financial practices.