

## PLANNING YOUR EVENT

### Do I need a permit?

If you are hosting an event at your home, you do not need a permit. If you are hosting an event elsewhere, you do need a permit.

Choose a location for your event that is the right size for you. Bring written permission from the property owner where your event will be held.

### How long can my event be?

Permits will only be issued for a maximum of nine hours, between 10:00 a.m. and 3:00 a.m. You can not serve liquor after 2:00 a.m., and you will need the final hour of your permit to gather and remove leftover liquor. If your event is longer than nine hours, you will need a second permit.

### Can youth under 19 years old attend my event?

It is up to you to decide if youth can attend your event. You need to consider age limits, whether youth should be accompanied by an adult, and what kind of monitoring you can provide.

## GETTING YOUR PERMIT

### What kind of liquor permit do I need?

**Reception Permit:** If you are serving (but *not selling*) liquor, you need a Reception Permit. You cannot charge admission.

**Special Occasion Permit:** If you are serving *and selling* liquor, you need a Special Occasion Permit. You can apply for a Special Occasion Permit only if you are a non-profit organization.

Non-profit organizations can be issued Special Occasion Permits for a maximum of five days in a row; for up to 26 days in one year (April 1 – March 31).

### Where can I get a permit?

Permits can be obtained in Whitehorse, Dawson City, Faro, Haines Junction, Mayo, and Watson Lake. Permit application forms can be downloaded from the web site at [yhc.yk.ca](http://yhc.yk.ca).

### How long does it take to get a permit?

Please apply for your permit at least two business days before the start of your event. We suggest that you apply even sooner than that, so that there is plenty of time to review your application and answer any questions before your event.

### How much does my permit cost?

# of people	Reception Permit	Special Occasion Permit
0–150	\$30	\$50
151 – 400	\$30	\$100
401+	\$30	\$150

### How do I pay for the permit?

You may pay with cash, certified cheque, major credit card, or debit card.

## BUYING LIQUOR FOR YOUR EVENT

### When I have my permit, where do I buy the liquor for my event?

- In Dawson City, Faro, Haines Junction, Mayo and Watson Lake, order your liquor from the local liquor stores.
- In Whitehorse, order your liquor from the Yukon Liquor Corporation Central Warehouse on Quartz Road (not from the Whitehorse Liquor Store). You need to place your order at least one business day before you pick it up from the warehouse.

### Can I serve liquor I've made myself?

Yes, if your reception permit is for a family event, such as a wedding or wedding anniversary, and the beer/wine is made by a family member.

### How do I get liquor that is not sold in Yukon liquor stores?

If you want to buy liquor products not sold in Yukon liquor stores, you can place a special order. Call the Purchasing & Distribution Branch for information, and remember that:

- you need to place your special order at least three weeks before your event, depending on availability of the products and shipping time;
- you have to order at least one case of each product that you want; and,
- you have to pay a deposit of 50% of the price of the order.

### How much liquor should I buy?

These three steps will help you to estimate how much wine, beer or spirits you will need for your event.

1. Estimate how many people will be drinking at the event.
2. Multiply this number by four to estimate the maximum number of "standard drinks" you will need.
3. Convert the number of standard drinks into cases of beer, and bottles of wine and spirits.

### For example:

1. You estimate 25 people will be drinking at your event.
2. 25 people x 4 drinks per person = 100 Standard Drinks.
3. 100 Standard Drinks = 4 cases of 24 bottles of beer (341 ml each); or 4 bottles of spirits (750 ml each); or 19 bottles of wine (750 ml each).



### Why estimate four drinks per person?

This is based on experience that shows that the average rate of drinking at most events is slightly below this level.

### What about serving other drinks?

You should also have a reasonable supply of non-alcoholic or low-alcohol content drinks. A beer with a .05 % alcohol content, for example, is a good alternative to regular beer, and equivalent to half a standard drink. You can also offer a wine and soda water spritzer, coffee or tea, and pop.

## DURING THE EVENT

### What are my responsibilities in hosting the event?

Legally, a liquor permit is the same as a bar's liquor licence. The *Liquor Act* and its Regulations apply to you as soon as your event begins. Keep these points in mind:

- It is against the law to serve liquor to anyone who is under 19 years old, unless specifically allowed by a Reception Permit and authorized by the consent of the parents, grandparents, or legal guardians. Anyone serving or selling liquor must be over 19.
- You are not allowed to drink any liquor when you are serving alcoholic drinks — and this means that it is your responsibility to make sure that other people who are serving drinks are not drinking themselves.
- You need to serve alcoholic drinks from a controlled bar area.
- You must make sure that the alcoholic drinks that people buy are kept in the designated area. Consider using reminder signs to help your guests remember this.
- You must post your permit where people being served or buying drinks can see it.
- You must have security staff/monitors to control the licensed area, and it must be well-lit.
- You must not serve people who are intoxicated, and you must have people who are intoxicated leave the event right away.

