



**APPLICANT INFORMATION**

Group Name: \_\_\_\_\_ Date of Application: \_\_\_\_\_  
 Applicant Name: \_\_\_\_\_ Position with Organization: \_\_\_\_\_  
 Address (business or residence): \_\_\_\_\_  
 City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
 Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

**BOOKING INFORMATION**

**Special Occasion Licence Requested:**

Dates Requested: \_\_\_\_\_  
 Times Requested: \_\_\_\_\_  
 Location (specify): \_\_\_\_\_

Please specify what Richmond based non-profit charitable organization will benefit from this event:

\_\_\_\_\_

**PLEASE NOTE:**

1. Special Occasion Licences will only be approved for bona fide non-profit community organizations based in Richmond. All profits from operation of the Special Occasion Licence must go to a Richmond based registered charity.
2. A financial statement showing expenditures and revenues of the Special Occasion event must be completed and returned to the Community Services Department Events/Rentals Office within twenty (20) working days of your event. A copy of this statement will be forwarded to the Liquor Control Board. Official receipts in support of each budget item must accompany the financial statement.

For all outdoor Special Occasion Licences, in addition to the regulations of the Liquor Control Act, the following conditions will apply:

- No amplified music will be allowed.
- All beverages will be served in disposable cups.
- The group will be responsible for clean up after the event.

**I HAVE READ THE ATTACHED TERMS AND CONDITIONS RE. SPECIAL OCCASION LICENCES AND AGREE TO ABIDE BY THEM.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
*Licensee*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
*Community Services Dept. Staff Liaison*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
*Chairperson, Community Services Commission*



### IT IS THE RESPONSIBILITY OF THE 'APPLICANT' TO ENSURE THAT ALL OF THE FOLLOWING TERMS AND CONDITIONS ARE MET:

1. Requests for Special Occasion Licences can be made as of January 1 of each calendar year.
2. The City's Richmond Events Approval Coordination Team (REACT) will review special Occasion Licence applications. Special Occasion Licence applications should be submitted at least three months in advance of the dates requested. Please send written application to:  
**Ross Sakai, Coordinator of Sports and Special Events at [rsakai@richmond.ca](mailto:rsakai@richmond.ca) or Richmond Community Services, 5599 Lynas Lane, Richmond, BC V7C 5B2**
3. Special Occasion Licences are for non-profit community wide events and tournaments only. The majority of the event participants must be adults.
4. Permission to serve alcohol may only be granted to registered non-profit Richmond organizations and not to teams or individuals.
5. All profits from the sale of alcoholic beverages must go to a Richmond based non-profit charity and not to the organization applying for the licence.
6. Gate attendants must be provided by the sponsoring organization to control entry and exit to the Special Occasion area at all times to prevent access by minors and also to prevent patrons from leaving the area with their alcohol. Security Personnel must be provided to ensure order is maintained.
7. Alcoholic beverages must be sold in plastic cups.
8. The licenced area must be contained by portable or permanent single row of fencing six feet (6') in height, or a double row four feet (4') in height around the area.
9. No alcohol can be consumed outside of the fenced area. Persons drinking outside of the licenced area are breaking the law and both the vendor and the customer are subject to a \$2,000.00 fine.
10. The Parks Department and the Richmond RCMP Detachment must approve the size and location of the licenced area enclosures before the fencing can be set-up. A map of the exact location and type of security must be included.
11. The Special Occasion Licence (SOL) must be posted at all times. All Liquor Purchase Receipts must be kept with the SOL and purchased under the SOL number. Liquor must ONLY be purchased from a Government Liquor Distribution Branch Store. Failure to do so will result in enforcement action.
12. Groups must clean up the park before leaving the area. If this is not done to the satisfaction of designated City staff, the group will be charged for all clean up and damage.
13. The Parks Division will endeavour to provide recycling containers as required. Please call in advance 604-276-4010.
14. Serving it Right—The BC Liquor Control Licensing Branch requires that persons taking out a Special Occasion Licence must have completed the Licensee portion of the Responsible Beverage Service Training Program entitled "Serving it Right " and be in attendance throughout the event to ensure proper servicing practices are followed. Anyone serving liquor to someone who becomes impaired may be legally liable for his/her subsequent behaviour/actions. For further information phone the Serving it Right office at 604-930-9720.
15. Insurance Coverage—The City of Richmond requires all groups wanting to have a licensed area on Richmond Parks to have minimum \$5,000,000 liability insurance coverage for the event, City of Richmond added as additional insured plus host liquor liability added to the policy. The City of Richmond's Sports Coordinator must receive a Certificate of Insurance one week prior to the event. Insurance coverage can be purchased through Sports BC Insurance Agencies at 604-737-3018 or Sports-Can Insurance at 604-685-0050.
16. The City of Richmond and the RCMP reserves the right to shut down the licenced area at any time on the discretion of the attending officers and/or the parks facility supervisor.
17. Any infractions of these rules and regulations may result in the cancellation of the next day's licenced area or no approval for any licenced area for the following year.
18. Once the City of Richmond has granted permission to serve alcohol at the event, please ensure that you also apply online to receive a permit from the provincial government (BCLCLB).

