

1. Your Organization information (if applicable)

Name of your organization: _____
 Address: _____
 Phone Number: _____ Fax Number: _____

2. Applicant's Information

Your Name : _____
 Position/title with organization (if applicable): _____
 Your Mailing Address: _____ City/town _____ Postal Code: _____
 Phone Number: _____ Email: _____ Fax _____
 Name of other person from your organization who will be present & responsible at the event: _____

3. Type of License and payment: Cheques & Money Orders are payable to NS Alcohol & Gaming Division

Private / Closed Events

<input type="checkbox"/> Class 1	Private event for invited guests. Liquor is provided free of charge. Event cannot be advertised or open to the public. There is no admission fee or cover charge	\$12.45 Per day
<input type="checkbox"/> Class 2	Private event for invited guests, Liquor is being sold. Event cannot be advertised or open to the public	\$24.95 Per Day

Open Events / Fundraisers

<input type="checkbox"/> Class 3	<p>Event that may be open to the public or to anyone who wishes to attend. Liquor is being sold. Admission fee or cover charge may be in effect. Event can be advertised. A Class 3 license will only be issued to a recognized community or charitable organization for community fundraising purposes. A Class 3 license may be issued to Athletic Organizations on a limited basis and a letter of support from a responsible official of the community must accompany the first application.</p> <p>Class 3 applications: State intended use of proceeds from Liquor sales: _____ _____</p> <p>(See page 2 # 10 for more details on class 3 Licenses)</p>	\$62.30 Per day
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4. Details of the Event

Description of event: _____
 Estimated Number of people to attend: _____ Number of security staff: Paid Security _____ Volunteers _____
 Dates(s): _____ Start time: _____ End Time: _____
 Will there be music or entertainment? (Band, DJ, Karaoke, etc): _____
 Are tickets to be sold for the event or admission, cover charge?: _____ Amount: \$ _____

Security details are required if 500 persons or more in attendance. See #9

5. Liquor Information

Will you purchase the liquor yourself : Yes No **If No**, who do you appoints as purchasing agents?

Organization: _____

Name of individual(s): _____

Do you or the purchasing agent intend to use liquor from a previous licensed event Yes No

The appointment of an agent to purchase in no way relieves you of full responsibility for both the resale of liquor and adherence of the liquor licensing Regulations

<input type="checkbox"/> Please ✓	I understand that liquor must be purchased from the NS Liquor Corp., an Agency Store, Winery or Micro-Brewery under authority of the liquor license. Homemade alcohol and alcohol made at a UVint or UBrew location (Ferment on Premises) is strictly prohibited under the authority of this license. This includes spirits, wines and beer.
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6. Location of Event

Premises name: _____

Premises address: _____

What area(s), rooms(s) to be licensed: _____

If the event is held in a "licensed Establishment " The owner/manager must submit. In writing, acknowledgement that their license will be suspended during your event and have approval for same

7. Read and Sign the Declaration

Print Name _____	Solemnly Declares:
1. That I am at least 19 years and that the information contained in the foregoing is, to the best of my knowledge, true and accurate 2. That I hereby assume full responsibility for any prior costs or obligation incurred in the planning of this proposed licensed event and acknowledge that this is an application for licensing privileges only and does not in any way guarantee the granting of the Special Occasion License. 3. That permission to hold the event in the premises referred to above has been duly obtained from the appropriate authority. I understand that written authorization may be requested. 4. That I hereby assume full responsibility to ensure that the fire safety measures and occupant load as determined by the Fire Marshal's office are adhered to. 5. That I hereby assume full responsibility to ensure that the event referred to above is operated within the parameters of the Liquor control Act and Liquor Licensing regulations 6. That I hereby agree that Alcohol and gaming Division staff have the authority to enter and inspect the premises at any time during the event. 7. That I hereby acknowledge that I have read and understand the provisions of the terms and conditions noted above with respect to Special Occasion Liquor Licenses.	
Signature: _____	Date: _____

In Keeping with the privacy provisions of the Nova Scotia freedom of Information & protection of Privacy Act, the Alcohol & gaming Division will only use personal information for the purposes for which the information was obtained or compiled, or for use compatible with that purpose.

