

OCCASIONAL PERMITS

WHAT YOU NEED TO KNOW



MLCC

The MLCC has compiled this brochure to help you apply for an occasional permit.

Who Can Apply

- any person 18 years of age or older
- any officer of a recognized society, association, club or other duly constituted organization, who is not otherwise disqualified from holding a permit.

Where to Apply

- Liquor Marts
- liquor vendors
- specialty wine stores
- MLCC Head Office; or
- through an authorized representative of a liquor supplier.

When to Apply

You must apply at least 10 business days before the event. If it is a festival or outdoor event, it is necessary to apply 30 days in advance.

Length of Permit

Permits are for one day only unless for an approved community, provincial or charitable event, tournament or convention, or otherwise authorized by the MLCC.

OCCASIONAL PERMITS

Types of Occasional Permits & Fees

No-Sale Permits _____ Fee: \$25.00

A no-sale permit is required when drinks are served at no cost to the guests.

Types of functions:

- business meeting
- official opening of a business
- gathering following the performance of a religious ceremony
- birthday celebration
- bridal shower
- wedding

Sale Permits

A sale permit is required when drinks are being sold to guests.

Types of Sale Permits:

Family Oriented Events _____ Fee: \$50.00

- premarital socials
- weddings where liquor is being sold
- family reunion
- bridal shower

Organization Functions _____ Fee: \$100.00

A non-profit organization becomes eligible to apply for a permit by submitting an application for registration (available at any Liquor Mart or liquor vendor) to the Permits area at the MLCC Head Office along with the organization's:

- (a) constitution or by-laws;
- (b) membership list; and
- (c) minutes of the last three meetings.

For the organization's convenience, a card will be issued to the organization authorizing its officers or directors to apply for a permit upon presentation of this card. Each organization is allowed 12 occasional permits per year.

Charitable Fundraisers _____ Fee: \$100.00

Issued for special projects to raise funds for:

- educational activities
- philanthropic activities
- religious activities
- community activities

Requests for charitable event status must be sent to the Manager, Licences & Permits. The request must be in writing and clearly state the purpose of the event and how the funds raised will be used.

Examples of projects that would qualify as charitable events are:

- (a) a social to raise funds to send a child or adult for specialized medical treatment outside the province; or
- (b) a social to raise funds to assist a family whose home has burned down and the family is not covered by insurance.

Advertising is allowed, but only to indicate the name and purpose of event, admission charge, place, time and entertainment.

The cause for which funds are being raised must be clearly stated. All advertising must be approved by the Manager, Licences & Permits.

With the exception of charitable organizations that hold a Revenue Canada registered charities number, a maximum of two occasional permits per fiscal year may be issued to an organization, service group or association for functions that qualify as charitable events.

A statement of planned expenses and revenues for the event may be requested. It must clearly show that 100% of the proceeds raised by the event will be paid to the project for which the funds are being raised. If expenses will exceed the funds to be paid to the beneficiary, the MLCC may refuse to issue the permit.

Within 14 days of completion of your occasional permit event, a financial statement and proof of contribution must be submitted to the Manager, Licences & Permits.

Community Events

- 1 – 199 units of liquor applied for _____ **Fee: \$250.00**
- 200 – 399 units of liquor applied for _____ **Fee: \$500.00**
- 400+ units of liquor applied for _____ **Fee: \$1,000.00**

Occasional permits may be issued for an event that is designated a community event by a municipal council and approved by the MLCC. Generally, permits for such events are restricted to two in any calendar year. Villages and towns within a municipality, having at least 300 residents, may qualify for additional community event permits.

Provincial Events

Certain fairs, festivals, exhibitions and stampedes are considered to be of a provincial character and qualify for permits in addition to those available for community events.

NOTE: Events not listed in this pamphlet may still be eligible after investigation. Please contact 1-888-898-6522 (MLCC) or 474-5666 with any questions.

What is a Unit of Liquor?

