

# Special Occasion Licence (Beer Gardens) Quick Facts

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## Information:

Thank you for your inquiry regarding an upcoming event in our community. Below is a quick overview of what may be required to hold beer gardens at an event on a City owned property or facility.

A **Special Event Permit** permits the host to serve or sell liquor at an event in accordance with **BC's liquor laws and regulations**. A **Special Occasion Licence Application** permits the host to serve or sell liquor at an event in accordance with **City of Fort St. John Policy No. 128/15**. Event hosts are considered liquor permittees and are responsible for the safety of their guests. Please apply well in advance of your event.

## The procedure to obtain a Special Occasion Licence is as follows:

**Note:** Two applications MUST be made to the City and one to the Government of BC;

1. Applicant must apply to hold a special event on municipal property. This application grants permission for use of City land and/or property. The Special Event Application for Municipal Property can be found on the City website. The applicable fee is \$34.00, payable at the Visitor Centre located in the Pomeroy Sport Centre, Monday - Friday, 8:30 am - 4:30 pm. Please contact the Facility Allocations Clerk at [reservations@fortstjohn.ca](mailto:reservations@fortstjohn.ca) or 250-794-3307.
2. Organizers must complete a City of Fort St. John Special Occasion Licence application form to gain permission to hold a beer garden event on municipal property. The Fort St. John Special Occasion Licence application form is available on the City website or from the Deputy Corporate Officer at City Hall. The applicable fee is \$50.00, payable at City Hall, Monday - Friday, 8:30 am - 4:30 pm. All payments are due in full prior to the issuance of written approval by the City.
3. Applicant must also apply for a Government of BC Special Event Permit online at <https://justice.gov.bc.ca/lcrb/sep> in accordance with the Liquor Control and Licensing Act.

**Additional Documentation Requirements:** *the following documentation may be required for a Special Occasion Licence and a Special Event Permit from the City of Fort St. John.*

- Insurance including Host Liquor Liability (Min. \$5,000,000)
- Site Map, number of chairs/ tables, set up requirements, (Maps are available from the Facility Allocations Clerk)
- Risk Management Plan: Seating Capacity/ Access to washrooms/ Emergency Response Plan/
- Security Plan: Security Points/ identifiable security personnel & volunteers/ Signage
- Access to food service or food delivery for duration of the time period
  - At the North Peace Arena**, the City of Fort St. John provides food & beverage services (no alcohol) to you through a local contractor. Please refrain from providing your own food and beverage and advise our Facility Allocations Clerk if there are any questions, or concerns.
  - Please also consult with our food and beverage service provider to discuss your event schedules and special requests.
- Food Safe/Food Permit (if providing prepared food at an event)
- Verify Special Event Server course, information available at <https://www.responsible-service-bc.ca/special-event-server-course>
- Permit(s) must be prominently displayed on the premises. Authorization granted by the City shall be attached to a valid permit and displayed during the event.

## Minors

Persons under 19 years of age are allowed at licensed special events, but must not drink, serve or sell liquor or drink tickets or be permitted access to the fenced beer garden area. You are not permitted to serve liquor to anyone under 19 years of age. You, your manager and your servers are responsible for ensuring that minors do not access liquor at your event.

## Equipment

Despite the new BC's liquor laws and regulations eliminating beer garden fencing requirements for Special Event Permits, the City of Fort St. John still requires the beer garden fencing through this process. If you want to license an entire facility, site licensing applications are required to go to Council for their consideration regardless of number of people anticipated.

Within City owned facilities: *For locations such as North Peace Arena, Kids Arena Fieldhouse.* The City will supply 10 tables, 50 chairs, 1 recycle bin, 1 garbage can, 1 fire extinguisher, 2 barricades, as part of the beer garden set up. Additional supplies are the responsibility of the organizer.

The organizer shall be responsible to supply

- 5 fencing panels
- Display signage stating "No alcohol past this point"

The organizer is responsible for the clean up the area; including wiping tables, chairs, garbage and recycling appropriately disposed and/ or recycling taken off site.

Outdoor Beer Gardens: *For locations such as Surerus Sports Fields, Centennial Park.* The organizer is responsible to supply tables, chairs, recycle bins, garbage cans, 1 fire extinguisher, barricades, fencing and display signage.

Authorization granted by the City for any liquor licensing shall not relieve the Renters/Users from any legal obligations and/or requirements.

Please note that the City of Fort St. John may require additional documentation outside of what has been outlined above depending on event activities that take place on City owned property.

All City owned, but not operated buildings: The City owns, but does not operate the Cultural Centre and Curling Club; these facilities routinely have events that include alcohol. This policy is not designed to impose hardship on lease holders for municipal owned facilities.

*The City of Fort St. John enforces a Zero Tolerance policy toward  
alcohol in all facilities without proper approvals and permits.*

**Contact:**

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City Hall

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Monday - Friday, 8:30am - 4:30pm

250-787-5794

<https://www.fortstjohn.ca/EN/main/parks-rec/bookings-rentals/special-occasion-licence.html>