

HITCHIN POST V E N U E

Liquor License

How to Obtain a Special Event Permit in BC

If you plan to serve alcohol at your event, you are legally required to obtain a **Special Event Permit (SEP)** through the BC Liquor and Cannabis Regulation Branch.

1. Who Needs the Permit?

- Any event **serving or selling alcohol** (including weddings).
- The permit holder must be **19 years or older**.

2. How to Apply

- Applications are submitted online at:
<https://justice.gov.bc.ca/special-event-permit>
- You will need to:
 - Create an online account
 - Provide details about your event (date, location, number of guests, type of alcohol service)
 - Pay the application fee (varies by event size; typically, **\$25–\$100**).

3. Required Training

- Before applying, you must complete the **Responsible Beverage Service training (Serving It Right or Special Event Server)**.
 - Serving It Right is the most common option.
 - Cost: **\$35 online**, valid for 5 years.

4. Alcohol Service Requirements

- Alcohol must be served by either:
 - **A licensed professional bartending service, or**
 - **Our Hitchin Post bartender**
- The **permit holder must be present for the duration of alcohol service**.
- The permit must:
 - Be posted at your event in a visible location

- List the **approved times of alcohol service**
- You bartender is responsible for ensuring **no underage drinking** and **safe service of alcohol**.

5. Deadline

- Apply at least **2–4 weeks before your event**.
- Keep in mind that last-minute permits may be approved but **are not guaranteed**.

6. Proof of Permit

- A copy of your Special Event Permit must be **emailed to hitchinpostweddings@outlook.com** at least **2 weeks prior to your event**.
- **No alcohol service is permitted without this permit.**