

1. GENERAL POLICIES

- 1.1 A Private Resale licence may be issued for the possession, storage, sale and service of liquor in relation to a private event specified in the licence open only to invited guests.
- 1.2 The applicant for a Private Resale licence may be:
- a) a non-profit organization;
 - b) a municipality;
 - c) a registered charitable organization;
 - d) a service club or association of individuals organized for a joint purpose;
 - e) a company registered under Part 9 of the Companies Act; or
 - f) an individual organizing a family function, such as a wedding, birthday, anniversary or family reunion.
- 1.3 All Private Resale licences are subject to the following conditions:
- a) the function is not open to the general public. All advertising must be directed to members and invited guests only and not to the public at large; and
 - b) there is a charge to patrons for admission and/or the liquor.
- 1.4 Acceptable locations for a Private Resale Special Event Licence are:
- a) a permanent structure;
 - b) a semi-permanent structure (tent);
 - c) an area surrounded by a fence of a minimum height of 1.2 metres (four feet);
 - d) bleachers or concourse area;
 - e) a municipally approved public area with the licensed area located within a tent or fenced area;
 - f) other venues approved by the AGLC.
- 1.5 A Private Resale licence is not intended to be used to provide jobs or to profit any person or business. Proceeds must be used for the common benefit of a legitimate organization, or donated to a recognized charity of the licensee's choice.
- 1.6 The licensee is responsible for ensuring compliance with all legislation, policies and requirements governing the sale and consumption of liquor.
- 1.7 A Private Resale licensee must comply with the Special Event Licence General Policies and Guidelines.
- 1.8 The fee for a Private Resale licence is \$25.00. The vendor may also charge a maximum \$2.00 service fee.

- 1.9 A Class D licensee from whom liquor was purchased for a special event function must accept for refund any liquor returned in an unopened container. A restocking fee may be charged.
- 1.10 A licensee must request AGLC approval to provide liquor service before 10:00 am.

2. PRIVATE RESALE - ANNUAL

- 2.1 A Private Resale - Annual licence may be issued to a qualified non-profit organization or club which normally holds functions under the authority of a Private Resale licence.
- 2.2 A club is defined as an association of individuals organized for a joint purpose but not for the purpose of profit by anyone in the association. A club includes a society which may or may not be registered under the Societies Act or a company registered under Part 9 of the Companies Act.
- 2.3 A licence may be issued to a non-profit organization which leases, rents or owns the facility it uses for social functions.
- 2.4 The licence authorizes the licensee to store liquor in a location authorized by the AGLC.
- 2.5 The licence is valid for one year.
- 2.6 The application for a Private Resale-Annual licence must include the following:
 - a) completed application for a Private Resale-Annual (Form C&SR/LIC 5218);
 - b) photocopy of the appropriate charter or registration under the Societies Act or Part 9 of the Companies Act. In the case of Legions or Fraternal Organizations, a letter from the executive or governing body may be accepted;
 - c) proof the organization or club has filed an annual return with registries to retain their status (except for Fraternal Organizations).
 - d) a list of voting members including addresses and phone numbers may be requested;
 - e) a copy of the Certificate of Title if the organization owns the premises or, if leased or rented, a copy of the Lease or Rental Agreement
 - e) a list of dates on which the club plans to hold liquor functions with hours of service and consumption noted.
- 2.7 Changes to dates listed on the schedule attached to the licence or additional dates must be approved by AGLC beforehand.

3. HIGH SCHOOL GRADUATION EVENTS

- 3.1 To consider approval of a licence application for a high school graduation dance, the AGLC requires the following information:
 - a) date of the function;
 - b) hours of liquor service and consumption;
 - c) location (town, building, room) of function;
 - d) maximum attendance expected;
 - e) type of food available;

- f) security arrangements;
- g) local police approval; and
- h) preferred retail outlet for purchase of the licence.

4. AUCTION

- 4.1 A Private Resale–Auction licence may be issued for the sale of liquor in conjunction with a social function at which liquor and/or non-liquor items are auctioned. The licence authorizes the removal of the auctioned liquor from the licensed premises.
- 4.2 All applicants must be pre-approved by the AGLC.
- 4.3 The licensee may accept donated liquor for auction purposes as follows:
 - a) all donated products must be approved in advance by the AGLC;
 - b) individuals may donate liquor from private collections;
 - c) a Class D licensee may donate liquor or a gift certificate for liquor;
 - d) all liquor donated by a manufacturer or liquor agent is subject to the applicable AGLC mark-up;
 - e) manufacturers may ship liquor to be “free domicile” from outside the province and arrange for delivery to the licensee; and
 - f) manufacturers donating liquor sold in Alberta must purchase the liquor directly from the AGLC or a Class D licensee.

5. BUS

- 5.1 An application may be approved with the following conditions:
 - a) the bus has a minimum seating capacity of 24 passengers;
 - b) the applicant group has exclusive use of the bus;
 - c) the passengers are mostly adults;
 - d) only liquor purchased under the licence is allowed to be served to and consumed by the passengers;
 - e) liquor service and consumption may take place only within Alberta:
 - i) If the bus travels outside of Alberta, the licence must indicate that liquor consumption is not allowed outside the borders of Alberta. Liquor service may resume when the bus re-enters Alberta.
 - ii) Liquor consumption must end thirty (30) minutes before the estimated time of arrival at the destination or at the Alberta border, whichever is first.
 - f) the licence must be presented to AGLC or the police upon request.
- 5.2 To consider approval of a licence application for a bus, the AGLC requires the following information:
 - a) name of licensee (applicant);
 - b) date of departure;
 - c) estimated times of departure and arrival;

- d) number of passengers and percentage/number that are adults;
- e) departure and arrival locations; and
- f) a letter from the bus company authorizing liquor service and consumption on the bus; the letter is to be attached to the yellow copy of the licence.

5.3 The AGLC will not approve a licence application for a bus tour within the municipal limits of a city, town or village, or to or between other municipalities, for the purpose of visiting licensed premises (pub crawl).

6. STUDENT CLUBS, FRATERNITIES AND SORORITIES

- 6.1 A Private Resale licence may be issued to student clubs, fraternities and sororities for off campus functions and on campus functions where no liquor licence is in effect.
- 6.2 For off campus functions, written approval from a designated authority of the educational institution where the student club, fraternity or sorority is based may be required.
- 6.3 For on campus functions where no liquor licence is in effect, prior written approval from a designated authority of the educational institution is required.
- 6.4 University affiliated groups may not obtain liquor licences in conjunction with functions at any location on campus, if a liquor licence is in effect.
- 6.5 Fraternity and sorority houses are considered to be private residences for the purposes of the *Gaming and Liquor Act* and, therefore, a licence is not required in order to store, serve or consume liquor at fraternity and sorority houses; however, liquor shall not be sold in these premises.

7. GUIDELINES

- 7.1 Licensees may set their own prices for liquor which may include complimentary liquor or liquor included in the admission price.
- 7.2 The licensee should maintain a minimum of one adult supervisor for every 50 patrons in attendance.
- 7.3 A single special event licence may include several related activities taking place on consecutive days. Examples are:
 - a) a wedding, followed by a gift opening the next day;
 - b) a curling bonspiel;
 - c) a convention; or
 - d) other multi-day events approved by the AGLC.
- 7.4 Licence hours may be split, with each time period followed by a maximum one (1) hour period to consume served drinks (liquor served from 2:00 pm to 5:00 pm with consumption until 6:00 pm; then liquor served again from 9:00 pm to 2:00 am with consumption until 3:00 am).