

APPLICANT INFORMATION

Name:	Non-profit? <input type="checkbox"/> Yes <input type="checkbox"/> No
Organization:	
Mailing Address:	
City:	Postal code:
Phone No:	Email:

Personal information you provide on this form is collected pursuant to Section 26 of the *Freedom of Information and Protection of Privacy Act* and will only be used for the purpose of processing this application. Your personal information will not be released except in accordance with the *Freedom of Information and Protection of Privacy Act*. Questions about the collection of your personal information may be referred to the Corporate Services Coordinator by email: duncan@duncan.ca or phone: 250-746-6126.

EVENT INFORMATION

Name:		
Date:	Set Up Time (if applicable):	
Start Time:	End Time:	No. of Participants:

LIQUOR SERVICE

Do you have an existing liquor licence?

☐ **Yes** - If yes, please apply to the BC Liquor and Cannabis Regulation Branch (LCRB) to extend your licence for your special event. <https://www2.gov.bc.ca/gov/content/employment-business/business/liquor-regulation-licensing/liquor-licence-permits>

☐ **No** - If no, please apply to the Province of BC Liquor and Cannabis Regulation Branch for a liquor Special Event Permit. <https://justice.gov.bc.ca/lcrb/sep>

INSTRUCTIONS

Attach this form and confirmation of your extended liquor licence or BC Special Event Permit to your City of Duncan Special Event Permit Application and submit to Duncan City Hall, 200 Craig Street along with applicable fees. Questions? Contact 604-746-6126 or finance@duncan.ca.

TERMS & CONDITIONS

1. The applicant will not permit liquor on the premises unless \$2,000,000 host liquor liability insurance is in place with a copy provided to the City of Duncan along with proof of a valid liquor licence extension or BC LCRB Special Event Permit.
2. If the event is shut down for any reason by the liquor inspector or RCMP, the damage deposit shall be forfeited.
3. For-profit applicants must provide proof, within 30 days following the event, that 35% of the net revenue from the liquor service has been donated to a recognized local charity, non-profit society, or to the City of Duncan for recreation facility improvements, in order to have the damage deposit returned.

SIGNATURE

APPLICANT SIGNATURE

DATE

OFFICE USE ONLY

Date Received:

File No.: