

**Obtaining a Special Occasion Liquor Licence
per Policy 801: [Community Use and Rental of Facilities](#)**

Groups wishing to serve alcoholic beverages on school premises must:

1. Secure a contract for the rental of the facility with the Rentals Department. Please contact Rita Millikin, Facilities and Planning, at rmillikin@sd44.ca. Confirmation will be arranged.
2. Submit your request to Georgia Allison, Secretary Treasurer of the North Vancouver School District. Please forward all requests to Morgan Laird, Executive Assistant, at mlaird@sd44.ca. A letter of permission will be prepared for you.

The following information must be included in the submission.

- Name of organization.
 - Purpose of function.
 - Location of event.
 - Date and time the function is to be held.
 - Approximate number of guests attending.
 - Full Name, Address, Date of Birth, and Certificate number of the holder of a “Serving It Right” certificate.
3. Apply for a Special Occasion Licence (SOL) online <https://specialevents.bcldb.com/>.
 4. The Secretary Treasurer’s Office requires proof of the completed Special Occasion Licence. Please send a copy to Morgan Laird (mlaird@sd44.ca) prior to the event taking place.

If you have any questions, please contact Morgan Laird, Executive Assistant to the Secretary Treasurer, mlaird@sd44.ca or 604.903.3452.