TOWN OF SUSSEX
POLICY

Subject SPECIAL OCCASION PERMITS		*Number* CS-14
Date FEBRUARY 19, 2013	*Approved by* COUNCIL [X] OTHER(S) [ ]	*Date* DECEMBER 15, 1997
Signature	*Date of Revision* FEBRUARY 18, 2013	PAGE 1/3

1. The purpose of this policy is to outline regulations in order to permit organizations and/or individuals to sell and/or consume alcoholic beverages on Town owned property, including structures or land. For the purposes of this policy, Town owned property shall be classified into two categories:

   A) Designated

   - 8th Hussars Sports Centre
   - Golden Jubilee Hall

   B) Other

   - All other Town owned structures or land.

2. Special Occasion Permit Requests – Designated Properties

   Any organization requesting a Special Occasion Permit for *designated* Town owned property must provide, to the Community Services Director, the following information before he/she will consider their application:

   A) the specific nature of the special event, i.e. Beer Gardens, etc.;

   B) the list of officers of the organization, including their mailing addresses and phone numbers;

   C) the organization's correspondence stating authorization for one (1) person named to be accountable for the event; and

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D) a liquor liability insurance policy, complete with proof of payment, from an insurer, naming the Town of Sussex as co-insured for days on which the special event takes place.

Once all of the above criteria have been satisfied, the Community Services Director and Town Clerk may sign the Special Occasion Permit Application on behalf of the Town as the owner of the premises.

3. Special Occasion Permit Requests – Other Properties

Any organization requesting a Special Occasion Permit for all *other* Town owned properties shall be required to satisfy the requirements outlined in Section 2. This request will then be forwarded through the Community Services Directors Office to Sussex Council for consideration.

If Council approves the request, and any additional conditions to the application required by Council have been satisfied, the Community Services Director and Town Clerk shall sign the Special Occasion Permit Application on behalf of the Town as the owner of the premises.

4. The applicant is to strictly adhere to all regulations of the Liquor Control Act.

5. The rental fees for Town owned properties shall be as outlined in Policy RD-17 Recreation User Fee.

6. All costs incurred are to be the organizations responsibility.

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