**THE FOLLOWING TERMS & CONDITIONS FOR A SPECIAL OCCASION LIQUOR LICENCE ARE AS FOLLOWS:**

- The entrance/exit to the licenced area must be staffed by licensed security.
- A mechanical counter must be used by security to ensure the licenced area is within its capacity.
- The licenced area must not exceed the person capacity approved by City/Police.
- Signs must be posted at the entrance 'No Minors'
- A person who appears under 19 years of age must be asked for two (2) pieces of valid ID.
- The entrance Security Staff must ensure not to admit a person who appears to be intoxicated.
- Signs must be posted at the exit 'No Liquor Beyond this Point'.
- Service Bar staff must only SERVE two (2) alcoholic beverages per person.
- Upon 'Last Call' serving staff must ensure that patrons do not stock pile liquor and should accept only two (2) tickets per person.
- Signs must be posted at the service bar 'Only 2 Alcoholic Beverages per person will be Served'
- Service Bar staff must have Serving It Right numbers and be available upon request.
- Must have Staff patrolling within the licenced area to monitor the over-service of liquor and must safely remove any person showing signs of intoxication.
- The last call for the licenced area must be one (1) hour before the end of the event.
- The service of liquor must stop one half hour (½ hour) before the end of the event.
- All persons must be cleared from the licenced area by the end of the event. All of the above.
- The Special Occasion Licensee must purchase all liquor under the Special Occasion Licence from a Government Liquor Store and must attach all liquor purchase receipts to the licence.
- Liquor must not be purchased from a Private Liquor Store or donated by a Manufacturer or Agent.

**The above Terms and Conditions are as per Section 12 of the Liquor Control and Licensing Act. Failure to comply with the above Terms and Conditions may result in enforcement action.**

Any questions or concerns regarding licenced areas at Richmond parks should be addressed to:

**Ross Sakai**  
**Coordinator, Sports and Special Events**  
**Community Services**  
**City of Richmond**  
**Phone: 604-233-3305 Fax: 604-244-1242**  
**Email: rsakai@richmond.ca**



**This is a checklist designed to help you with the timely organization of your Special Occasion Licence Event. It is to be used only as a rough timeline and does not include all details. Be sure to carefully read through all documents so you are fully informed of all necessary procedures.**

### **Beginning of calendar year...**

- 1. Fill out 'Special Occasion Licence Application Form' obtainable from Richmond Events/Rentals Office. Forms can be picked up and completed ones sent to the Richmond Events/Rentals Office at the above-stated address.

