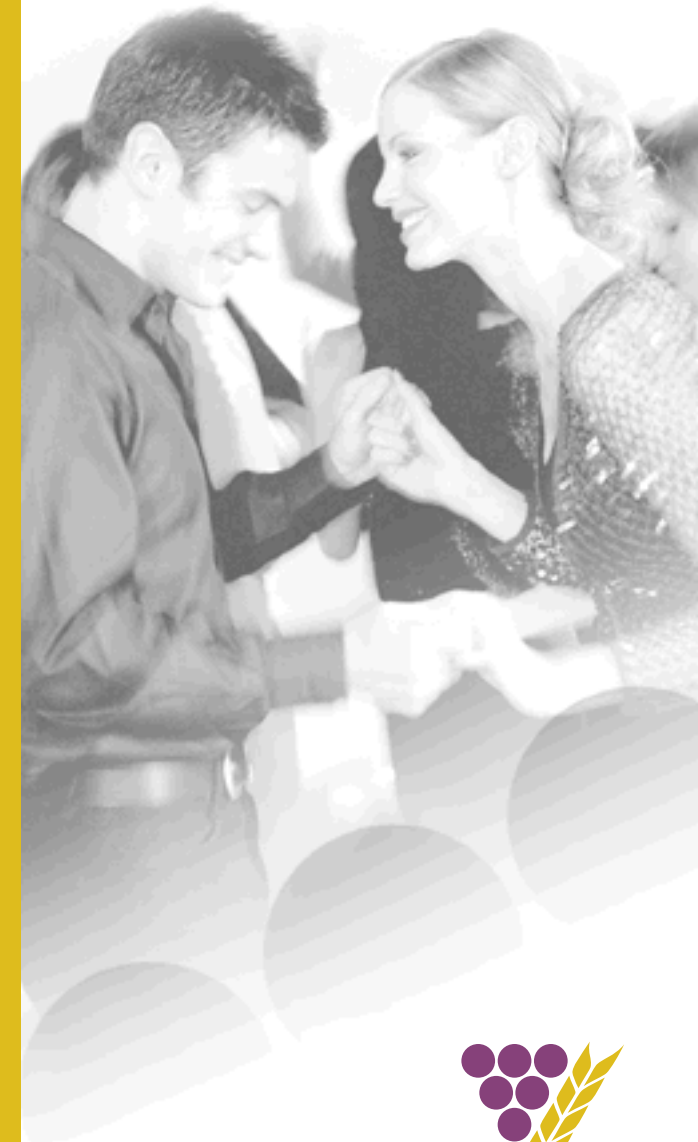


Occasional PERMITS

What you need to know



Community Events

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.

In addition, villages and towns within a municipality, having at least 300 residents, may qualify for additional community event permits.

The restrictions regarding attendance and advertising do not apply to approved community events.

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.

The restrictions regarding attendance and advertising do not apply to approved provincial events.

For a list of approved provincial events, please call Permits staff at **204-474-5666**.

Charitable Events

A permit may be issued for a special project that aims to raise funds for charitable, educational, religious, philanthropic, or other community purpose.

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 as follows:

- (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, which has first been approved by the Manager, Licences & Permits, is allowed, but only to indicate the name of the event, purpose, sponsorship, admission charge, place, time and entertainment. **The cause for which funds are being raised must be clearly stated.**

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 will be requested. It must clearly show that the majority 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 unless a satisfactory reason is received.

Upon completion of the special project, a financial statement will be requested by the Manager, Licences & Permits.

Number of Days Allowed

Permits are for one day only unless for an approved community, provincial or charitable event, a tournament or a convention.

Good Friday

No permits will be issued for Good Friday.

Raffles

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

- (a) it is licensed by the Manitoba Lotteries Corporation (or municipal authority);
- (b) entrants are 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 certificates, or a letter or card describing the prize and advising where it may be picked up, may be presented to the winner. (MLCC gift certificates 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 Lotteries Corporation.

Fun casinos may be played in an occasional permit area provided 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 Lotteries Corporation.



