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April 8, 2017

Municipal Clerk's Department
Municipal Clerk
Toronto City Hall
100 Queen Street West
13th Floor, West Tower
Toronto, ON M5H 2N2
Tel. 416-392-8016

To Whom It May Concern

RE: **Special Occasion Permit Application**
Outdoor Event Notification Letter

Event Date: Tuesday, May 30, 2017

Applicant's Name & Contact
Information

Christine Lawrance
Special Events Supervisor
Toronto Botanical Garden
777 Lawrence Avenue East
Toronto, ON M3C 1P2
Tel. 416-397-1321
Fax. 416-397-1354

RECEIVED
CITY CLERK'S OFFICE
NORTH YORK
CIVIC CENTRE
2017 APR 24 P 3:34

Per the requirements of the Application for a Special Occasion Permit, this letter notifies your office of an event that will include the service of alcohol on a private outdoor patio. The patio is directly attached to our indoor event space. The outdoor area is clearly defined and separated from unlicensed areas by a minimum 36" (0.9m) high barrier.

Attached please find the following:

- a detailed sketch showing dimensions of the area for which the permit will apply
- A copy of the Special Occasion Permit application form

Please let me know if you have any questions or concerns about this permit application.

Sincerely,


Signature of Applicant

Christine Lawrance
Applicant's Printed Name
Telephone Number 416-397-1321
Email: spevents@torontobotanicalgarden.ca



RECEIVED CITY CLERK'S OFFICE NORTH YORK CIVIC CENTRE

2011 APR 24 2:10:00

Please read the Application Guide prior to completing this application.

This application must be submitted to an LCBO SOP Service store.

The application fee must accompany the application - cash, credit card, debit or money order made payable to the LCBO or Minister of Finance at least 10 days prior to a Private Event or 30 days prior to all other events. The application fee is non-refundable.

1. Application Fee (See section 1 of Guide for details)

Class of Permit and Fee [] \$25 No Sale, per day [X] \$75 Sale, up to three consecutive days

2. Applicant Information (See section 2 of Guide for details) (May be an individual or an organization/association)

2.1 Last Name: Lawrance, First Name: Christine, Middle Name(s):
Name of applicant: Toronto Botanical Garden
2.2 Street Number: 777, Street Name: Lawrence, Street Type: Avenue, Direction: East
2.3 City/Town: Toronto, Province: Ontario, Postal Code: M3C 1P2
2.4 Telephone Number: (416) 397-1351, Fax: (416) 397-1321, Email: spevents@torontobotanicalgarden.ca

3. Responsible Person Information (See section 3 of Guide for details)

Name of person who will attend and be responsible for event (must be an individual(s)). Attach separate sheet if more than one person.

3.1 Last Name: Lawrance, First Name: Christine, Middle Name(s):
3.2 Street Number: 100, Street Name: Gowan, Street Type: Avenue, Direction: East, Suite/Floor/Apt.: 506
3.3 City/Town: Toronto, Province: Ontario, Postal Code: M4K 2E2
3.4 Telephone Number: (905) 616-0894, Fax: (), Email: spevents@torontobotanicalgarden.ca

4. Location Information (See section 4 of Guide for details)

4.1 Name of Premises where event is to be held: Toronto Botanical Garden
4.2 Street number: 777, Street Name: Lawrence, Street Type: Avenue, Direction: East
4.3 City/Town: Toronto, Municipality: , Province: Ontario, Postal Code: M3C 1P2
4.4 Details and/or Name (if applicable) of Event: Woman to Woman - Lunch in the Garden Fundraising Event

5. Dates and Times of Event (See section 5 of Guide for details)

NOTE: Unless otherwise approved by the AGCO, hours of sale and service of alcohol cannot be before 11 a.m. or after 2 a.m. on any day except New Year's Eve (December 31) when sale and service must cease by 3 a.m. (on January 1).

