

INSTRUCTIONS:

- **NOTE:** This *Safety and Security Plan* must accompany the *Catering Authorization Request* that you submit to your liquor inspector
- You may use this form or provide the same information in a different format, but you must describe how you will:
 - ensure minors do not have access to or consume alcohol
 - prevent over-consumption and intoxication
 - maintain the control of your patrons and ensure their safety
 - ensure liquor is consumed in the licensed area only
 - prevent any unreasonable disturbance to your neighbour
- You may complete this form one of two ways: 1) at your computer, save and then print; or 2) by hand - print clearly using dark ink.
- When completed, forward this plan to your liquor inspector by fax or email
- For more information, please go to www.pssg.gov.bc.ca/lclb/resources and consult the *Catering Terms and Conditions Guide*, or call the Liquor Control and Licensing Branch at 1-866-209-2111 (B.C. only) or 250-952-5787

Part 1: Contact Information

This information must match the information recorded on your Catering Authorization Request.

Licence Number: Catering Authorization Request Number:

Part 2: Event Description and Layout

1. Please describe the areas where liquor will be consumed (e.g. tent, inside the whole hall, etc.):

2. Please attach a sketch/diagram of your event showing the following:

- (a) The perimeter of the whole event, not just the liquor service area
- (b) The location, size, and perimeter of the liquor service area (if different from the whole event)
- (c) Exits and entrances - including where ID is checked (for the whole event and for the liquor service area)
- (d) Location of ticket sales (for entrance and for drinks)
- (e) Event focus (location of entertainment / stage, sports activities, displays, etc.)
- (f) Other amenities, concession stands, bike storage, washroom facilities, first aid

3. Please provide an estimate for the following:

- (a) the number of attendees at the event, per day:
- (b) the number of minors attending the event, per day:
- (c) the occupant load of the event: Check here if an occupant load is not available
- (d) the occupant load of the service area: Check here if an occupant load is not available

4. Please describe how you will contain the liquor service area by describing the barriers (fencing height, specific rooms, etc.) you will use and describing how you will control the entrance(s) and exit(s).

Part 3: Event Staffing

1. **Managers:** How many people will be managing your liquor service (if the numbers vary, indicate how many at which times)?

2. **Bartenders:** How many people will be bartending at your liquor service (if the numbers vary, indicate how many at which times)?

3. **Servers:** How many people will be serving liquor in your liquor service area (if the numbers vary, indicate how many at which times)?

PART 4: Event Security

Many large events require security personnel to prevent the entrance of unruly or disruptive persons and/or removing persons who become unruly, disruptive, or who present a safety risk to others. Staff or contractors providing door security in licensed establishments are required to be licensed under the *Security Services Act*. For more information please visit: <http://www.pssg.gov.bc.ca/securityindustry/>.

If you will be having security personnel at your event, please answer these questions:

1. How many paid security personnel will be attending at the liquor service portion of your event (if the numbers vary, indicate how many at which times)?

2. How many of the security personnel are hired through a security company?

Name of security company:

Mailing address:

Street

City

Province

Postal Code

Company contact person:

Phone number:

Fax:

E-mail:

3. How many police officers will be attending at the liquor service portion of your event (if the numbers vary, indicate how many at which times)?

PART 5: Safe and Responsible Service

1. What will you do to prevent minors from being served or consuming liquor?

- Not applicable - no minors are attending the event
 Access to the liquor service area is well controlled - describe:

- Mandatory requirement of 2 pieces of ID
 Signs advising that minors cannot enter the liquor service area and 2 pieces of ID required
 Other - describe:

2. What will you do to prevent over-consumption and intoxication?

- Signs advising that intoxicated persons will be removed
 Sign advising two-drink maximum in effect
 Other - describe:

3. What will you do to prevent unreasonable disturbances to neighbours?

- I have read *Appendix 2: Taking Reasonable Measures to Prevent Disturbances* in the term and condition guide
 Other - describe:

4. Please describe any additional safety and security measures:

5. I declare the information provided is accurate and the safety and security actions will be taken with respect to the event.

Liquor Control and Licensing Branch

Location: 4th Floor, 3350 Douglas St., Victoria BC V8Z 3L1

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