



CITY OF  
YELLOWKNIFE

## LIQUOR PERMISSION AGREEMENT Liquor Served at City of Yellowknife Facilities

### LESSEE INFORMATION

NAME:

EVENT:

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EMAIL:

PHONE NUMBER:

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FACILITY:

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DATE OF EVENT:

TIME OF EVENT:

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\* Special Occasion Permits are issued by the *NWT Liquor Licensing Board*, and can be submitted to the Liquor Licensing Board by email at [LLBinfo@gov.nt.ca](mailto:LLBinfo@gov.nt.ca) or by mail at: #204 – 31 Capital Dr., Hay River, NT X0E 1G2.

\*\* Questions regarding Special Occasion Permits can be directed to the NWT Liquor Licensing Board at [LLBinfo@gov.nt.ca](mailto:LLBinfo@gov.nt.ca) or by calling 1-800-351-7770. Inquiries regarding Occupancy Load Certificates can be directed to the GNWT Office of the Fire Marshal by calling 867-767-9161.

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**For the purpose of this agreement, “Liquor” refers to all alcoholic beverages**

In consideration of the mutual promises and covenants contained herein, the parties hereto agree as follows:

1. This *Liquor Permission Agreement* is contingent on obtaining a *Special Occasion Permit (Permit)* issued by the *NWT Liquor Licensing Board*. Should the Lessee be granted a *Special Occasion Permit* by the *NWT Liquor Licensing Board*, the Lessee agrees to abide by all the requests and rules associated with the Permit.
2. Liquor is not to be served past \_\_\_\_\_, and the facility must be vacated by \_\_\_\_\_ at the latest. Be aware that Noise By-law No. 3537 is in effect from 11:00 p.m. to 7:00 a.m.

**Please indicate the time you will be serving liquor:**

**From:** \_\_\_\_\_ **To :** \_\_\_\_\_

- 3. A certificate of Insurance from your broker must be provided to the City of Yellowknife (City) at least:
  - Five (5) days prior to the event for less than 200 attendees;
  - Fourteen (14) days prior to the event for 200 to 500 attendees; or
  - Forty-five (45) days prior to the event for more than 500 attendees.

The following insurance criteria must be met, otherwise the Liquor Permission Agreement from the City will be null and void:

- \$2,000,000 Commercial General Liability insurance covering all operations of the event including the serving of alcohol.
- \$250,000 in All Risk Tenants Legal Liability insurance.
- The City of Yellowknife is to be shown on the liability policy as an additional insured but only with respect to the operations of the named insured. If alcohol is being served the certificate of insurance must state that the liability includes the serving of alcohol.

**Please submit all insurance documentation to Administration at [admin@yellowknife.ca](mailto:admin@yellowknife.ca)**

- 4. The Lessee agrees to maintain the premise in a clean and orderly manner during the event, and to remove all garbage completely from the site at the end of the event. The Lessee will be charged for garbage left on site.
- 5. The Lessee agrees to provide security for the duration of the event, at a cost payable by the Lessee. A guideline of one (1) security person to fifty (50) attendees is recommended depending on the type of event. The *City* may specify an alternate ratio if deemed appropriate.

<b>FOR OFFICE USE</b>	
<b>Alternate Ratio:</b>	<b>Approved By:</b>

- 6. The Lessee for itself and on behalf of its directors, officers, agents, servants, members, volunteers, contractors, subcontractors, and any other entities acting for or performing duties or services for or on behalf of the Lessee, hereby indemnifies and saves the City of Yellowknife, its officers, agents, servants and employees harmless from and against any action or cause of action alleging bodily injury, personal injury, sickness, death or disease of any person and loss of or damage to property of the Lessor or of others and loss of use thereof and any and all costs or expenses (including legal and other professional fees) occurring in or about the premises or resulting directly, indirectly or in any way connected with the use of the premises or in any way connected with the activities of the Lessee.
- 7. The use of a public address or an amplification system is prohibited in outdoor venues unless specifically approved.

<b>FOR OFFICE USE</b>	
<b>Approval By:</b>	<b>Hours of Operation:</b>

8. A designated area where liquor will be served must be approved by the City. Please attached a map/diagram of the event location and indicate where liquor will be served.

Liquor found to be consumed outside of the designated area will result in the cancellation of the *Liquor Permission Agreement* and jeopardize requests for future permission.

9. At its discretion, the *City* reserves the right to refuse permission to hold all liquor licensed events at its facilities.
10. This *Agreement* and everything herein contained shall extend to, bind and ensure to the benefit of the successors and assigns of each of the parties hereto. All covenants herein contained shall be deemed joint and several and all rights and powers reserved to the City may be exercised by the City, its agents or representatives.

**In witness whereof the parties hereto have hereinto set their hands.**

Dated in the City of Yellowknife this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

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**LESSEE**

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**WITNESS**

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**DIRECTOR, COMMUNITY SERVICES**

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**WITNESS**