### **Three months prior to event...**

- 2. A map that shows the exact dimensions and location of the licenced area enclosures must be approved by the Parks Division/RCMP. Please contact us at 604-244-1208 to set up an appointment with our Coordinator of Sports and Special Events. Licenced areas Capacity must be approved by City/Police. A Liquor Security Plan and the name of the Security Company must be submitted. How many staff will be on duty at one time? How will the licenced area be fenced?
- 3. Ensure that the person taking out the Special Occasion Licence has completed the Licensee portion of "Serving it Right". This person must be committed to be in attendance throughout the event to ensure proper serving practices are followed. All serving staff must have Serving It Right Credentials.

### **Two Months prior to event...**

- 4. Complete the 'Emergency Procedures Plan' worksheet included in this package. For approval, bring completed 'Emergency Procedures Plan' to:  
**Brian MacLeod – Captain Fire Prevention Services**  
**Richmond Fire Hall No. 1, 6960 Gilbert Road, Richmond**  
**Phone: 604-303-2726**
- 5. Complete the 'Site Security Plan' as required by the RCMP. The required information may be found on the 'Preparation of Security Plan for Special Occasion Licence' sheet. Please note this will include your 'Emergency Procedures Map' that was approved by the Richmond Fire Department. For approval, please contact:  
**Sergeant Scott Campbell**  
**RCMP Main Office Client Services**  
**Phone: 604-278-1212**
- 6. Forward a copy of your liability insurance to the Richmond Events/Rentals Office. Minimum five million dollar (\$5,000,000.00) liability coverage is required for the event, with the City of Richmond added as additional insured. Insurance coverage can be purchased through Sports B.C. Insurance Agencies at 604-737-3018 or Sports-Can Insurance at 604-685-0050.
- 7. Book your fencing as stipulated in the 'Special Occasion Licence Terms and Conditions' (either single row of fencing minimum 6' high, or a double row of fencing minimum 4' high). This fence must surround the entire Special Occasion Licence area.

**3 Months prior to event...**

- 8. Confirm the date, time, location, and commitment with your Licensee who holds the "Serving It Right" Certification.
- 9. Book your tables and chairs (the City does not rent or loan tables or chairs).
- 10. Book your garbage cans through the Sanitation & Recycling Department; we will do our best to accommodate your need. Remember, it is the group's responsibility to clean up after the event is over.
- 11. Prepare all signage as required in the 'Special Occasion Licence RCMP/ICBC Requirements' as attached.
- 12. Purchase your plastic cups, tablecloths, and extra garbage bags.

**Before the event...**

- 13. Review with staff all items on the Special Occasion Licence Terms and Conditions, Emergency Procedures Plan, RCMP Requirements sheet and Site Security Plan. Must submit a copy of the Special Occasion Licence and all liquor purchase receipts from the Liquor Distribution Branch outlet. All liquor must be purchased under the SOL number.
- 14. Post your liquor license and signed Emergency Procedures Plan where it will always be visible.

**After the event...**

- 15. Clean up the licenced area before you leave, including fencing, tables, and chairs. The group will be charged for all clean up and damage that results.
- 16. Forward your financial statement (expenditures and revenues) of the Special Occasion Licence event to the Events/Rentals Office as detailed on the 'Special Occasion Licence Application Form'. This must be received within twenty (20) business days.

If you have further questions or concerns, please contact:

**Ross Sakai – Coordinator, Sports and Special Events**  
**Community Services**  
**City of Richmond**  
**Email: [rsakai@richmond.ca](mailto:rsakai@richmond.ca)**  
**Phone: 604-233-3305 Fax: 604-244-1242**



**This worksheet will help you develop your Emergency Procedures Plan for the day of your Special Occasion Licence event. Once this is completed, have your plan approved and signed by:**

**Brian MacLeod – Captain Fire Prevention Services  
Richmond Fire Hall No. 1  
6960 Gilbert Road, Richmond, BC  
Phone: 604-303-2726**