In accordance with the Payment Card Industry (PCI) Data Security Standard, the Province of Nova Scotia is no longer accepting payment cardholder information (Visa, MasterCard, etc.) via email or voicemail. Should you choose to submit an application via email, you must speak with a representative at Alcohol and Gaming by calling (902)424-6160 or toll free at (877)565-0556 to make payment arrangements.

Credit Card: _____ Expiry: _____

(Visa or Mastercard only)

8. **Outdoor licensed area(s)** - No Yes – See # 8

9. **Outdoor Licensed area(s) –**

-Will you be using: Tent Canopy Fenced in area (must have a minimum 4 foot fencing)

-Other type of enclosure (ie patio, gazebo): _____

Additional documents must accompany application:

1. A site plan of the area(s) to be licensed including A) dimensions, B) how the area(s) will be enclosed, C) Location of washrooms.
2. Fire Marshall Approval for tent(s). (Provincial Fire Marshall - 424-5721, Sydney – 563-2180, Halifax Regional Fire – 490-4000)
3. Security details (i.e. Hired Security Company, number of security staff, copy of agreement with Hired Security Company, number of volunteers)
4. If your outdoor event is in the Halifax Regional Municipality, provide a letter of acknowledgement from the local office.
(Halifax Regional Police: Phone 490-5686)

10. **Terms and Conditions**

- Security details if required: number of security staff, name of Security Company, number of volunteers
- Unless approved by the Alcohol and Gaming Division, underage persons (minors) are **not** permitted in licensed premises.
- A licensee is responsible to ensure that liquor is not sold to, served to or consumed by minors.
- A licensee must not sell or give away liquor purchased by the licensee from the NS Liquor Corporation or agency store.
- Homemade alcohol and alcohol made at a UVint of UBrew location (Ferment on Premises) is strictly prohibited under the authority of this license. This includes spirits, wines and beer.
- Entertainers shall not be compensated based on liquor sales
- A licensee is responsible to ensure that liquor is dispensed in a responsible manner and must ensure the care and control of the licensed premises.
- Fire Safety: The Alcohol and gaming Division may require confirmation that the premises meet the requirements of the Fire safety Act.
- Any violation of the Act, regulation, Division Policies or conditions of license may result in the suspension of further licensing privileges and/or closure of the premises to further licensing privileges.

11. **Class 3 Licenses**

- The alcohol & gaming Division may grant a Special Occasion License, Class 3, to a recognized organization or association for the purpose of Fundraising when:
A) The organization files an application
B) If the license is issued in respect of an event taking place on privately owned property, it may be limited in use by condition of the license.
- Before the license is issued, the Alcohol & gaming Division may request proof of charter, incorporation, registration or any other credentials deemed necessary to determine the nature of the endeavors of the organization applying for the license.
- All profits from the sale of liquor must be allocated and paid into the community project for which the license is granted. If required by the AGD, financial verification may be requested.
- Unless otherwise approved, the license will not be issued to hold an event in a community other than the community that benefits from the event.

12. **Return the form and any supporting documents to**

Attention: Licensing Section
Alcohol & Gaming Division
P.O. Box 545
780 Windmill Road, 2nd Floor
Dartmouth NS B2Y 3Y8
FAX: 902-424-4942

Or

Alcohol & Gaming Division
1030 Upper Prince Street, Ste. 1
Sydney, NS B1P 5P6
FAX: 902-563-3430
Phone: 902-563-3494

Questions? 902-424-6160 or toll free 1-877-565-0556

E-mail: AGDLicense@novascotia.ca

<http://www.novascotia.ca/sns/access/alcohol-gaming.asp>

Please allow at least 10 business days for processing