One unit is:

- one bottle containing not more than 750 ml of spirits or fortified wine;
- 24 bottles or cans of beer each containing not more than 355 ml;
- 3,000 ml of wine or less (3 x 1L bottles or 4 x 750 ml bottles); or
- 24 bottles or cans of coolers or ciders each containing not more than 355 ml.

If you are serving wine with a meal, an additional 375 ml per person may be purchased. It will not be included in the total number of units you are allowed.

Quantity of Liquor – Maximum Allowable Units

The formula for calculating the maximum allowable units is:
Number of adults attending ÷ 5 = maximum allowable units.

Selling Price for Drinks

You may determine the selling price for alcoholic beverages, provided it is **not less than** \$2.25 per 28.4 ml (1 oz) of spirits or liqueurs, 355 ml (12.5 oz) of beer, ciders or coolers, or 142 ml (5 oz) of wine.

NOTE: If you are serving drinks of greater quantities than those listed above, the selling price of those drinks must be in direct proportion to \$2.25. For example, the price for a double (56.8 ml or 2 oz) is to be no less than \$4.50.

Allowable Liquor

Homemade beer or wine cannot be sold or served at an occasional permit function.

Liquor suppliers may not donate product for personal use or for use at an occasional permit function.

Only liquor purchased from the MLCC, a liquor vendor, a retail beer vendor, or a specialty wine store may be at a permit function.

Food Service Required at all Functions

Food service suitable for the nature of the event must be provided in a quantity sufficient for the number of people attending. With the exception of community and provincial events, and charitable functions, the cost of food to your guests must be covered in the price of the admission ticket.

Locations for Permit Functions

Occasional permit functions may take place in a public hall or banquet room or other place approved by the MLCC. Information on approved locations is available at Liquor Marts, liquor vendors, specialty wine stores, and the MLCC Head Office. Locations not currently approved by the MLCC may be allowed if authorized by Inspection Services.

Payment for Liquor

You may pay by cash, credit card (Mastercard or Visa), debit card, certified cheque, money order, or traveller's cheque.

DUTIES & RESPONSIBILITIES OF A PERMIT HOLDER

Minors at Occasional Permit Functions

Minors may attend but they cannot purchase, handle, serve or consume liquor.

Check the ID of anyone who appears to be under the age of 25. This will ensure that all young-looking people are of legal drinking age (18 or over). Only government-issued photo identification is acceptable as proof of age. This includes a valid:

- Manitoba Driver's Licence
- Manitoba Identification Card
- Manitoba Enhanced Identification Card
- MLCC Photo Identification Card
- Armed Forces Identification Card
- Canadian Citizenship Card
- Passport
- Indian Affairs Status Card
- Photo driver's licence issued by another province or state.
- Canadian Firearms licence

NOTE: The photo on the card must clearly look like the person who has presented it for identification.

A permit holder must ensure:

- Persons under the age of 18 years do not purchase, handle, serve or consume liquor at the function.
- With the exception of community, provincial or charitable events, the only way that members and guests may be admitted is by prior invitation or by tickets sold in advance, but not at the door.
- No liquor is kept or consumed at the function other than that purchased under the permit. (No home-made beer or wine.)
- No liquor is accepted from liquor suppliers (or their authorized representatives) for personal use or for use at the function.
- Liquor is served only during the hours specified on the permit. Liquor may be consumed, but not served, for 60 minutes after the specified hours. All liquor must be removed from the tables at the end of this 60 minute period.
- The cost of any unused beverage tickets must be refunded if requested.
- No liquor is removed from the premises during the function.
- Games of chance, gambling, intoxicated and disorderly patrons are not permitted.
- Owners or managers of the place used for the function do not benefit from the sale of liquor or admission tickets.

No permits will be issued for Good Friday.

The permit holder must be in attendance throughout the function, and allow liquor inspectors/police entry should they attend for inspection purposes.

A permit may be cancelled if *The Liquor Control Act*, Regulations, or conditions of the permit are breached.