1. Obtain an approved site map from the City of Richmond Parks Division one month prior to your event.
2. On the map, indicate the following (in blue or black ink) and attach to the completed worksheet:
  - a) area to be used by the licensed area;
  - b) location of portable fire extinguisher;
  - c) emergency access points serving the site;
  - d) how emergency access to the event be maintained;
  - e) if the area is near a building, how emergency access to the building will be maintained;
  - f) locations where individuals will be positioned to direct incoming emergency vehicles (indicate with numbers inside circles);
  - g) identify number of first-aid attendants on site.
3. Please complete the following information:
  - a) What is the occupancy load of the licensed area? \_\_\_\_\_
  - b) Will food be served at this event?     Yes     No  
 If yes, what food will be served?  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 How will the food be prepared?  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
  - c) How many first aid attendants will be on site? \_\_\_\_\_
  - d) Who is designated to call 911? \_\_\_\_\_
  - e) How will the call be made? (cell phone, etc?) \_\_\_\_\_

f) Briefly explain who will attend to an emergency situation resulting from your function and how they will access the event site?

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

The information I have provided regarding the above stated Emergency Procedures Plan and the attached Emergency Procedures Map is true and will be adhered to during the Special Occasion Licence event held on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Licensee: \_\_\_\_\_  
*Print Name* *Signature*

Fire Dept. Liaison: \_\_\_\_\_  
*Print Name* *Signature*

Witness: \_\_\_\_\_  
*Print Name* *Signature*



**City of  
Richmond**

## **Special Occasion Licence Site Security Plan**

Community Services  
5599 Lynas Lane, Richmond, BC V7C 5B2  
Phone: 604-233-3304 Fax: 604-233-3340  
Email: [events@richmond.ca](mailto:events@richmond.ca)

---

**This worksheet will help you develop your Site Security Plan for the day of your Special Occasion Licence event. Once this is completed, have your plan approved and signed by:**

**Sergeant Scott Campbell, Main Office  
RCMP Client Services  
Phone: 604-278-1212 ext. 2345**

1. Attach a copy of your Emergency Procedures Map that was approved by the Richmond Fire Department.

**Map:**





File: \_\_\_\_\_ Date(s) of Event: \_\_\_\_\_

**The following must be submitted to City/Police/LCLB two weeks before the event:**

- A site map showing the location of the licenced area.
- The person capacity of the licenced area (must be approved by City/Police).
- The security plan for the licenced area and Security Company name and how many.
- How many staff on duty within the licenced area (must be approved by City/Police).
- How licenced area will be defined (sectioned off with entrance/exit).
- Serving It Right names and numbers of persons working within the licenced area.
- A copy of the Approved Special Occasion Licence.

**Terms and Conditions of this Special Occasions Licence:**

The entrance/Exit to the licenced area must be staffed by licensed security.

- A mechanical counter must be used by security to ensure the licenced area is within its capacity.
- The licenced area must not exceed the person capacity approved by City/Police.
- Signs must be posted at the entrance 'No Minors'
- A Person who appears under 19 years of age must be asked for 2 pieces of Valid ID.
- The entrance Security Staff must ensure not to admit a person who appears to be intoxicated.
- Signs must be posted at the exit 'No Liquor Beyond this Point'
- Service Bar staff will only SERVE 2 Alcoholic Beverages per person.
- Signs must be posted at the service bar 'Only 2 Alcoholic Beverages per person will be Served'
- Service Bar staff must have Serving It Right numbers and be available upon request.
- Must have Staff patrolling within the licenced area to monitor the over service of liquor & must safely remove any person showing signs of intoxication.
- The last call for the licenced area must be 1 hour before the end of the event.
- The Service of Liquor must stop one half hour before the end of the event.
- All persons must be cleared from the licenced area by the end of the event. All of the above.
- The Special Occasion Licensee must purchase all liquor under the Special Occasion Licence from a Government Liquor Store and must attach all liquor purchase receipts to the licence.
- Liquor must not be purchased from a Private Liquor Store or Donated by a Manufacturer or Agent.

