

Information Notice

Effective July 1st, 2018, the Gaming, Liquor and Security Licensing Branch (GLSL) of the Department of Public Safety will no longer be able to accommodate walk-in service or accept the payment of fees at 364 Argyle Street, Fredericton.

All **payments** for licences, registrations and/or permits must be forwarded via mail or in-person to any Service New Brunswick (SNB) location. Please see SNB's website for a complete listing of locations: <http://www.snb.ca/e/2000/2001e.asp>

This change will impact the method of payment of all licensing, registration and permit fees. However, application forms may continue to be submitted to any SNB location or sent via mail, fax or email to the following address:

Department of Public Safety
Gaming, Liquor and Security Licensing Branch
P.O. Box 6000
Fredericton, NB
E3B 5H1
Fax: (506) 453-3044
Email: DPS-MSP.Information@gnb.ca

GLSL is committed to minimizing disruptions and ensuring service continuity. Should you have any questions, please contact the GLSL Branch at (506) 453-7472 or email DPS-MSP.Information@gnb.ca.

Bulletin d'information

À compter du 1^{er} juillet 2018, la Direction de la réglementation des jeux, des alcools et de la sécurité du ministère de la Sécurité publique ne sera plus en mesure d'offrir des services au comptoir ni d'accepter le paiement des droits à son bureau situé au 364, rue Argyle, à Fredericton.

Tous les droits relatifs aux licences, aux inscriptions et aux permis devront être **payés** par la poste ou en personne à un bureau de Service Nouveau-Brunswick (SNB). Veuillez consulter le site Web de SNB pour obtenir une liste complète des bureaux de SNB : <http://www.snb.ca/f/2000/2001f.asp>

Ce changement a une incidence sur le mode de paiement de tous les droits de licence, d'inscription et de permis. Toutefois, il demeure possible d'envoyer les formulaires de demande à n'importe quel bureau de SNB ou par la poste, par télécopieur ou par courriel à l'adresse suivante :

Ministère de la Sécurité publique
Direction de la réglementation des jeux, des alcools
et de la sécurité
C. P. 6000
Fredericton (Nouveau-Brunswick)
E3B 5H1
Télécopieur : 506 453-3044
Courriel : DPS-MSP.Information@gnb.ca

La Direction de la réglementation des jeux, des alcools et de la sécurité est déterminée à limiter les perturbations et à assurer la continuité du service. Si vous avez des questions, veuillez communiquer avec la Direction par téléphone au 506-453-7472 ou par courriel à l'adresse DPS-MSP.Information@gnb.ca.

Information Guide for Special Occasion Permits (SOP) issued under the *Liquor Control Act*

LIN 0509

This notice is intended to provide information respecting the application for a Special Occasion Permit under the *Liquor Control Act and Regulations*. This notice should not be regarded or relied upon as a legal interpretation of the *Act*. In all cases, the legislation should be reviewed to determine the proper application of the eligibility requirements and the function of the program.

The permit holder is responsible for assuring that all laws, regulations and policies made under the *Liquor Control Act and Regulations* are respected and obeyed. The *Act and Regulations* can be viewed on line <http://www.gnb.ca/0062/acts/acts-e.asp>.

Special Occasion Permit Categories

PLEASE NOTE: Supporting documentation may be required.

<u>Resale of liquor</u>	<u>No sale of liquor</u>	<u>Fundraiser</u>
<ul style="list-style-type: none"> The maximum charge permitted is \$3.50 per drink (i.e. Pint of beer or cooler; 1 ounce of spirit or 2 ounces of wine) 	<ul style="list-style-type: none"> Tasting events Host provides liquor for guests 	<ul style="list-style-type: none"> For members and guests 19 years and over only. Advertising is permitted for charitable functions and does not require any prior approval.

Community organizations holding fundraising events

Community organizations may qualify when raising proceeds:

- To provide financial assistance for expenses that a family may incur due to sickness of a family member (i.e. travel, loss of wages, hotel accommodations, lack of medical insurance, etc.)
- loss of home and personal belongings due to a fire
- for a charitable organization
- community organization needs (i.e. restoration of building, function beneficial to the community)

Please note: No maximum sale price of liquor stipulated for fundraising events.

