

Town of Eatonia Statement of Policy and Procedure			
Subject:	Municipal Liquor Permit Approval Policy	Policy No:	22
Date of Council Approval:	July 11, 2023	Resolution No.	17/7/23

1. Policy Statement:

Special Occasion Permits are required for anyone selling alcohol, or for anyone serving alcohol at an event that is not held in a commercially permitted establishment (such as a tavern, restaurant, or similar location), an occupied private residence, or another private place. This applies to private, invitation-only events as well as public events.

Saskatchewan Liquor and Gaming Authority (SLGA) issues all liquor permits; however, some specific types of events require municipal approval as part of the application process.

2. Purpose:

Council authorizes the Administration Staff to manage the application process as per this policy for requests for liquor permit approval and approve those requests that meet the SLGA requirements and any Municipal law regulation in place.

The Administrator at her/his discretion may take any application to the Town Council for approval.

3. General Guidelines:

Outdoor Events:

Outdoor events require written approval from the Town before SLGA will issue a permit. An event that is held in an outdoor enclosed area, in a temporary structure, or in an open-air permanent structure is considered an outdoor event. Examples of outdoor SLGA permitted areas include but are not limited to:

- Bleachers at an outdoor event, such as a ball game, rodeo, etc.
- Fenced beer garden;
- Tent or moveable trailer; or
- Gazebo.

If the event includes a temporary outdoor patio area or if the patio is on a property that is owned by the municipality, the event would be considered an outdoor event.

Arenas:

All or a portion of a sports arena may be permitted for the service and consumption of beverage alcohol provided that the permittee is able to monitor and control access to the facility, the consumption of beverage alcohol, and the conduct of all guests. SLGA may require an inspection of the permitted area prior to the Special Occasion Permit being approved.

SLGA does not permit beverage alcohol to be consumed on the ice surface area of a rink, except in cases where the ice has been covered or removed.

4. Application Process:

- a) Applicants shall fill out the Request to Municipality for Special Occasion Permit Approval form available on the Town of Eatonville website or from the Town Office and submit the completed form to the Town Office.
- b) Town Administration Staff will review the request to ensure compliance with existing municipal bylaws and policies; and if event is to be held at a municipal facility, confirms that a booking has been made.
- c) If in compliance with existing municipal bylaws and policies, Town Administration Staff will issue a letter to the applicant supporting the request for a special occasion permit.
- d) The letter can be either e-mailed, mailed, or picked up at the Town Office, as per the applicant's request on the Request to Municipality for Special Occasion Permit Approval form.



TOWN OF EATONIA

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REQUEST TO MUNICIPALITY FOR SPECIAL OCCASION PERMIT APPROVAL

Municipal approval is required for the issuance of a special occasion liquor permit by the Saskatchewan Liquor and Gaming Authority (SLGA). Please provide the Town of Eatonia with the following information:

Name of the Organization or
Person Requesting the Approval _____

Name of Function _____

Type of Function _____

Event Location _____

	DATE(S) OF FUNCTION:	HOURS THAT ALCOHOL WILL BE SERVED ON THAT DAY:
1		
2		
3		
4		

_____ Mail Letter

_____ Pick up Letter

_____ E-Mail Letter

Applicant's Name _____

Mailing Address _____

Email Address _____ Phone Number _____

Signature _____ Date _____

Print Name _____