**The above Terms and Conditions are as per Section 12 of the Liquor Control and Licensing Act. Failure to comply with the above terms and conditions may result in enforcement action.**

1. The licenced area must be surrounded by a barrier fence sufficient to confine the sale, service, and consumption of liquor, with access permitted only through limited and controlled points.
2. No minors permitted in the licenced area.
3. A sign must be posted at all entrances stating "No Minors"
4. A sign must be posted at all exits stating "No Liquor Beyond This Point"
5. The entrance/exit to the licenced area must be staffed by licensed security; a mechanical counter must be used by Security to ensure the licenced area is within its capacity:
  - Maximum person capacity set by the RCMP/City is not exceeded.
  - Signs posted at the entrance "No Minors".
  - No liquor is brought in or taken out of the licenced area.
  - No minors are permitted access (the only acceptable forms of ID are: a drivers licence that displays a photograph and the date of birth, a passport or an identification card issued by a government agency that displays a photograph and the date of birth).
  - **Anyone who appears under the age of 19 years must be asked for two pieces of identification, one of which must be the afore-mentioned and the other must display the person's name and either the person's signature or picture. \*\*Note. This is the law and a requirement of all licensees. It is based on the appearance of the person not on your personal knowledge. If the person appears to be under 25 years and does not produce the required ID to a police officer, your licence could be cancelled.\*\***
6. All liquor must be served in plastic cups.
7. A copy of this appendix must be posted along with the licence.
8. The licensee or another person who holds a valid Serving it Right card, designated as being in charge (as listed below) shall be present at all times within the licenced area.

Licensee: \_\_\_\_\_ Signed: \_\_\_\_\_  
*Print Name*

Designates: \_\_\_\_\_  
 \_\_\_\_\_

Witness: \_\_\_\_\_ Dated: \_\_\_\_\_

## PREPARATION OF SECURITY PLAN FOR LICENSED AREAS

**\*NOTE:** Your Security Plan must incorporate all of the items listed on the licenced area Appendix Sheet that will be affixed to your Liquor Licence by the Richmond RCMP.

This is an example of a Site Security Plan. A site map that has been approved by Richmond Fire-Rescue (RFD) must accompany it.

**EXAMPLE:** For licenced area located at (location) on (date)—Security Staff of Site: 6 Security will be on site during posted hours of operation. Role: control exits/entrances and patrol general area.

Security personnel will be pre-identified for duration of event and will be identifiable (i.e. t-shirt).

### Entrances:

- Access to the licenced areas is controlled at all times.
- The number of patrons within the licenced area is subject to the approval of the RCMP. If capacity is reached, then patrons will be held at the entrance until sufficient numbers have left the area.
- No minors are to access the area. Identification is checked using a +25 rule. If the person doesn't appear to be at least 25 years of age then they are checked for picture ID to verify age. Acceptable forms of ID are a picture drivers license, BC Identification card or passport. Failure of a person to produce satisfactory identification will result in the person not being permitted into the licenced area.
- No alcoholic beverages are allowed to be carried into the area. Backpacks, packages, and bags will be searched for alcohol (with the permission of the patron) by Event Security personnel. Patrons refusing to show the contents of their bags are subject to refusal of entry to the Licensed Area.
- No bicycles, scooters, strollers or pets are permitted within the licenced area.

### Exits:

- Exit points will be manned at all times during the operation of the licenced areas.
- No patrons will enter the area via an exit including patrons just leaving for a short period of time.
- No alcohol is to be removed past the licenced area interior perimeter fencing. cursory searches may be performed on bags at Security personnel discretion.

### Licensed Area Crowd Control:

- Two Security personnel will patrol the licenced area to monitor the crowd for disruptive, aggressive, or intoxicated behaviour.
- Unruly patrons will be asked to leave the licenced areas at the discretion of the Licensee or person designated as being "in charge".
- Physical confrontations will be avoided at all costs. Incidents that threaten to escalate physically and/or patrons refusing to leave the premises, upon reasonable request, will be referred to the RCMP.
- All patrons will be asked to stay within the licensed area.
- Site-specific instructions and procedures may be developed, as required, by City staff and the RCMP.