



REGIONAL DISTRICT OF CENTRAL KOOTENAY  
**APPLICATION REQUEST FOR  
SPECIAL OCCASION LIQUOR LICENCE**

Submit your application to: Box 590 202 Lakeside Drive Nelson, BC V1L 5R4

Please check applicable event:

**PUBLIC FUNCTION**

A recognized community or public celebration or event whether held on public or private property at which beer or wine is sold, consumed or distributed to the public at large. No hard liquor is permitted.

**PRIVATE FUNCTION**

A private function located on Regional District of Central Kootenay owned land or property, at which liquor is sold, consumed or distributed. A pre-sale of tickets or specific invitations are required. Applications should be submitted to the above address six (6) weeks prior to the date of the event.

**OTHER**

Private functions not held on or within Regional District of Central Kootenay property do not require local government approval. You may proceed directly to the local RCMP office to process your application.

**ORGANIZATION:** \_\_\_\_\_

**MAILING ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **POSTAL CODE:** \_\_\_\_\_

**CONTACT PERSON:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_

**FUNCTION:** \_\_\_\_\_

**LOCATION:** \_\_\_\_\_

**DATE(S):** \_\_\_\_\_ **HOURS OF SALE:** \_\_\_\_\_

**DATE(S):** \_\_\_\_\_ **HOURS OF SALE:** \_\_\_\_\_

**APPROXIMATE NUMBER OF PERSONS ATTENDING:** \_\_\_\_\_

**CHARITY:** (Profits from Public Functions must be used entirely for charitable or community purposes)

**NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CONTACT PERSON:** \_\_\_\_\_ **REVENUE TAX NO.:** \_\_\_\_\_

Please submit copy of charity receipt with financial statements to local police authority within 30 days of event. Failure to complete and return may result in denial of future Licences.

~ PLEASE COMPLETE REVERSE OF THIS FORM ALSO ~

**APPROVAL PROCESS FOR A SPECIAL OCCASION LIQUOR LICENCE ON RDCK PREMISES**

- Description of the land or facility required.
- Attach a plan or sketch of the location and the exact area to be used.

**Rules:**

- All applicants for a Special Occasion Liquor Licence on RDCK premises must have the approval of the RDCK.
- Applications for Public Function Licences or Private Functions involving the use of RDCK property must be approved by the RDCK Board prior to approval by the RCMP or Liquor Distribution Branch. The Board delegates the authority to approve Special Occasion Liquor Licences on RDCK property to the Chief Administrative Officer or designate.
- All applicants must abide by the rules and regulations set forth by the Liquor Control and Licensing Branch for the province of BC.
- The group holding the event must apply for the licence and will be responsible for any infractions or violations that occur. No fronting or sponsorship involvement will be permitted.
- The applicant shall indemnify and save harmless the Regional District of Central Kootenay from any and all liability whatsoever, arising out of the holding of the event.
- Sufficient supervision shall be provided to ensure that the event is properly controlled.
- Verification of successful completion of 'Serving it Right' Responsible Beverage Serving Program is required for all private function Special Occasion Liquor Licence submitted by an organization or group of individuals.
- If you are applying as an individual (not attached to a group), you may not be required to complete 'Serving it Right', but if you hire any managers or servers they must each have a 'Serving it Right' certificate.
- If the application is made by a RDCK Fire Department, coverage for the fire service area must be assured by an adjacent RDCK Fire Department.
- Organizers of events will have in place a 'Designated Driver Program' in accordance with Regional District policy.

**"SERVING IT RIGHT" LICENCE NO.:** \_\_\_\_\_

**LICENCE HOLDER (FULL NAME):** \_\_\_\_\_

**PAID SERVER (if applicable):** \_\_\_\_\_

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**APPLICANT SIGNATURE**

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**AUTHORIZED AUTHORITY**