

**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 Facilities and Planning, at rentals@sd44.ca.
2. Submit your request to the Secretary Treasurer of the North Vancouver School District. Please forward all requests to secretarytreasurer@sd44.ca. After confirming with the principal of the school, 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://justice.gov.bc.ca/lcrb/sep>.
 4. The Secretary Treasurer’s Office requires proof of the completed Special Occasion Licence. Please send a copy to secretarytreasurer@sd44.ca prior to the event taking place.

If you have any questions, please contact secretarytreasurer@sd44.ca or 604-903-3452.