



City of Meadow Lake
Special Occasion Permit Application Form
For Events with Alcohol

In order to obtain a Special Occasion Sales Liquor Permit for outdoor events or for events held in municipal sports facilities, the Saskatchewan Liquor and Gaming Authority mandates that approval is required by the City and that a confirmation letter of this approval is provided when applying for the permit. To obtain a confirmation letter, this application form must be completed and submitted a minimum of four weeks prior to the event.

A. Application Information			
APPLICANT	Name of Organization:		Type of Organization:
	Mailing Address:	City:	Province: Postal Code:
	Applicant / Contact Person Name:		Alternate Contact (if applicable):
	Phone Number(s) - Please provide at least one cell phone number:		Email Address:
EVENT DETAILS	Purpose of Event / Event Description:		
	Proceeds from Event to be used for:		
	Event Location:	Projected Number of Attendees:	
	Event Date(s):	Event Times:	
	Date(s) Liquor Permit Requested for:	Times Liquor Permit Requested for:	

B. Supporting Documentation	
SITE PLAN: <i>Please attach a map showing where the following items will be located during your event:</i>	
	Alcohol Serving Area
	Washroom Locations
	Refreshment Locations
	Fencing and Fence Height (for outdoor events)
SECURITY: <i>Describe the security and crowd control measures that will be implemented for your event.</i>	
<i>Security Contact:</i>	
NOISE CONTROL AND COMMUNICATION: <i>Describe the proximity of the event to residential areas and what measures will be taken to prevent or contain noise. Outline your plan for communicating details about the event to any neighboring residences and/or businesses. (for outdoor events)</i>	
INSURANCE: <i>Please provide proof of liability insurance for this event.</i>	

C. Application Terms and Conditions

I hereby agree:

- a) That the information contained in this application is true and complete to the best of my knowledge;
- b) That, as the sale or service of alcoholic beverages is only permitted as a component of a larger event, the event organizers will ensure that the alcohol sale and service area does not become the focal point of the event;
- c) To abide by and observe all City Bylaws including, but not limited to, the Noise Bylaw, Fire Prevention Bylaw and Traffic Bylaw;
- d) That the event organizers will be responsible to clean up and dispose of all garbage on the property being rented for this event;
- e) That glass containers will not be used;
- f) That alcohol will only be served in the contained area identified in this application;
- g) That the event organizers will adhere to security requirements, and all other requirements as directed by SLGA; and
- h) That the maximum occupancy load for the facility will be adhered to.

Name and Title (please print): _____

Signature of Applicant _____ Date _____

D. For Office Use Only

Application Received By:

Date of Receipt:

Application Approved By:

Approval Date:

Signature of Approving Official:

Additional Conditions (if applicable):

Upon approval, a copy of this application will be forwarded to the Meadow Lake RCMP and Fire Department.

City Administration may also forward this application to Council for additional consideration. Therefore, please ensure your application is submitted within the required timeframe.

Please note that the City of Meadow Lake retains the right to cancel this event and withdraw its approval in the event that this application is transferred to a third party without prior City consent, or if this application is found to misrepresent the event. Failure to adhere to the terms and conditions will result in the refusal of future booking privileges.