### What if my event is outdoors?

- You must fence or otherwise control the area where liquor will be sold and consumed.
- You must keep the area clean and tidy, and set up garbage containers. Serving alcoholic drinks in disposable containers can also improve your event's safety.
- You must provide toilets and washroom facilities.
- It's your responsibility to make sure that your arrangements are approved by the Government of Yukon Environmental Health Services (call 667-8391 or 1-800-661-0408 ext. 8391 toll-free).

### Do we have to provide food at our event?

Yes. You must provide food (hors d'oeuvres, buffet, or full meal). Non-salty, high protein food slows down the absorption of alcohol into the bloodstream. People who are eating also tend to drink more slowly. All of this reduces the chance of people becoming intoxicated.

## SERVING LIQUOR RESPONSIBLY

It's your responsibility as the permit-holder to make sure that people at your event do not get intoxicated. If someone from your event is caught driving while intoxicated, you could be in a serious legal situation — particularly if the person from your event has an accident. Remember, alcohol impairs judgment. You don't want to be involved in a situation where someone is hurt or killed.

A Liquor Inspector can shut down your event if you are not serving liquor according to the law. Liquor Inspectors include RCMP officers.

### What does "intoxicated" mean?

"Intoxicated" means that someone's capabilities "are so impaired by liquor that they are likely to cause injury to themselves or be a danger, nuisance, or disturbance to others," according to the *Liquor Act*.

### What are some common signs of intoxication?

Things to look for include staggering, swaying while sitting or standing, dozing, having difficulty concentrating or responding, fumbling change, or slurring their speech.

### How can I learn more?

To help you better understand your role as a responsible host and permit-holder, you can attend a free three-hour BARS (Be a Responsible Server) workshop. The BARS workshop is available in Whitehorse and in the rural communities, and can be offered during the day, evenings, and weekends. Call the Yukon Liquor Corporation for information.

## ENDING THE EVENT

### What do I do with left-over liquor?

- Left-over liquor must be removed from your event before your permit expires.
- You will need the last hour of your permit to gather and remove your left-over liquor.
- Left-over liquor must be protected by storing it securely, at the right temperature.
- Left over homemade beer or wine must be removed to the residence of the permit holder.

### How do I return left-over liquor?

You can return left-over liquor for a refund. Refunds are issued by cheque, in the name of the permit-holder.

- Make returns as soon as possible after your event (preferably within one week). You must bring your original receipt.
- Bottles must be sealed and clean. Cases of beer and cider must be unopened.
- All liquor must have been properly stored, at the right temperature.
- If you return more than \$750 worth of liquor, you will be charged a 10% re-stocking fee on the entire amount returned, plus GST.

## CONTACT INFORMATION

### Head Office:

Open 8:00 a.m. to 4:30 p.m., Monday to Friday  
(note: the Sales Desk closes at 4:00 p.m.)

Yukon Liquor Corporation  
9031 Quartz Road,  
Whitehorse, Yukon Territory Y1A 4P9  
Phone: (867) 667-5245  
Toll Free: 1-800-661-0408, extension 5245  
Fax: (867) 393-6306  
E-mail: yukon.liquor@gov.yk.ca

### Rural Community Liquor Stores:

Open 10:00 a.m. to 6:00 p.m., Tuesday to Saturday

Dawson City\*: Phone: (867) 993-5348  
Fax: (867) 993-5104

Faro: Phone: (867) 994-2724  
Fax: (867) 994-2323

Haines Junction: Phone: (867) 634-2201  
Fax: (867) 634-2400

Mayo\*\* : Phone: (867) 996-2276  
Fax: (867) 996-2400

Watson Lake: Phone (867) 536-7311  
Fax: (867) 536-2169

\* open at 9:30 a.m. daily mid-May to mid-September  
\*\* closed for lunch 1:00 p.m. – 2:00 p.m.

Visit our website at [yhc.yk.ca](http://yhc.yk.ca) for downloadable application and order forms.

# HOSTING AN EVENT

Picnic at Lake Bennett, circa 1898. — Yukon Archives, H.C. Barley fonds #4799.

## PERMITS & SERVING LIQUOR RESPONSIBLY

There are two kinds of permits — a Reception Permit and a Special Occasion Permit. Make sure you get the right one.

Remember — if your name is on the permit, you are responsible for the drinking that goes on at your event.

Questions? Please contact us — our contact information is on the back of this pamphlet.



**Yukon**  
Liquor Corporation

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