Date(s) YY/MM/DD	Start Time (a.m. / p.m.)	End Time (a.m. / p.m.)	Room Name / Area / Location	Estimated Attendance per day
17 5 30	11:00 am	5:00 pm	Garden Hall/2nd Hall	80
17 5 30	11:00 am	5:00 pm	Garden Hall Courtyard	80
17 5 30	11:00 am	5:00 pm	Westview Terrace	80
17 5 30	11:00 am	5:00 pm	Front Lobby	80
17 5 30	11:00 am	5:00 pm	Floral Hall	200
17 5 30	11:00 am	5:00 pm	Studios 1, 2, 3	120
17 5 30	11:00 am	5:00 pm	Kitchen Garden	75
17 5 30	11:00 am	5:00 pm	Perennial Border	100

5.1 Is the capacity of the permit area (indoor and/or outdoor) 1,000 persons or more? Yes No

Maximum capacities for all outdoor areas (and indoor areas without a designated Building or Fire Department capacity) is determined by dividing the actual size of the permit area (as determined in square metres or square feet) by 1.11 square metres or 12 square feet per person (example: 30m x 60m = 1,800 square metres + 1.11 = 1,621 persons / 100 ft x 200ft. = 20,000 sq.ft. + 12 = 1,666 persons).

Note: The capacity for any location/room/area is the lesser of the occupant load set by Fire, Health or Building and the estimated capacity as calculated above.

6. Event Type – Private, Public or Industry Promotional (See section 6 of Guide for details)

Certain applications will be forwarded to the AGCO for review. You may be required at any time to make additional supporting documents available to LCBO or AGCO staff.

6.1 **Private Event**

Private Events are limited to invited guests only and may not be publicly advertised. The public cannot be admitted and there can be no intent to gain or profit directly or indirectly from the sale of alcohol at the event.

i) Are you serving homemade wine/beer? (religious events or beer/wine clubs only) Yes No

6.2 **Public Event**

Public Events are events that are open to the public. The event can be advertised, and fundraising from the sale of alcohol at the event is permitted.

Select one (a, b or c) that applies to you:

(a) Registered charity (under the *Income Tax Act* (Canada))

Provide charitable organization registration number ➤

RR# BN 1192 27486 RR0001

(b) Non-profit association or organization

(c) Other (event of significance)

Events of “municipal significance” require a municipal resolution or letter from a delegated municipal authority to be submitted with your application. (See section 6.2 of Guide for details)

i) If the Public Event is outdoors (e.g. street festival), will liquor sales licensed establishments be participating as part of the event? Yes No

If **YES:** ➤ The applicant must submit with this application a municipal resolution or letter from a delegated municipal official. (See section 6.2 i) of Guide)

➤ An agreement between the permit holder and each participating liquor sales licence holder must be submitted for approval to the AGCO no later than 30 days prior to the event date. (See section 6.2 i) of Guide)

ii) Will you be receiving any donated alcohol from manufacturers for this event? Yes No

Only registered charities and non-profit associations / organizations are eligible to receive donated alcohol.
(See section 6.2 ii) of Guide)

6.3 **Industry Promotional Event**

Industry Promotional Events are events that promote a manufacturer's product(s). Samples for tasting at the event may be provided and orders for alcohol purchases may be taken. There can be no intent to profit from the sale of alcohol at the event. Market research may also be conducted for the purposes of gathering and analyzing information about consumers' needs and preferences.

Select one (a, b or c) that applies to you:

(a) Manufacturer

(b) AGCO licensed representative of a manufacturer

(c) Event organizer

i) Is the Industry Promotional Event for the purpose of market research? Yes No

Market research type events must be conducted under a No Sale SOP and must be for the purpose of gathering and analyzing information about consumers' needs and preferences. (See section 6.3 i) of Guide)

7. All applicants must answer all of the following questions. (See section 7 of Guide for details)

- 7.1 Will alcohol be sold (either directly or indirectly)? (See section 7.1 of Guide for details) Yes No
- 7.2 Will tickets be sold for the event? Yes No
- 7.3 Is there an admission charge? Yes No
- 7.4 Will alcohol be sold, served or consumed outdoors?
If YES: ► Please submit a detailed sketch with your application. (See sections 7.4 and 7.6 of Guide for further information)
► Will it be under a tent/marquee/pavilion or in tiered seating area(s)? Yes No
- 7.5 Is the event for invited guests only? Yes No
- 7.6 Will alcohol be served, sold and/or consumed in tiered seating area(s)? Yes No

