

Information Guide for Special Occasion Permits (SOP) issued under the *Liquor Control Act*

LIN 0509

This notice is intended to provide information respecting the application for a Special Occasion Permit under the *Liquor Control Act* and Regulations. This notice should not be regarded or relied upon as a legal interpretation of the *Act*. In all cases, the legislation should be reviewed to determine the proper application of the eligibility requirements and the function of the program.

The permit holder is responsible for assuring that all laws, regulations and policies made under the *Liquor Control Act* and Regulations are respected and obeyed. The *Act* and Regulations can be viewed [online](#).

Special Occasion Permit Categories

PLEASE NOTE: Supporting documentation may be required.

Resale of liquor	No sale of liquor	Fundraiser
The maximum charge permitted is \$3.50 per drink (i.e. Pint of beer or cooler; one ounce of spirit or two ounces of wine)	<ul style="list-style-type: none">Tasting eventsHost provides liquor for guests	<ul style="list-style-type: none">For members and guests 19 years and over only.Advertising is permitted for charitable functions and does not require any prior approval.

Community organizations holding fundraising events

Community organizations may qualify when raising proceeds:

- To provide financial assistance for expenses that a family may incur due to sickness of a family member (i.e. travel, loss of wages, hotel accommodations, lack of medical insurance, etc.)
- loss of home and personal belongings due to a fire
- for a charitable organization

- community organization needs (i.e. restoration of building, function beneficial to the community)

Please note: No maximum sale price of liquor stipulated for fundraising events.

A financial information sheet must be completed within 30 days following the function to ensure that the proceeds were donated.

Examples of functions:

50 th Milestone Birthday	Family Reunion	Trade Show
25 th Anniversary	New Year’s Eve Dances	Art Exhibit
Wedding	Staff Parties	Grand Opening
Wedding Shower	Sport Opening/Closing Ceremony	Charitable Community Event

Calculating the quantities of liquor

Suggested quantities of liquor per person are displayed on the chart below. This chart will assist you in completing your application. First, determine what liquor will be offered at the event. If you choose, wine, beer and coolers, please note Option F. Each person in attendance is permitted 8 ounces of wine, 2 pints of beer and 2 pints of coolers.

Options	No. of People Attending	Spirits	Wine	Beer	Coolers
A	# X	5 ounces	8 ounces	2 pints	2 pints
B	# X	5 ounces		2 pints	2 pints
C	# X	6 ounces			
D	# X		14 ounces		
E	# X			4 pints	4 pints
F	# X		8 ounces	2 pints	2 pints

Example - When calculating the maximum quantity of liquor permitted for a function the calculation is based on the number of persons attending multiplied by following one of the options listed above.

If "Option A" is chosen and the occupancy rate is 100 persons, the maximum permitted liquor is calculated by multiplying 5 ounces (spirits), 8 ounces (wine), 2 pints (beer) and 2 pints (coolers) by the number of people attending the function.

A	100	X	5 ounces = 500	8 ounces = 800	2 pints = 200	2 pints = 200
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If you have donated product, it must be deducted from the total allowable product. ALSO, for resale purposes, **you cannot charge for any donated product received.**

Converting to metric

One fluid ounce is equal to 0.0295735 of a litre. Therefore, as demonstrated in the example above multiply the total ounces by 0.0295735 to determine how many litres are allowed.

5 ounces of spirits X 100 (attendees) or 500 ounces X 0.0295735 = 14.79 litres;

8 ounces of wine X 100 or 800 ounces X 0.0295735 = 23.66 litres

2 pints of beer X 100 = 200 bottles or 16 cases @ 12 bottles per case + one 6 pack

2 pints of coolers X 100 = 200 bottles or 50 four packs of coolers

Important Conditions for A Special Occasion Permit

- Premises cannot be open to the general public unless a Charitable Permit is obtained.
- Only members and/or invited guests permitted on the premises.
- Admission cannot be sold at the door unless a Charitable Permit is obtained.
- Liquor cannot be sold for more than the price indicated on the permit.
- Persons under 19 years cannot be served or consume liquor.
- Persons under 19 are permitted on the premises for a wedding or wedding anniversary.
- There can be no advertisement or public announcement of this function unless a Charitable Permit is obtained.
- This permit authorizes the permittee to purchase liquor for the function by presenting the permit to an Alcool NB Liquor (ANBL) outlet and to have such liquor on the premises for which the permit was issued and only during the times indicated on the permit.
- No homemade alcoholic products or BYOB are permitted on site at the function.

- Liquor from one function cannot be sold at another function.
- All remaining liquor must be taken from the premise after the event.
- Donated inventory cannot be returned to an ANBL outlet.
- Liquor sales must end at 2:00 a.m. or before and guests must vacate the premises no later than 2:30 a.m.
- A copy of the permit must be posted at the bar area.
- **Application must be received 15 days prior to the event.**

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