

City of Chilliwack

Bylaw No. 4605

**A bylaw to regulate Special Public Events involving alcohol within
the City of Chilliwack**

The Council of the City of Chilliwack in open meeting assembled, enacts as follows:

1. This bylaw may be cited as **“Special Public Events Involving Alcohol Bylaw 2018, No. 4605”**.

INTERPRETATION

2. In this Bylaw:

“Applicant” means the applicant for a Special Public Event Authorization for a public event involving alcohol;

“Application” means an application for Special Public Event Authorization;

“Beverage Garden” means a well-defined and enclosed liquor service area either outdoors or within an indoor space, which is subject to a Special Event Permit issued under the Liquor and Cannabis Regulation Branch;

“Civic Building” means all buildings owned or controlled by the City;

“Civic Properties or Civic Property” means all lands, dykes, and improvements owned or controlled by the City and includes a Civic Building

“Special Event Permit” means a permit to event hosts who wish to provide temporary or infrequent liquor service at events such as family gatherings, private functions, community festivals and manufacturer tastings. A Special Event Permit allows the host to serve or sell liquor at an event in accordance with BC’s liquor laws and regulations. Event hosts are considered liquor permittees and are responsible for the safety of their guests.

“Special Public Event” means any festival, show, exhibition, carnival, fair, concert, rave, vehicular race, parade, procession, sporting event, performance or other event in the City that is:

- Open to the public or to which the public has been invited to attend;
- Held outdoors either in whole or in part; and,
- Likely to be attended by any number of people if there is a Beverage Garden;

“Special Public Event Authorization” means authorization issued by the City under this Bylaw;

CATEGORIES OF SPECIAL EVENTS

3. There are two categories for Special Events involving alcohol held in Chilliwack. Each of these permits are obtained and approved through the Liquor and Cannabis Regulation Branch online process at <https://specialevents.bcldb.com/>.
 - (1) Public functions are events that are open to the public and have been publicly advertised in any type of media. Such events include tournaments, special events and festivals. Public event functions must be approved through the Recreation and Culture Department and successful applicants will receive a Special Public Event Permit.
 - (2) Private functions are events limited to family celebrations, organization membership and invited guests. The identities of all guests are known by the members of the family or organization, either directly or indirectly prior to the event taking place. These events are granted as a private Special Event Permit. The City of Chilliwack is not responsible for approving Special Event Permits for private events.

APPLICATION PROCEDURES

4. Anyone interested in applying to serve alcohol at a public event within Civic Property is to submit their request to the Recreation and Culture Department at least 4 weeks prior to the scheduled event. To initiate the application process for Special Public Events involving alcohol, complete the “Community Event Checklist”, which is available on the City’s website at www.chilliwack.com.
5. The following information is required in order to process the application:
 - (1) Name of applicant;
 - (2) Name of contact person (if different from applicant);
 - (3) Name of organization (if applicable);
 - (4) Contact information (address, telephone number(s), email address);
 - (5) Dates of the public event;
 - (6) Location of the public event;
 - (7) Anticipated number of patrons expected at the event;
 - (8) Hours of operation; and,
 - (9) Methods used to ensure control;
6. All applications will be reviewed on the following criteria:
 - (1) Type of event requested;
 - (2) Benefit to the community; and,
 - (3) Past history of the group complying with the rules and regulations.

7. Applicants will be required to provide a Security Plan for all Special Public Events involving alcohol.
8. All applicants hosting a Special Public Event involving alcohol within Civic Property are required to carry liquor liability insurance coverage in the minimum amount of \$5 million for their event, with the City of Chilliwack added as an additional insured. Proof of insurance must be provided a minimum of one week prior to the event.
9. On occasion, where circumstances arise that are not covered by the intent of this Bylaw, such applications and matters will be considered on their individual merits.

Received first and second reading on the 4th day of December, 2018.

Received third reading on the 4th day of December, 2018.

Received adoption on the 18th day of December, 2018.

“Ken Popove”

.....
Mayor

“Jacqueline Morgan”

.....
Corporate Officer