



The Alcohol and Gaming Commission of Ontario (AGCO) oversees the regulation of the Special Occasion Permit (SOP) program. The Liquor Control Board of Ontario (LCBO) reviews and issues SOPs on behalf of the AGCO.

When do you need a Private Event Special Occasion Permit?

If you are planning a special event anywhere other than a private place (an indoor area not generally open to the public, such as a company boardroom or a residence), or an establishment with a liquor sales licence and you wish to sell or serve alcohol, you will need to apply for and obtain a Special Occasion Permit (SOP).

Private Event SOPs are for occasional events for invited guests only, such as a birthday party or wedding. The event cannot be advertised to the public.

As the holder of a Private Event SOP, you cannot run the event with the intention of profiting from the sale of alcohol at the event.

How to apply for a Special Occasion Permit

An SOP application form and application guide can be obtained from any LCBO store or from the AGCO's website at www.agco.on.ca.

Applications must be submitted to an LCBO SOP service store. For a listing of LCBO SOP service store locations and hours, please visit: <http://hellolcbo.com> or call the LCBO toll-free at 1 800.668.5226 or 416.365.5900 in the Greater Toronto area.

You may be asked for identification when picking up your permit. Please have a piece of government-issued photo ID with you, such as a driver's licence or passport.

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Contact Information

Alcohol and Gaming Commission of Ontario

90 Sheppard Avenue East
Suite 200
Toronto, Ontario M2N 0A4
Tel: 416.326.8700 or
1 800.522.2876 (toll free in Ontario)
Fax: 416.326.5555
Email: customer.service@agco.ca

Ce document est aussi disponible en français

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Alcohol and Gaming
Commission of Ontario

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Commission des alcools
et des jeux de l'Ontario

A Special Occasion Permit (SOP) application form and application guide can be obtained from the AGCO's website at: www.agco.on.ca



Special Occasion Permits Private Events

PRIVATE

AGCO

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Applying for a Private Event Special Occasion Permit

Applications for SOPs are available at LCBO stores or from the AGCO's website at www.agco.on.ca.

You must be at least 19 years of age to apply for an SOP.

The application must be submitted to an LCBO SOP service store **at least 10 days prior** to the event date.

Please answer all questions on the application form as incomplete applications cannot be processed. Additional documentation may be required.

If any specific risks are identified during the application review process, the AGCO may add one or more conditions to the permit to mitigate any of these risks, such as a limit on the hours of sale and service of alcohol.

Outdoor events

For an outdoor event you must provide written notification of the event to local police, health, fire departments and the municipal clerk (plus building department if a tent, marquee, pavilion or tiered seating will be used):

- **at least 30 days** before the event **if fewer than 5,000 people per day** are expected to attend the event; or



- **at least 60 days** before the event **if 5,000 people or more per day** are expected to attend the event.

For outdoor events you must submit a sketch showing the dimensions (size) of the proposed permit area and the location of any tiered seating.

Application fees

The fee for a No Sale permit is \$25.00 per day. At a No Sale event, you cannot charge your guests for alcoholic drinks either directly or indirectly (through an admission fee or drink ticket sales, for example). All costs related to alcohol must be absorbed by the permit holder.

The fee for a Sale permit is \$75.00 for up to three consecutive days or less. At a Sale event, you may sell alcohol to guests.

There can be **NO intent to gain or profit from the sale of alcohol** at the event.

Purchasing alcohol

Whether you have a No Sale or Sale permit, you must purchase alcohol under your permit from an authorized government retail store (LCBO store, LCBO Agency store, The Beer Store or authorized manufacturer's retail store). Receipts for all alcohol purchased under the permit must be available for inspection upon request.

At the event

As the permit holder or responsible person listed on the permit, you must be in attendance at the event. If an emergency arises and you cannot attend, you must designate someone in writing to attend in your absence. This can be done by signing the appropriate section on the back of the permit.

You must ensure that the location used for the event is in compliance with all health, fire and building regulations and that the maximum capacity of the location is not exceeded.

All areas (indoor or outdoor) where alcohol will be sold, served and consumed must be clearly defined and separated by a minimum 36" (0.9m) barrier from areas where the permit does not apply.

Alcohol can generally be sold and served every day from 11:00 a.m. until 2:00 a.m. On New Year's Eve, service is extended an additional hour until 3:00 a.m. on January 1.

Your responsibility

As a permit holder, you are personally responsible to ensure that alcohol is sold and served responsibly and according to the law. Where there is a breach of the *Liquor Licence Act* or Regulations, administrative action may be taken including the use of monetary penalties.

Please review the Application, Application Guide and **Responsible Tip Sheet: Special Occasion Permits – Private Events** to ensure you fully understand your responsibilities for hosting an SOP event. These are available on the AGCO's website at www.agco.on.ca and at all LCBO stores.



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