

FORM 2  
(Liquor Regulations, s. 12)

APPLICATION FOR CLUB LICENCE  
(NEW AND RENEWAL)

New application <input type="checkbox"/>	Renewal <input type="checkbox"/> Licence #
<b>Licence Holder (Club Name)</b>	
Applicant 1 (President Name)	
Applicant 2 (Secretary Name)	
Mailing Address	
Phone	
Fax	
Email	

<b>Club premises where liquor is to be sold</b>
Address
Phone
Fax
Email
Contact Person(s)
<b>Hours of Operation</b>
<b>Licensed Hours Requested (<i>new applications</i>) or Current Licensed Hours (<i>renewals</i>)</b> ( <i>this form cannot be used to a request a <u>change</u> to licensed hours</i> )

The club was incorporated on \_\_\_\_\_ [date],  
under \_\_\_\_\_ [governing statute].

This application has been approved by the board of directors or executive of the club.

**New applications only:**

The following are attached to this application:

- the \$300 application fee
- a copy of the constitution and by-laws
- a copy of the audited financial statement for the last fiscal year
- a list of officers
- a list of members

The following must be submitted within 30 days of receipt of the new licence:

- proof of successful completion of Smart Serve training for each staff member (certification card or temporary number)
- a copy of all Standard Operating Procedures Employee Acknowledgement Forms

**Renewals only:**

The following are attached to this application:

- the \$200 renewal fee
- a copy of the current constitution and by-laws, if not previously filed with the Board
- a copy of the audited financial statement for the last fiscal year
- a current list of officers
- a current list of members
- a copy of the current Fire Marshal letter
- a copy of the current Health Officer letter
- a copy of each staff member's Smart Serve certification card
- a copy of all Standard Operating Procedures Employee Acknowledgement Forms

We declare that the information provided in this application is true to the best of our knowledge. We understand that, if any of the information provided is found to be false, the licence may be revoked immediately.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
*Signature of President*

\_\_\_\_\_  
*Signature of Secretary*