7.7 Is this application for multiple day events (i.e. each event is one in a series of events)? Yes No
The nature, purpose, target audience and location of the event must be the same for all events (dates).
 (See section 7.7 of the Guide)
 If YES: ► Complete the following:

7.8 What is the nature of your event?
Example: Book club

7.9 What is the purpose of your event?
Example: Discuss book of the month

7.10 What is the target audience of the event?
Example: Book club members

7.11 Will alcohol purchased for the event be stored for reuse between the event dates indicated on this application? Yes No

If YES: ► Complete the following:

7.12 Address where alcohol will be stored:

Street Number	Street Name	Street Type	Direction	Suite/Floor
Lot/Concession/Rural Route	City/Town	Province	Postal Code	

Area Description (room or location):

7.13 Please provide a list of all individuals who have access to storage area(s) and emergency/contact phone number(s) :

Name	Telephone Number
1)	() Ext.
2)	() Ext.
3)	() Ext.
4)	() Ext.
5)	() Ext.

If more space required, please list on a separate page.

Important - Please read carefully

Designated or Responsible Person(s)

The permit holder or responsible person as indicated on the application and permit must be in attendance at the event. If in an emergency situation the permit holder/responsible person is unable to attend, then it is the responsibility of the permit holder to designate in writing someone to attend the permit event on his/her behalf. The designated person is responsible to ensure that all legal requirements for the permit event are met. **The designated person must not be someone who has previously been refused a special occasion permit(s) by the AGCO.**

All alcohol must be purchased with the permit at a government store such as an LCBO Store, an LCBO Agency Store, The Beer Store or any authorized Ontario Winery, Brewery or Distillery Store. All receipts of alcohol purchased under the permit must be made available upon request at the event to an AGCO Inspector or a police officer.

Private Events must be events that are limited to invited guests only (including stags, stag and does, bridal showers, etc.). The event must not be advertised to the public (for example: by way of flyers, newspaper, internet or radio). There can be no intent to gain or profit from the sale of alcohol at the event.

Public events conducted by registered charities and non-profit organizations / associations may accept alcohol donated by manufacturers of alcohol. Receipts for all donated product must be made available.

Left over alcohol must be removed from the premises at the end of the event. When returning unopened alcohol purchased from a government store, you must produce the permit and a copy of the receipt(s). Check with the retailer at which you purchased the alcohol for further details.

The holder of an SOP that permits multiple day events may choose to store alcohol that is sold or served under the permit between days of the events. The alcohol must be stored in a secure area that is not a dwelling and it cannot be stored with other alcohol not sold or served under the permit. The permit holder must have completed the appropriate section of the application form advising the AGCO of the location where the alcohol will be stored, as well as a list of persons with access to this location.

If there is a change to the permit area(s) or the event after the permit is issued (such as a change in location, date, event type, permit area(s) and/or capacity, the addition of tiered seating, or the addition of participating licensees) the permit holder must notify the AGCO immediately and apply for a new permit. If the permit holder does not notify the AGCO of any such changes, administrative action may be taken against the permit holder including, but not limited to, the immediate revocation of the SOP. Application fees are non-refundable.

A police officer or AGCO Inspector may revoke an SOP while the event is underway if he/she reasonably believes that the *Liquor Licence Act* or Regulations are being contravened in connection with the event.

Any SOP holder may be issued a monetary penalty as a result of specific breaches of the *Liquor Licence Act* and Regulations. The amount of the monetary penalty will be based on the approved Schedule of Monetary Penalties which can be found on the AGCO website. For further information on monetary penalties please go to www.agco.on.ca.

SOPs may be subject to conditions, such as hours of sales and service, or requiring licensed security staff to be hired/on duty during the event.

