

Attachment 1 – Criteria to Endorse Events for Liquor Licensing

Events to be declared municipally significant for a Special Occasion permit:

The Clerk may endorse a request for a 'declaration of municipal significance' for an event to be eligible for a Special Occasion Permit if:

1. The Clerk has notified the Ward Councillor's Office and no objection is received from the Ward Councillor within 5 working days of being notified by the Clerk, or 3 working days before the event, whichever is sooner, and

2. The Clerk is satisfied that the event is:

a. a community event or festival with a beer or wine area or similar as part of a program of activities, or

b. one of the following event types that does not include outdoor activities later than 9 p.m. or amplified music or sound outdoors after 9 p.m., including sound emanating from inside:

- concert, theatre show, art gallery or similar opening or gala event.
- pop-up promotion / customer appreciation event not more than 3 days long
- professional / networking or club / members event
- private, invite-only or members-only event taking place in a public space and therefore requiring a public SOP e.g. invitation-only launch / anniversary parties / client / members / professional / workplace events
- charitable fundraiser
- sports event in enclosed, unlicensed venues.

The Clerk may not consider events with less than 3 working days' notice.

Events to be declared municipally significant and a 'non-objection' issued for an extension of licensed hours and / or areas:

The Clerk may endorse a request for a 'declaration of municipal significance' and / or a 'declaration of non-objection' for an extension of licensed hours or areas if:

1. The Clerk has notified the Ward Councillor's Office and no objection is received from the Ward Councillor within 5 working days of being notified by the Clerk, or 3 working days before the event, whichever is sooner, and

2. The Clerk is satisfied that the event is:

- A live sports event, including local live events and nationally or internationally recognised televised sports events in a different time zone that fall outside regular licenced hours, such as World Cup Soccer, Olympic Games, etc.

- A performing arts event including multi-event festivals like NXNE, Music Passport, Fringe, TIFF, etc. and associated events; events with special live performances throughout serving hours; and

3. Liquor service is to start no earlier than 9 a.m., to a maximum of one hour before the scheduled event start time; and no later than 4 a.m. indoors and 11 p.m. outdoors with no amplified music or sound outdoors after 9 p.m., including sound emanating from inside; and

4. After-hours extensions are only on Tuesdays through Saturdays, plus Sundays and Mondays that fall the day before a statutory or civic holiday.

The Clerk may not consider events with less than 3 working days' notice.