Recommendations for a Permit Holder

- Don't drink yourself. You are more capable of controlling potential problems if you are thinking clearly.
- Have identifiable security (hats, arm bands, tee-shirts) circulate the room.
- Don't serve doubles.
- Remind guests throughout the event not to drink if they will be driving.
- Plan to deal with guests who drink too much. Before the event starts, ask some guests to be prepared to help you if necessary.
- Don't allow your guests to drive home drunk. Get them a ride with a sober person or send them home by taxi.

Designated Drivers

Encourage your guests to designate a driver. It can be as simple as printing "Please plan to use a designated driver" on the back of your social ticket or arranging for rides or taxis. Having designated drivers in place may help with legal responsibilities and liability issues. The MLCC can provide you with designated driver materials.

Education and Training

It is strongly recommended that you hire a trained bartender for the event – someone who has completed the *It's Good Business* Responsible Service and Safety Program.

Inspection Services staff is available to answer any questions you may have regarding your social occasion. Inspection Services can be contacted at (204) 474-5585.

Bartenders – Hire professionals who know the law. Avoid using friends as they may be reluctant to refuse service to an intoxicated guest.

Ensure that your bartender doesn't serve more than two drinks to any one person at a time. This helps prevent a guest from giving drinks to a minor or intoxicated person. Adults purchasing for other adults is permitted.

Security – Hire trained security if needed. Confirm their responsibilities in writing. Include checking ID at the door and “walk throughs”.

Advertising

Advertising Permit Functions

Advertising is not permitted for a social function for which the occasional permit holder is an individual.

With prior approval from the MLCC, a charitable event function may be advertised, and registered organizations may advertise club functions to remind members and guests of the event.

Advertising Content

Reference to liquor may not be included in advertisements for permit functions unless authorized by the MLCC. Certain wording, such as a reference to a “wine and cheese” reception, may be allowed provided prior written approval is received from the MLCC.

Advertising Approval

To obtain approval for an advertisement, an organization must submit a copy of the proposed ad to the Manager, Licences & Permits.

After the ad has been approved, it will be given an approval number which must appear in the ad itself.

Auctions/Raffles, Casinos, Nevada Tickets

Silent Auctions/Raffles

A raffle with liquor as a prize may be conducted provided:

- (a) it is licensed by the Manitoba Gaming Control Commission;
- (b) entrants must be 18 years of age or older;
- (c) the liquor prize is not kept on the premises under the permit; and
- (d) the liquor prize is not presented to the winner at the function. MLCC gift cards, or a letter or card describing the prize and advising where it may be picked up, may be presented to the winner. (MLCC gift cards can be purchased at any Liquor Mart or at the MLCC Head Office.)

Casinos

No liquor can be sold, served or consumed in an area where a casino is in operation unless licensed by the Manitoba Gaming Control Commission.

Fun casinos may be played in an occasional permit area provided that the area has been reserved and is not accessible to the public. Fun casinos are defined as a casino in which no currency is used for gambling, nor is play money sold.

Nevada Tickets

Nevada tickets may be sold in banquet halls provided the hall is licensed by the Manitoba Gaming Control Commission.

Returning Spirits, Wine & Beer

If you have liquor left after the function, it may be returned for refund to the Liquor Mart, liquor vendor, specialty wine store, or retail beer vendor from which it was purchased PROVIDED it is in sealed bottles or containers in saleable condition. If applicable, any value add items must still be attached to the product.

Beer should be returned to the retail beer vendor first, before you go to the Liquor Mart, specialty wine store, or liquor vendor, so that the beer return is endorsed on the back of your permit (liquor and/or beer vendors may charge a 50¢ (plus G.S.T.) per unit restocking fee).

Part bottles, damaged, or defaced bottles cannot be returned for refund, and the law states that any opened bottles are to be transported in the storage compartment of your vehicle.

FOR FURTHER INFORMATION

If you have any questions about occasional permits that are not covered in this pamphlet, the staff in any of our Liquor Marts will be happy to help you.

For special rulings or interpretations, please contact:

**Permit Department
MLCC**

1555 Buffalo Place

P.O. Box 1023

Winnipeg, Manitoba

R3C 2X1

Telephone: 204-474-5666

Fax: 204-453-5254

Toll-free: 1-888-898-MLCC (6522)