

POLICY TITLE <i>Special Occasion Licenses</i>	ADOPTED BY: <i>City Council</i>	EFFECTIVE DATE <i>February 23, 1998</i>
ORIGIN/AUTHORITY <i>City Commissioner Report No. 16-1993; Administration & Finance Committee Report No .3-1998</i>	CITY FILE NO. <i>CK 305-0</i>	PAGE NUMBER <i>1 of 3</i>

1. **PURPOSE**

To protect the interests and well-being of the general public in the approval of Special Occasion Licenses.

2. **DEFINITIONS**

2.1 **Community Event** - an event which is open to the public and has wide appeal among the populace (e.g. exhibition, winter carnivals).

2.2 **Special Occasion License** - a license issued by The Liquor Licensing Commission permitting the sale (at a profit) and consumption of beverage alcohol at a special occasion. Special Occasion Licenses are governed by Section 60 of The Alcohol Control Act and Section 11 of the associated Regulations.

2.3 **Minor** - for the purpose of this policy shall mean a person who is under 19 years of age.

3. **POLICY**

City approval of Special Occasion Licenses is required pursuant to The Alcohol Control Act:

a) with respect to an event that The Liquor Licensing Commission considers a community event;

b) with respect to an event (whether a community event or not) to be held in or on City of Saskatoon premises that are, in whole or in part, located outside of a building.

POLICY TITLE <i>Special Occasion Licenses</i>	EFFECTIVE DATE <i>February 23, 1998</i>	PAGE NUMBER <i>2 of 3</i>
---	---	-------------------------------------

3.1 Council's Eligibility Criteria

Applicants must also meet the following additional eligibility criteria established by City Council:

- a) The applicant must be at least 19 years of age and an appointed or elected official representing the organization sponsoring the event;
- b) The applicant must take all reasonable precautions to ensure that public health and safety are not jeopardised;
- c) The applicant must ensure that the facility has successfully passed an inspection by the Fire Prevention Division in areas of life safety and occupant load;
- d) Wherever possible, any group applying for City approval of a Special Occasion License for a community event should do so two (2) months in advance of the event.

3.2 Events for Minors

The City shall not consider or approve applications for Special Occasion Licenses where the focus of the event is for minors as defined in 2.3 of this policy.

4. RESPONSIBILITIES

4.1 City Clerk

- a) Review and approve applications for Special Occasion Licenses that meet the criteria set out in this policy;
- b) Where applicable, secure advice from the Leisure Services Department, that the facility in question has been booked by the applicant and that there is no conflict with existing uses; and

POLICY TITLE	EFFECTIVE DATE	PAGE NUMBER
<i>Special Occasion Licenses</i>	<i>February 23, 1998</i>	<i>3 of 3</i>

- c) Refer applications that do not meet the criteria set out in this policy, to City Council for consideration and approval.

4.2 City Council

- a) Approve or deny applications referred to City Council in accordance with Section 4.1(c) of this policy.

4.3 City Commissioner

- a) Review and, where appropriate, recommend amendments to this policy.