Application Statements

Before signing this application, please make sure that you have read all of the information above, including the Application Guide, and completed all of the questions. Any changes to the application must be initialed by the applicant.

Check all boxes below:

- I am aware that police and AGCO Inspectors have full authorized access to the event, and the area/location where the alcohol will be stored, if any.
- I am 19 years of age or older.
- I understand the application fee is non-refundable.

Check only those boxes that apply to your event:

- I have/will have notified the required municipal authorities of this event which will take place outdoors.
- This event is hosted by a foreign government (the event must comply with all other applicable legislation).

Private Event

- I understand, as a holder of a Private Event **No Sale** Permit, **I cannot sell alcohol** (e.g. alcohol will be served without charge, money will not be collected for alcohol from guests, etc.).
- I understand, as a holder of a Private Event **Sale** Permit, that **money can be collected for alcohol** (e.g. through an admission charge, the sale of alcohol or alcohol tickets to attendees, or the collection of money for alcohol before the event). However, there can be no intention to gain or profit from the sale of alcohol at the event.
- I understand the event cannot be and has not been publicly advertised.

Public Event

- I understand, as a holder of a Public Event **Sale** Permit, that money can be collected for alcohol (e.g. through an admission charge, the sale of alcohol or alcohol tickets to attendees, or the collection of money for alcohol before the event). Funds may be raised through the sale of alcohol.
- I understand, as a holder of a Public Event **No Sale** Permit, **I cannot sell alcohol** (e.g. alcohol will be served without charge, money will not be collected for alcohol from guests, etc.).
- The event is being conducted by a charitable organization registered under the *Income Tax Act* (Canada) or by a non-profit association/organization for the advancement of charitable, educational, religious or community objects.
- The event is of provincial, national or international significance.
- The event is designated by a municipal council (or its delegated authority) as an event of municipal significance.

Industry Promotional Event

- I understand, as a holder of an Industry Promotional **No Sale** Permit, **I cannot sell alcohol or samples of alcohol** (e.g. alcohol will be served without charge, money will not be collected for alcohol from guests, etc.).
- I understand, as a holder of an Industry Promotional **Sale** Permit, that money can be collected for alcohol (e.g. through an admission charge, the sale of alcohol or alcohol tickets to attendees, or the collection of money for alcohol before the event). However, there can be no intention to gain or profit from the sale of alcohol at the event.
- I understand that samples for tasting at the event will be provided by the manufacturer, an AGCO licensed representative of the manufacturer, or an event organizer acting on behalf of the manufacturer or AGCO licensed representative only.

**It is a serious offence to make a false statement. A fine of up to \$100,000 can be imposed.
I certify the information is true and I understand my legal obligation as a permit holder.**

Signature of applicant <i>[Handwritten Signature]</i>	Office held in organization (if applicable) Special Events Supervisor	Date 16 4 13
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The above information is collected pursuant to the *Liquor Licence Act*, R.S.O. 1990, chapter L.19. The principal purpose of the collection is to determine eligibility for the issuance of an SOP. The information may also be disclosed pursuant to the *Freedom of Information and Protection of Privacy Act*. For questions about the collection of this information, please contact the Manager, Liquor Eligibility, Alcohol and Gaming Commission of Ontario 90 SHEPPARD AVE E, Suite 200, TORONTO ON M2N 0A4. Telephone: 416 326-8700 (in the GTA), 1 800 522-2876 (toll-free in Ontario). Email address: licensing@agco.ca.

For Office Use Only	Store No.	Fee received \$: <input type="checkbox"/> Cash <input type="checkbox"/> Money Order <input type="checkbox"/> Debit <input type="checkbox"/> Credit <input type="checkbox"/> Certified Cheque				
	Police		<input type="checkbox"/> Sale		<input type="checkbox"/> No Sale	
	Reference No.					



