

FACT SHEET: SERVING ALCOHOL

The AGCO oversees the administration of the Special Occasion Permit (SOP) program, which allows for the sale and service of liquor on special occasions, such as larger scale events that are open to the public. An SOP is required any time liquor is offered for sale anywhere other than in a liquor-licensed establishment. A Special Occasion Permit holder is responsible for the safety and sobriety of people attending the event, as well as compliance with the [Liquor Licence Act and Regulations](#).

Event organizers must request to serve alcohol as part of their large event application. The approval to serve alcohol at your event must first be given by the City of Mississauga. Once that approval has been granted, the event organizer is required to work directly with the AGCO to obtain their Special occasions permit.

COMMON ACRONYMS

AGCO	Alcohol and Gaming Commission of Ontario
SOP	Special Occasion Permit
LCBO	Liquor Control Board of Ontario
CoM	City of Mississauga
MCS	Mississauga Celebration Square

DEADLINES / TIMELINES

MARCH - APRIL

AGCO NOTIFICATION MEMO

Celebration Square Staff will send the event organizer a AGCO Notification Memo from the City.

60 DAY DEADLINE (MINIMUM 60 DAYS FROM EVENT DATE)

[AGCO SOP APPLICATION FORM](#)

Event organizer will submit AGCO Special occasions permit application form directly to the AGCO. Organizer will be required to include the following documents:

- The pre-approved AGCO Notification memo provided by CoM
- MCS Special Occasions permit site map - see below

15 DAY DEADLINE (MINIMUM 14 DAYS FROM EVENT DATE EVENT ORGANIZER SUBMITS TO CoM)

SPECIAL OCCASION PERMIT

If approved to serve alcohol, the client must submit the following documents directly to their CoM contact:

- AGCO Letter of Delegation
- [CoM Municipal Alcohol Transportation Plan](#)
- AGCO Special Occasions Permit
- [CoM Conditions of Serving Alcohol Form](#)

DAY OF EVENT ORGANIZERS MUST POST THE FOLLOWING EXPLICITLY IN EACH LICENSED AREA:

- SPECIAL OCCASION PERMIT
- LETTER OF DESIGNATION (if applicable)
- [SANDY'S LAW SIGN](#)
- CoM MUNICIPAL ALCOHOL TRANSPORTATION PLAN

ADDITIONAL CONSIDERATIONS FOR EVENT ORGANIZERS

- Will the licensed area be all ages (with wristband or hand stamp for persons 19 years of age or older), or will it be restricted? Who will administer the wristbands?
- Where will ID checks take place? Who will be checking?
- What are the responsibilities of the door/gate security (i.e. checking identification, monitoring for signs of intoxication)?
- Who will be counting entries and exits to the licensed area to ensure that capacity is not exceeded?

Event organizers should understand what some of their most important legal responsibilities are for hosting this type of event. It is also recommended that event organizers engage the local AGCO inspector for further insight on conducting a successful event early in the licensing process. Inspectors can be reached by calling the AGCO general information line at 416-326-8700.

FENCING

The metal barricades that are available onsite at MCS meet the AGCO's requirement to separate the licensed area with a barrier or partition that is minimum 36" or 0.9m. A separate licensed area that is controllable is mandatory.

INSURANCE

Proof of liquor liability must be indicated on the event organizer's [Certificate of Insurance](#). If the event organizer is purchasing insurance through the City's insurance provider, the number of vendors serving alcohol will be required on the [quotation form](#). All events at MCS require insurance coverage of \$5 million. See the [MCS Insurance Fact Sheet](#) for more information.

SECURITY

The minimum MCS requirements for *each* licensed area from the *start* of liquor sales *until 1 hour after the end of liquor sales* are:

- Two (2) [paid duty police officers](#) and one (1) security guard roaming
- A minimum of one (1) guard at the gate of the licensed area

In addition to minimum security, requirements for the event, one or more door monitor(s) checking identification and counting entries and exits to ensure that capacity is not exceeded are strongly recommended.

RESOURCES

- [COM SERVING ALCOHOL FAQ](#)
- [COM MAP CHECKLIST](#)
- [COM MUNICIPAL ALCOHOL POLICY 05-01-03](#)