COMMUNITY SERVICES DEPARTMENT



1084 Central Avenue Prince Albert, SK, S6V 7P3 Phone: 306-953-4800

SPECIAL OCCASION PERMIT APPLICATION FORM

In order to obtain a Special Occasion Sales Liquor Permit from SLGA for outdoor events and events in City owned Arenas or Sporting Facilities, written approval from the City must be obtained before applying for the permit.

To obtain the City approval, the following *Special Occasion Permit Application Form* must be completed and submitted to the Community Services Department a minimum of 2 weeks prior to the event.

| Name of Organization: | | Type of Organization: | | | |
|--|-----------|-----------------------|--------------|--|--|
| Applicant Name: | | | | | |
| Applicant Phone #: | | Applicant Email: | | | |
| Mailing Address: | | | | | |
| City: | Province: | | Postal Code: | | |
| Purpose of Event: | | | | | |
| | | | | | |
| | | | | | |
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| | | | | | |
| | | | | | |
| Proceeds from Event to be Used For: | | | | | |
| | | | | | |
| | | | | | |
| Event Date(s): | | Event Times: | | | |
| Event Location and Street Address: | | | | | |
| | | | | | |
| Projected # of Guests: | | | | | |
| Security Company (include contact name and #): | | | | | |
| Security Hours: | | Number of Guards: | | | |
| | | | | | |

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| Please attach a site map identifying the | following locations: | |
|--|---|---|
| □ Alcohol Serving Area | □ Washrooms | |
| ☐ Fencing and Fence Height (outdoors) | □ Refreshments/Bar Area | |
| The Event Organizer acce | epts full responsibility for the follo | wing: |
| Ensuring no glass containers are used. Serving alcohol only in the area identified. Adhering to the security requirement. Notifying any community associated radius of the event if excessive noise. Obtaining Event Liability Insurar | entified in the application submission ents for events with alcohol. tions, businesses, or residents locates will be created from the event. (Ounce Coverage (\$5 Million) which is bility and Third Party Property Danial insured. | n. ted within a 2 block atdoor) ncludes Host Liquor hage with the City of vill notify the City of |
| Applicant Name and Title | Applicant Signature | Date |
| City of Prince Albert | Approval - Special Occasion Perm | it |
| Name and Title | Signature | Date |
| APPROVED (YES OR NO) | | |
| Office Use: | | |
| Contract # Approved: _ | | |

Invoiced: _____ Receipt #: _____