KITCHEN

HIGH

STANDING AT

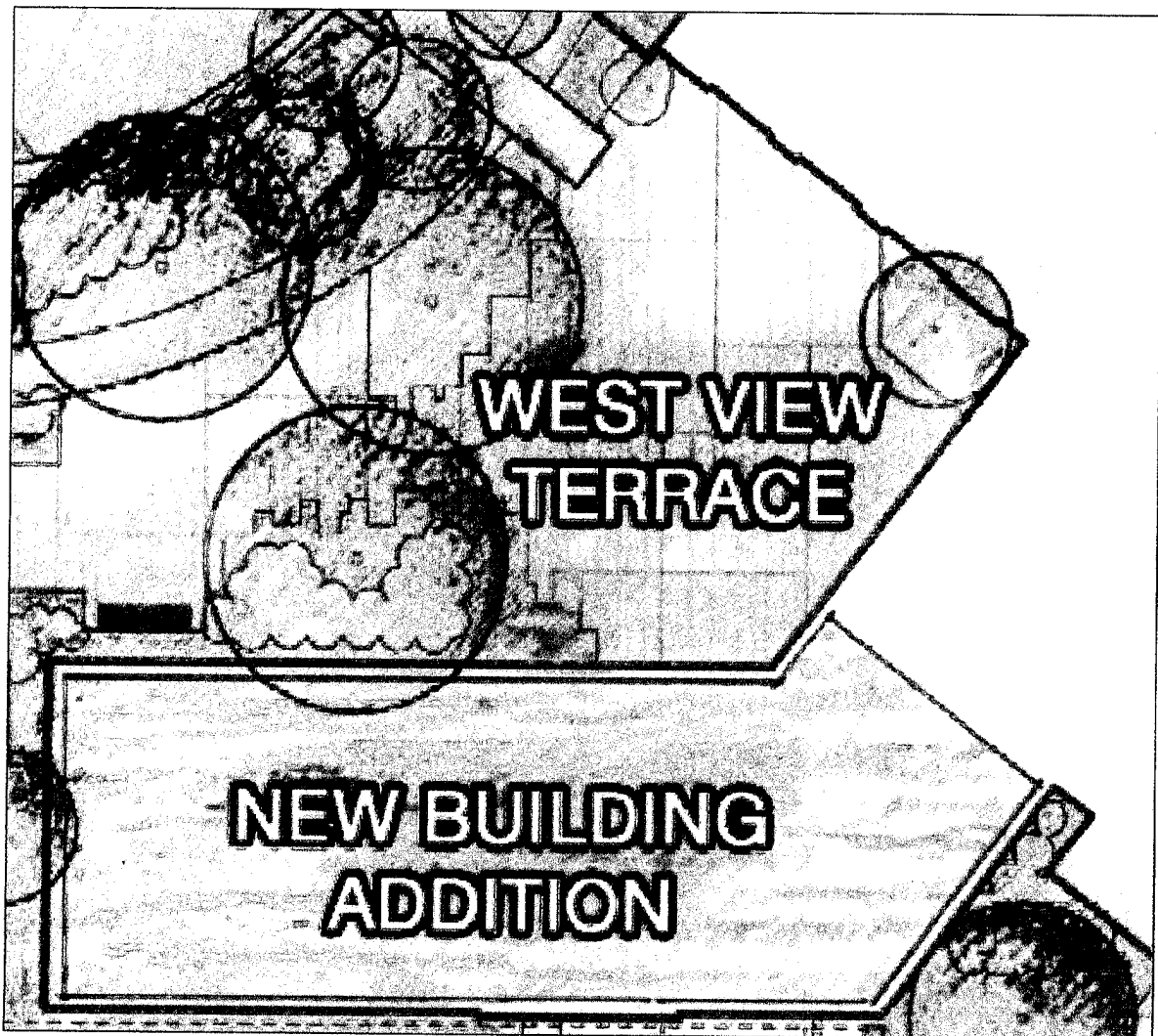
EXIT

BORDER

ENCING

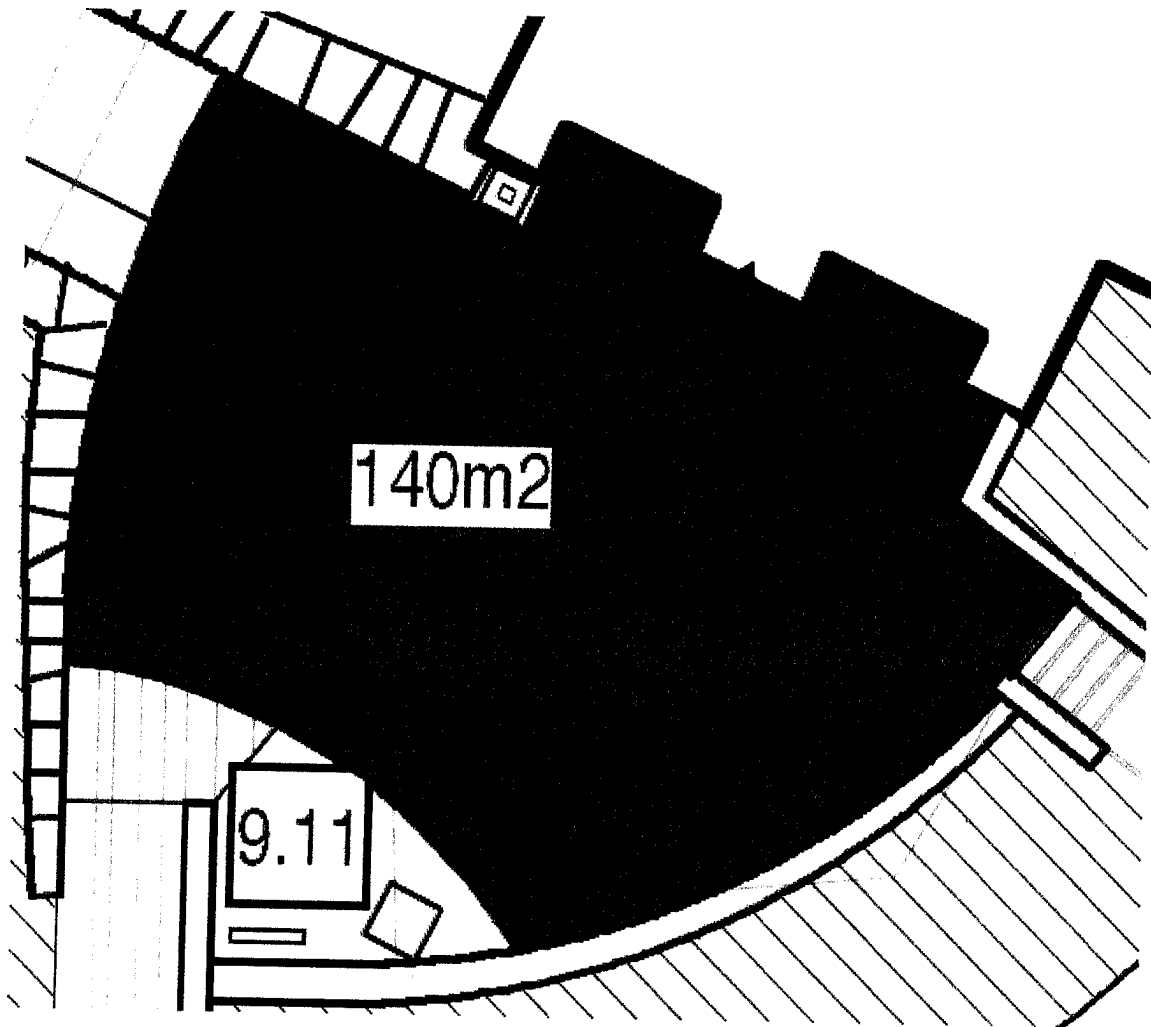
West View Terrace

- Terrace enclosed by building and rock wall/water feature
- Terrace entrance/exit is private



Garden Hall Courtyard

- Courtyard enclosed by stone fencing from 4-6' high
- Driveway entrance is gated
- Courtyard entrance/exit is private



Floral Hall Courtyard

- Courtyard enclosed by stone fencing from 4-6' high
- Courtyard entrance/exit has a gate

