



This form must be received by the AGCO **at least ten (10) days prior to an event or thirty (30) days prior to an event using a Temporary Tiered Seating Approval**. Please complete all sections and **drop off, mail or fax the completed form to 416-326-0300**. Incomplete forms will be returned.

## 1. Contact Information

First Name	Last Name	Email Address	Phone Number
------------	-----------	---------------	--------------

## 2. Sponsor Information

Name of Sponsor (person/entity holding the event)			Phone Number	
Address	City/Town	Province/State	Country	Postal Code

## 3. Event Information

Event Name & Details				
Date	Event Capacity		Estimated Attendance per day	
Start Time (a.m./p.m.)	End Time (a.m./p.m.)	Will persons under the age of 19 be attending this event? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Location Name			Phone Number	
Event Address	Room Name/ Area/ Location	City/Town	Province/State ON	Postal Code
Will the sale, service or consumption of liquor take place in tiered seating at the event? (If <b>Yes</b> , see Requirement 2 on the next page)				<input type="checkbox"/> Yes <input type="checkbox"/> No

## 4. Licensee Information

Licensee (person/organization to whom the liquor sales licence with catering endorsement is issued)	Licence Number
Name of Licensed Premises	Phone Number

## 5. Licensee Signature

Print Name	Signature	Date yyyy mm dd 
------------	-----------	------------------------

## Requirements:

1. Catering Event: In addition to advising the AGCO at least ten (10) days prior to the event, the licence holder must also notify the local police, fire, building and health departments at least ten (10) days prior to the event.
2. Temporary Tiered Seating: This form must be submitted at least thirty (30) days prior to the event and include the following:
  - (a) copies of the notification letters to the police, fire, building, health and municipal clerks departments; and
  - (b) a sketch showing the area where the temporary tiered seating will be located.

### **You must have a Temporary Tiered Seating Approval on your licence.**

3. The event must be sponsored by a person other than the licence holder.
4. The licence holder or employee should carry a copy of the Liquor Sales Licence when transporting liquor to and from the event, and post a copy of the Liquor Sales Licence and this catering notification form at the event; The licence holder or employee should only transport and sell and serve liquor that is purchased under the Liquor Sales Licence.
5. Post a Sandy's Law warning sign at the event (download the sign at: <https://www.agco.ca/general/general-information-signage-requirement-sandys-law>).
6. Ensure light meals are available at the event.
7. Allow only the licensee or its employees to sell and serve liquor at the event and ensure that all employees are trained in accordance with the regulations on server training.
8. Do not cater an event exceeding ten (10) consecutive days in length, operate an ongoing business with a sponsor or promote an event.
9. Do not sell and serve liquor at an event held in a residence.
10. As long as it is not a residence, the specified location for the catered event shall be deemed to be a licensed premises during the time of the event and the licensee shall ensure compliance with the applicable sections of the *Liquor Licence Act* and its regulations.
11. Failure to comply with the *Liquor Licence Act* and its regulations can result in disciplinary action, including a suspension or revocation of the licensee's endorsement and/or Liquor Sales Licence.

For more information, contact AGCO Customer Service at **416-326-8700** or **1-800-522-2876** (toll free in Ontario) or online at [www.agco.ca](http://www.agco.ca)