

Instructions:

Complete and return this application to Town Hall. Once approved, apply for your Special Event Permit online at BC Liquor Special Events Permit.

It is the **Event Organizer's** responsibility to apply for a Special Event Permit. This can be an individual or representative from a club, business or group. The applicant must be at least 19 years old. The liquor licence holder must comply with all applicable regulations. For more information, please contact the Liquor and Cannabis Regulation Branch.

Application:

Applicant Information		
Name(s) and Organization (if applicable):		
Email:		
Phone:		
Property Address:		
Mailing Address:		
On-site Contact Information		
Name:		
Email:		
Phone:		
Alternative Phone:		
Booking Information		
Booking Date(s):	Booking Time(s):	
Event Location		
<input type="checkbox"/> Millennium Park	<input type="checkbox"/> Spirit of Creston Square	<input type="checkbox"/> Dwight & Rosamond Community Wetlands
<input type="checkbox"/> Schikurski Park	<input type="checkbox"/> Downtown Green Space	<input type="checkbox"/> ?aku?ni
<input type="checkbox"/> Kinsmen Park	<input type="checkbox"/> 11 th Ave Walkthrough	<input type="checkbox"/> Dodd's Creek Park
Other (include civic address if applicable): _____		

Licencing Information	
<input type="checkbox"/> Public Special Event (A public event is a community, sporting, cultural, or other type of unique activity, occurring for a limited or fixed duration (i.e. one-time/annual) available to the public. Public events are held in locations such as parks, sport fields, open rooms in a community centre, etc.) Tickets must be available at the door.	<input type="checkbox"/> Private Special Event (A private event must be limited to invited guests, members and staff of an organization, or persons to whom advance tickets have been given or sold. Private events include, but are not limited to: weddings, birthdays, tastings, or other social, cultural, recreational, religious, sporting or community event).
<input type="checkbox"/> 19+	<input type="checkbox"/> All ages
<input type="checkbox"/> Whole site licencing	<input type="checkbox"/> Partial site licencing (e.g. beer garden within an event)
Required Attachments	
<input type="checkbox"/> Designated Driver Plan (Name of designated driver service, copy of designated driver service signage to be posted at Event.)	
<input type="checkbox"/> Copy of active liquor service certificate(s) ("Serving it Right" or "Special Event Server" for each individual serving liquor.)	
<p>*Special Event Server certification is valid for events with less than 500 attendees. **Serving it Right certification is valid for any number of attendees.</p>	
<input type="checkbox"/> Proof of General Liability Insurance in an amount not less than \$2,000,000 and a Liquor Liability Endorsement Policy in an amount not less than \$2,000,000, with the Town of Creston named as additional insured.	
<input type="checkbox"/> Approval letter from Property Owner (required for functions on private property only).	
<input type="checkbox"/> Site Plan	
Acknowledgements	
I have read and understand Events Bylaw No. 2029, 2025	Initial:
I have read and understand Parks, Trails, and Public Spaces Bylaw No. 2030, 2025	Initial:
I understand that approval of a Municipal Liquor Service Permission application does not constitute approval from the <i>Liquor and Cannabis Regulation Branch</i> , and I recognize that I must possess I valid Special Event Permit to hold this Event.	Initial:

Request for Liquor Service Application

Authorization & Signatures		
<p><i>The Town of Creston collects your personal information for the purpose of processing your Liquor Service Permit Application. The legislated authority to collect your personal information is Section 26 (c) of the Freedom of Information and Protection of Privacy Act.</i></p>		
<input type="checkbox"/>	I/WE HEREBY make an application for an Event in accordance with all applicable Town, Federal, and Provincial laws. It is understood that the completion of this form constitutes an application only, and that the works applied for will not commence until a covering permit has been issued.	
<input type="checkbox"/>	I/WE HEREBY agree that I/WE have submitted a complete application, including all the requested supporting documentation.	
<input type="checkbox"/>	I/WE HEREBY agree to pay the actual cost associated with the Event.	
<input type="checkbox"/>	I/WE HERERBY agree that BOTH the approved Liquor Service Permission (municipal) and the Provincial Special Event Permit will be posted clearly at the Event.	
Name:	Signature:	Date:

Office Use

Received By			
Title	Signature	Date	
Approvals Required			
Title	Signature	Date	Approved (Y/N)

Terms and Conditions:

Owner Authorization of Application
OUTDOOR LARGE PRIVATE EVENTS ONLY

Property Owner
Name:

Last

First

Middle Initial

Property Owner
Mailing Address:

Street Address

*Apartment/Unit
#*

City

Province

Postal Code

As Owner(s) of the land described in this application, I/we hereby authorize _____

_____ to act as applicant in regard to this
Event.

Owner
Signature: _____ Date: _____

Owner
Signature: _____ Date: _____