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:

Permits Staff Manitoba Liquor Control Commission

1555 Buffalo Place
P.O. Box 1023
Winnipeg, Manitoba
R3C 2X1
Telephone: 204-474-5666
Fax: 204-453-5254



SOME QUESTIONS AND ANSWERS

What types of occasional permits are there and what are the fees?

There are two types of occasional permits:

- **No-Sale Permits**
A no-sale permit has an application fee of \$15.00. It is required when drinks are served at no cost to the guests.
- **Sale Permits**
A sale permit has an application fee of \$25.00. It is required when drinks are being sold to guests. Also for each unit of liquor listed on the permit, an additional fee of \$2.50 must be paid at the time the permit is picked up.

Who can apply for an occasional permit?

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

Where can I apply?

At any Liquor Mart, liquor vendor, specialty wine store, the MLCC Head Office, or through an authorized representative of a liquor supplier.

When should I apply?

To make sure we have time to process your application and assemble your order, please apply at least 10 days before the event. If it is a festival or outdoor event, it is necessary to apply 30 days in advance.

What functions are permitted?

For the following functions, only no-sale permits are issued:

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

Either sale or no-sale permits may be issued for the following functions:

- wedding reception
- wedding social
- bridal shower
- family reunion
- organization function
- convention
- charitable fundraiser
- tournament, festival, cultural event or exhibition
- high school graduations are subject to compliance with the conditions set down in the “How to Plan Your Safe Grad” booklet available at Liquor Marts, liquor vendors, and MLCC Head Office.

How much liquor can be bought?

A maximum of 20 units per 100 adults.

Most people drink two to three standard drinks at a party. Some drink none, some drink more, so 20 units per 100 adults will ensure you don’t run out.

What is a unit?

One unit is:

- 750 ml of spirits or fortified wine;
- 8184 ml of beer, coolers, or ciders; or
- 3000 ml of table wine.

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. The additional fee will only be charged if this wine is sold.

How do I pay for the liquor and the additional fees?

You may pay by cash, credit card (Mastercard, Visa or American Express), debit card, certified cheque, money order, or travellers cheque.

Where can permit functions be held?

In a public hall or banquet room or other place approved by the MLCC. Information on approved places is available at Liquor Marts, liquor vendors, specialty wine stores, and the MLCC Head Office.

Can minors attend the functions?

Yes, but they cannot purchase, handle, serve or consume liquor.

Is homemade wine or beer allowed on a permit?

No. Only liquor purchased from the MLCC, a liquor vendor, a retail beer vendor, or a specialty wine store may be at a permit function.

Is food required?

Yes. It must be suitable for the occasion and of a quantity and kind satisfactory to the MLCC. (You can get the necessary details when you apply for your permit.) 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, should you sell such tickets.

At what price can alcoholic beverages be sold?

You may determine the selling price for alcoholic beverages, provided it is **not less than** \$2.25 per 28.4 ml (one ounce) of spirits or liqueurs, 341 ml (12 ounces) of beer, ciders or coolers, or 142 ml (five ounces) of wine.

NOTE: If you are serving drinks of greater or lesser 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/two ounces) is to be no less than \$4.50.

How does an organization become eligible to apply for a permit?

By submitting an application for registration (available at any Liquor Mart or liquor vendor) to 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.

OTHER INFORMATION WORTH KNOWING

What are the responsibilities of a permit holder?

A permit holder must ensure that:

- 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 homemade 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 additional period of time.
- The cost of any unused beverage tickets must be refunded should this be requested.
- No liquor is removed from the premises during the function.
- Games of chance, gambling, intoxicated or disorderly patrons or any other unlawful conduct are not permitted.

- Owners or managers of the place used for the function do not benefit from the sale of liquor or admission tickets.

As well, you 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.

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 beverage service program.

The MLCC has a number of information sheets and pamphlets that may assist you in planning your event.

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 and specialty wine stores 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.

Advertising Permit Functions

Private functions, such as premarital socials or family events, cannot be advertised.

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

Unless the MLCC authorizes otherwise, reference to liquor may not be included in advertisements for permit functions. 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.