



**SPECIAL OCCASION PERMIT APPLICATION FORM**

In order to obtain a Special Occasion Sales Liquor Permit from SLGA for outdoor events and events in City owned Arenas or Sporting Facilities, written approval from the City must be obtained before applying for the permit.

To obtain the City approval, the following *Special Occasion Permit Application Form* must be completed and submitted to the Community Services Department a minimum of 2 weeks prior to the event.

<b>Name of Organization:</b>		<b>Type of Organization:</b>	
<b>Applicant Name:</b>			
<b>Applicant Phone #:</b>		<b>Applicant Email:</b>	
<b>Mailing address:</b>			
<b>City:</b>	<b>Province:</b>	<b>Postal Code:</b>	
<b>Purpose of Event:</b>			
<b>Proceeds from Event to be Used For:</b>			
<b>Event Date(s):</b>		<b>Event Times:</b>	
<b>Event Location and Street Address:</b>			
<b>Projected # of Guests:</b>			
<b>Security Company (include contact name and #):</b>			
<b>Security Hours:</b>		<b>Number of Guards:</b>	



**Please attach a site map identifying the following locations:**

- Alcohol Serving Area
- Washrooms
- Fencing and Fence Height (outdoors)
- Refreshments/Bar Area

**The Event Organizer accepts full responsibility for the following:**

- Adhering to the terms and conditions of the Special Occasion Liquor Permit.
- Ensuring no glass containers are used on site.
- Serving alcohol only in the area identified in the application submission.
- Adhering to the security requirements for events with alcohol.
- Notifying any community associations, businesses, or residents located within a 2 block radius of the event if excessive noise will be created from the event. (Outdoor)
- Obtaining Event Liability Insurance Coverage (\$5 Million) which includes Host Liquor Liability, Commercial General Liability and Third Party Property Damage with the City of Prince Albert listed as an additional insured.

***I confirm that all details in the application are said to be true and that I will notify the City of Prince Albert of any changes made to the information provided in the application.***

Applicant Name and Title	Applicant Signature	Date

**City of Prince Albert Approval – Special Occasion Permit**

Name and Title	Signature	Date

APPROVED (YES OR NO) \_\_\_\_\_

**Office Use:**

Contract # \_\_\_\_\_ Approved: \_\_\_\_\_

Invoiced: \_\_\_\_\_ Receipt #: \_\_\_\_\_