



# SPECIAL EVENTS WITH ALCOHOL

## SUPPLEMENT FORM

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**THIS FORM IS TO BE**

- Completed for special event at which alcohol will be served or sold
- Accompanied by the Special Events Insurance Certificate Request Form

**PLEASE NOTE:**

1. Registered volunteers and participants are not permitted to serve or sell alcohol at any sanctioned event.
2. Alcohol permits must be arranged with the LCBO and must be approved in the name of the facility, not any registered participant or team.
3. Failure to comply with the above will result in the event not being sanctioned and not insured.
4. Requests submitted less than two (2) weeks before event may not be processed.

**EVENT DETAILS:**

Dates:

Event Description:

Is the alcohol permit (LCBO) registered to the facility?	<input type="checkbox"/> Yes	<input type="checkbox"/> No (if "no" then to whom?)
Will the facility be providing servers?	<input type="checkbox"/> Yes	<input type="checkbox"/> No (if "no" then who will serve?)

- It is recommended that teams, clubs and associations conduct any event involving alcohol at an established serving facility such as a restaurant or banquet hall.
- If this event is not sanctioned and the organizer proceeds please note that alternative insurance coverage will need to be arranged.

**FOR OFFICE USE ONLY**

Date Received:	Approved By:	Signature:
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PLEASE FAX OR EMAIL TO YOUR OHF MEMBER PARTNER OFFICE