A financial information sheet must be completed within 30 days following the function to ensure that the proceeds were donated.

Examples of functions:

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| <ul style="list-style-type: none"> 50th Milestone Birthday 25th Anniversary Wedding Jack & Jill Shower | <ul style="list-style-type: none"> Family Reunion New Year's Eve Dances Staff Parties Sport Opening/Closing Ceremony | <ul style="list-style-type: none"> Trade Show Art Exhibit Grand Opening Charitable Community Event |
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Calculating the quantities of liquor

Suggested quantities of liquor per person are displayed on the chart below. This chart will assist you in completing your application. First determine what liquor will be offered at the event. If you choose, wine, beer and coolers, please note Option F, each person in attendance is permitted 8 ounces of wine, 2 pints of beer and 2 pints of coolers.

Options	No of people attending		Spirits	Wine	Beer	Coolers
A	#	X	5 ounces	8 ounces	2 pints	2 pints
B	#	X	5 ounces		2 pints	2 pints
C	#	X	6 ounces			
D	#	X		14 ounces		
E	#	X			4 pints	4 pints
F	#	X		8 ounces	2 pints	2 pints

Example - when calculating the maximum quantity of liquor permitted for a function the calculation is based on the number of persons attending multiplied by following one of the options listed above. If "Option A" is chosen and the occupancy rate is 100 persons, the maximum permitted liquor is calculated by multiplying 5 ounces (spirits), 8 ounces (wine), 2 pints (beer) and 2 pints (coolers) by the number of people attending the function.

A	100	X	5 ounces = 500	8 ounces = 800	2 pints = 200	2 pints = 200
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If you have donated product, it must be deducted from the total allowable product. ALSO for resale purposes, you cannot charge for any donated product received.

Converting to metric

One fluid ounce is equal to 0.0295735 of a litre. Therefore as demonstrated in the example above multiply the total ounces by 0.0295735 to determine how many litres are allowed.

5 ounces of spirits X 100 (attendees) or 500 ounces X 0.0295735 = 14.79 litres;
8 ounces of wine X 100 or 800 ounces X 0.0295735 = 23.66 litres
2 pints of beer X 100 = 200 bottles or 16 cases @ 12 bottles per case + one 6 pack
2 pints of coolers X 100 = 200 bottles or 50 four packs of coolers

IMPORTANT CONDITIONS FOR A SPECIAL OCCASION PERMIT:

- Premises cannot be open to the general public, unless a Charitable permit is obtained.
- Only members and/or invited guests permitted on the premises.
- Admission cannot be sold at the door, unless a Charitable permit is obtained.
- Liquor cannot be sold for more than the price indicated on the permit.
- Persons under 19 years cannot be served or consume liquor.
- Persons under 19 are permitted on the premises for a wedding or wedding anniversary.
- Liquor from one function can not be sold at another function.
- There can be no advertisement or public announcement of this function, unless a Charitable permit is obtained.
- A copy of the permit must be posted at the bar area.

- This permit authorizes the permittee to purchase liquor for the function by presenting the permit to an Alcohol NB Liquor (ANBL) outlet and to have such liquor on the premises for which the permit was issued and only during the times indicated on the permit.
- No homemade alcoholic products are permitted on site, at the function.
- All remaining liquor must be taken from the premise after the event.
- Donated inventory cannot be returned to an ANBL outlet.
- Liquor sales must end at 2:00 a.m. or before and guest must vacate the premises no later than 2:30 a.m.
- **Application must be received 15 days prior to the event.**

Inquiries

For further information please contact:

Department of Public Safety
Community Safety Division
Gaming, Liquor and Security Licensing Branch
P. O. Box 6000
Fredericton, NB E3B 5H1

Telephone: (506) 453-7472

Fax: (506) 453-3044

Email: DPS-MSP.Information@gnb.ca