

## Special Events Information

### LIN: 0512

Special events licences are issued to corporations, organizations, cities, towns or villages. The public event must be conducted for the advancement of charitable, educational or community objectives. The event must also be of provincial, national or international significance or a public event designated by a municipality as an event of municipal significance for example community festivals, major sporting events. An event shall be conducted without the intention of commercial or personal gain or profit. These events are open to the public and advertising is permitted. An organization wishing to hold this type of event is permitted to have **two** events in any one year; however not more than one licence will be issued to any one community on any one date.

The fees associated with a special events licence are:

- \$100 per day

### Conditions for obtaining a special events licence

A completed application form is required, in addition to the following:

- A letter from your Regional Service Commission to obtain zoning authorization for this type of activity. For premises located within a city, town or village, contact your municipal office.
- A letter from the Office of the Fire Marshal, the Department of Justice and Public Safety or local Fire Prevention Inspectors approving all buildings and/or tents to be used and stating maximum occupancy levels for each.
- Department of Health requires sites to have available one washroom per 50 people. For further information, please consult with your local Health Protection Branch.
- A letter from the festival committee giving the applicant the authority to make application and to sign on behalf of the festival committee.
- A list of persons who will be involved in the events such as waiters, security personnel, policing personnel and local enforcement agencies.
- A schedule of all liquor licensed events, taking place during the festival, showing date, time, place, etc.
- A list of prices (subject to the minimum pricing regulations) to be charged for beer, wine, and spirits.
- Advertising copy.
- Sample of admission ticket, if applicable.

- All liquor must be purchased through Alcool NB Liquor. **(No homemade alcoholic products or BYOB are permitted at the event).**
- Liquor sold must be poured into plastic glassware and not sold in opened or capped bottles or by the case. However, cans are acceptable.
- No spirits, wine or beer is to be removed from the licensed area.
- A copy of the licence must be presented to Alcool NB Liquor outlet for the purchase and delivery of liquor products.
- Leftover liquor products may be dealt with in one of the following ways:
  - take home for personal consumption;
  - may be resold to a licensee. (List of inventory must be approved by Minister of Justice and Public Safety prior to the sale)
  - any unopened portion may be returned to Alcool NB Liquor for refund. Prior to returning unopened inventory, a letter requesting permission to return the liquor must be forwarded to the address below accompanied by a list of the inventory for return. Upon receipt of the approval, any unopened cases of beer, bottles of wine or spirits may be returned to the Alcool NB Liquor outlet where the liquor was purchased.
- Hours of liquor service: sales can start at 11:00 a.m. but must end at 2:00 a.m. the following day. A tolerance period of 30 minutes, beyond 2:00 a.m., is allowed to give patrons time to consume their beverage. At 2:30 a.m. the premises must be vacated.
- Persons under the age of 19 may attend the function. However, the licensee must put measures in place to ensure that liquor is not sold or consumed by anyone under the legal age.

### Available Training

The Responsible Beverage Course is delivered online through the Tourism Industry Association of New Brunswick (TIANB) and is strongly encouraged for special events licensees and their servers. For all questions or technical difficulties regarding the online training portal, please contact TIANB at (506) 458-5646.

### For further information, please contact:

Department of Justice and Public Safety  
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](mailto:DPS-MSP.Information@gnb.ca)