



City of Richmond approval is required for all Special Event Permit (SEP) applications where liquor is to be sold or served to the public in City of Richmond parks or public spaces

Applicant Information

Group Name: _____ Applicant Name: _____

Position in Organization: _____ SES/SIR Certificate #: _____

Address: _____

City: _____ Postal Code: _____

Phone/Cell: _____ Email: _____

- Applications for public events, or events on public property, will only be approved for registered non-profit community organizations based in Richmond.
- Applicant must be present on site at all times during the permitted liquor service. If impractical, you may designate, in writing, a substitute person for a limited period.
- Applicant must have a "Special Event Server" or "Serving it Right" certificate. For events over 500 persons, the applicant is required to have a "Serving it Right" certificate only.
- **You must upload a copy of the applicant's certificate to the City of Richmond online event application.**

Event Information

Event Name: _____ Event Location: _____

Purpose of event: _____

Date(s) requested: _____

Time(s) requested: _____

- "Last call" for liquor service is to be at least 30 minutes before service end time.
- No liquor is to be served after the designated service end time.
- All liquor must be removed within 30 minutes after the service end time.

Size of licenced area? _____ Maximum persons in licensed area? _____

Event is indoors, or outdoors? _____

- Indoor events – maximum persons must not exceed occupancy load of room/building
- Outdoor events - plan for sufficient square footage for persons, tables, serving stations, etc.

Profits from this licenced area will go to: _____

- All profits in excess of the BC Liquor & Cannabis Regulation Branch prescribed maximum pricing must go to a Richmond-based non-profit charity.

Site Information:

- **You must upload a site plan diagram to the City of Richmond online event application.**

Fencing type/height? _____

- The entire SEP licenced area must be surrounded by a barrier sufficient to contain the sale, service, and consumption of liquor to only that area.
- Any fencing must be 6ft in height, or double fencing of 42in with a 6ft "moat" in between. Suitable natural barriers or existing walls may also be considered to create a perimeter.

Number of entrances/exits? _____

- Every entrance & exit must be staffed at ALL times by licenced security guards

Security Information:

Name of Security Company: _____ Number of licenced Security Guards? _____

Security Company contact: _____ Phone/Cell: _____

- The number of Security Guards should be sufficient to staff all entrances & exits, patrol the licenced area, and allow for coverage for breaks.
- ALL security staff in the SEP licenced area (including volunteers) must hold a valid Security Worker Licence for BC

Will minors be present? _____ How many (maximum)? _____

- **Minors are NOT permitted to be present if the primary purpose of the SEP licenced area is liquor service.**

Method to check/confirm ID for liquor service? _____

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- Adult-only licenced areas must check ID of persons at the designated entrance(s).
 - "All ages" licenced events must have an acceptable method to ensure minors are not served liquor. Wristbands can be used for this purpose.
 - A mechanical counter must be used by security at all times to ensure the licenced area is within its capacity.

Other requirements:

- The City's Richmond Events Approval Coordination Team (REACT) will review applications for outdoor licenced areas in City parks and public spaces. Applications should be submitted at least three months in advance of the dates requested. Please send completed applications to:
Events/Rentals Office
5599 Lynas Lane
Richmond BC
V7C 5B2
Email: events@richmond.ca
- Special Event Permits are not to be used to extend or supplement liquor service at an existing licenced location. SEP locations must be entirely separate from any existing licenced location.
- All staff members must have a valid "Special Event Server" or "Serving it Right" certificate available for inspection.
- All liquor (including wine, beer & ciders) must be served in plastic recyclable cups.
- The following signs are required to be visibly displayed in the SEP licenced area

- Exit(s) & entrance(s)
- No minors / 2 pieces of ID required
- Hours of service
- Serving sizes and prices
- 2 drink maximum per serve
- Intoxicated persons will be removed
- No drinks beyond this point (at exits)
- All liquor must be purchased from locations approved by the BC Liquor & Cannabis Regulation Branch.
- A financial statement showing expenditures and revenues of the outdoor licenced area must be completed and returned to the Community Services Division Events/Rentals Office within twenty (20) working days of your event. A copy of this statement will be forwarded to the Liquor Control Board. Official receipts in support of each budget item must accompany the financial statement.

Comments / Additional Information:

Please provide any additional information that may be relevant to the consideration of this application. _____

Agreement:

The applicant agrees to comply with the Liquor Control and Licensing Act, the Liquor Control and Licensing Regulations, and abide by all terms and conditions set by the Liquor and Cannabis Regulation Branch as listed in the "Special Event Permit Terms & Conditions" handbook.

The applicant agrees to clean up the licenced area and entire event site upon completion of the event. Any costs incurred by the City for clean up or repairs will be charged to the event organizer.

The applicant confirms that the information and commitments they have provided in this document are accurate and will be adhered to; and that the applicant will also comply with all additional terms and conditions of the City of Richmond, as listed above.

Signature: _____ Date: _____
Special Event Permit Applicant/Representative

Signature: _____ Date: _____
Richmond Community Services Dept. Representative