

# Request for Liquor Service Application

## 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"/> Schikurski Park	<input type="checkbox"/> Downtown Green Space
<input type="checkbox"/> Kinsmen Park	<input type="checkbox"/> 11 <sup>th</sup> Ave Walkthrough
<input type="checkbox"/> Dwight & Rosamond Community Wetlands	
<input type="checkbox"/> ʔakuᑭni	
<input type="checkbox"/> Dodd's Creek Park	
Other (include civic address if applicable): _____	

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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 a valid Special Event Permit to hold this Event.	Initial:

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## Authorization & Signatures

*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](#).*

- |                          |   |
|--------------------------|---|
| <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:

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## Waiver of Liability

Applicant or  
Authorized  
Signing

Authority Name: \_\_\_\_\_

*Last*

*First*

*Middle Initial*

Applicant or  
Authorized  
Signing

Authority

Mailing

Address: \_\_\_\_\_

*Street Address*

*Apartment/Unit  
#*

*City*

*Province*

*Postal Code*

Event Location: \_\_\_\_\_

In consideration of the Town of Creston agreeing to permit the Applicant to use the above referenced location, the undersigned does hereby release the Town of Creston from any and all liability whatsoever and does hereby agree to indemnify and save harmless the Town of Creston.

The Applicant does hereby agree to use the location only for the purposes of the said use or Event and strictly in accordance with any and all regulations, municipal, provincial or federal, applicable to holding the said use or Event in the above referenced location.

DATED at the Town of Creston this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

The Applicant, by its proper officers  
authorized to sign on its behalf:

\_\_\_\_\_  
Authorized Signatory

## 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: