

What do I need to do?

Phone the Customer Service Centre to see if the facility of your choice is available to host your event.

The Customer Service Centre will make a tentative booking (based on availability) and keep it on hold for 12 days. This 12 day hold is provided so you can:

1. Phone the facility where you wish to hold your event to arrange an appointment to meet up with a facility representative to discuss the event in detail.
2. Once you have discussed the event with facility centre staff, the facility will provide event approval to the Customer Service Centre outlining the number of Smart Serve event workers required.
3. After approval is complete, you will need to come to Customer Service Centre to sign your Rental Agreement and Conditions of Serving Alcohol Agreement committing to the rental. At this time you need to provide Transportation Plan and make payment.
4. A liquor licence also known as a Special Occasion Permit needs to be provided to the Customer Service Centre.