Site-Wide Liquor Licensing Guidelines

Community Events Office

Updated: December 2025, Doc: 2815991

New Westminster
511 Royal Avenue
New Westminster BC V3L 1H9
specialevents@newwestcity.ca

Purpose

Outdoor special event site-wide liquor licensing guidelines serve as resource for Event Organizers who wish to consider incorporating site-wide liquor distribution into their outdoor event, and for City as a basis upon which applications for site-wide liquor licensing permits will be evaluated.

All liquor licensing is regulated by the Province of BC through the Liquor and Cannabis Regulation Branch (LCRB). The City's role is to ensure that the regulations are followed, and that any impacts to businesses or residents are mitigated.

The guidelines below have been developed for Event Organizers. If you have any questions please contact the Events Office at specialevents@newwestcity.ca or call 604-636-4488.

Licensing the entire site does still give you the flexibility as an Event Organizer to have a no-alcohol zone within the site if you choose.

Events that take place in a City park or plaza, may apply for a liquor permit for designated areas but parks will require additional measures to be considered a suitable candidate for site wide licensing. Contact Events Office staff for more detailed information.

Considerations

The Special Event Permit (SEP) from the LCRB must be under the name of the Event Organizer. Permits that are in the name of a third party, such as an event producer, will not be accepted.

There are additional fees associated with the service of alcohol and Event Organizers will be charged the Special Occasion Permit fee in addition to other event fees such as fencing, security, police services, and other fees. These are specified in the Community Services Fees and Charges Bylaw, No. 8529, 2025. Contact the Events Office to learn what the current fee is.

Logistics and Approvals

- Whole site licensing will only be considered for events that have an established track record of two or more years hosting the event with a Beer Garden area and that has abided by their Letter of Agreement with no issues.
- The event must feature a variety of options such as activities for all ages or food.
- Alcohol service must end 30 minutes before the end of the event. In accordance with Section 8 of the LCRB Special Event Permit Manual, all consumption of alcohol must end within 30 minutes of end of service.
- Any headliner performers must end 30 minutes prior to the event end time. Event sound decibels must decrease to wind down the event 30 minutes prior to the event end time.
- Any additional City services required to support whole site licensing must be covered by the Event Organizer (e.g. additional policing).
- Event security and ambassadors must be in place to ensure no alcohol consumption by minors takes place, to ensure that no outside alcohol is brought into the event space, and to assist with crowd control. The location they are stationed at will need to be accounted for on the event site map provided by the Event Organizer.
- Businesses located within the event footprint must be provided with an event day contact that they can use should they experience any concerns or challenges on the event day including attendees entering businesses with open alcohol in hand. This contact information must be included in the event notification letter that is distributed to impacted businesses and residents.
- A plan that outlines the following must be submitted with your Event Package a minimum of 60 days prior to your event:
    - A plan for attendees to dispose of any outside alcohol prior to entering the event (e.g. a dump sink.) This alcohol must be discarded and cannot be stored by the Event Organizer. Any waste produced must be removed by the Event Organizer. Liquid cannot be dumped into City drains, portable washrooms, etc.
    - An alcohol distribution plan that outlines where alcohol will be available to purchase, how it will be distributed, and the maximum number of drinks a person may purchase at one time.

- Details on how wrist bands will be used and distributed. A wrist band system must be in place to ensure that access control is limited to those who are 19+ years. Any attendee that purchases alcohol from the event must be wearing a wristband.
- Details of the event recycling plan which is fully managed and serviced by the Event Organizer must be in place to dispose and remove all recyclables that are produced. The City is unable to manage recycling for events.

Site Planning

- Access to the event must be controlled by multiple entry/exit points that also provide emergency vehicle access. These entry points can provide open access to enter and access the event, but security must be in place to monitor this and to watch for any attendees that may arrive with outside alcohol.
- Security personnel must be stationed at all entry/exit points.
- For events that take place on a street, delineation for the alcohol service area, in accordance with LCRB regulations, must be in place.
- These delineated areas can also include a gated entrance/exit point for accessible access, but someone from the event team must be stationed at this point to control access.
- Additional gated access points may also be required for emergency access points and other access needs.
- The site plan will be reviewed by the City's Festival and Events Staff Team (FEST) and a maximum capacity will be established that can then be used when applying for the Special Event Permit through the LCRB.
- Additional portable washrooms may need to be supplied by the Event Organizer.
- If a liquor store is located within the event footprint, the Event Organizer must post prominent signage in front of or on the entry of the business noting that alcohol purchased at the business may not be consumed at the event.
- Businesses may also apply for a patio extension permit through the LCRB, but attendees may not leave patios with alcohol; they would need to be dine/sit-in customers only.

Site Maps

The City requires specific additional details about your proposed alcohol permitted area. Ensure these details are included in your main site map. Keep in mind the footprint must be fully delineated. The site map must include the following:

- Street names (if applicable)
- Location of fire hydrants and fire department connections indicating a 4 feet (1.22 meters) clearance
- Full dimensions of the enclosed licensed footprint
- Location(s) of the entrance/exit of the proposed licensed area (minimum width of 3 feet 6 inches (1.1 meters)
- Location of entrance/exits of the existing premises/buildings (for extended patios)
- Occupant load (60 people or more requires a second exit)
- Security presence (for beer gardens and site wide permits)
- Location of all fixed structures (i.e. trees, benches, etc.)
- Layout of all proposed non-fixed structures (i.e. stages, tables, chairs, tents, bar stations/serving areas, etc.)

Engagement

- Outreach to businesses and residents is required for the first 2 occurrences of the event. Approval for those years is conditional pending review of consultation results.
- The Events Office will provide a map that indicates the area where consultation must take place. The organizer must then canvas that area and collect signatures or emails of acknowledgement along with any applicable comment/feedback.
- The Event Organizer must provide a letter for distribution that includes proposed event information, including the site map indicating the entrance/exit access points. The letter must be reviewed by the City prior to the canvas. The Events Office will supply a template.
- The results of the business and resident outreach must be validated by either an email or a signature. Email responses should be sent directly to the Event Organizer as part of the consultation package.

- Event Organizers must take efforts to mitigate impacts on businesses such as loading, rescheduling of deliveries if necessary, and other impacts identified by the business owner.
- The completed consultation package must be provided to the City a minimum of 60 days prior to the event date to allow for adequate time for staff review.
- When canvassing strata residential buildings, every effort must be made and documented to ensure all residents are notified. For example, posters at all entry points and contacting the Property Manager.
- Post-event outreach to businesses within the site area is required for the first 2 occurrences of site-wide alcohol events. The form this outreach takes could be a survey or in-person visits and results must be submitted to the Events Office.

Sample Outreach Template

Address	Resident/Business Name	Contact Name	Contact Signature	Date	Support	Do Not Support	Neutral

If you have questions specific to the event you are planning, please contact the Events Office at specialevents@newwestcity.ca or 604-636-4488.