

SAMPLE APPLICATION FOR A REUNION PERMIT

(Application form available on the Planning an Event page.)

Tips to assist you in completing the application:

Section A:

- Individuals are required to complete this entire section.

Section B:

- You may complete this section on behalf of:
 1. Yourself (person)
 2. Group/association/Department (you must indicate Group/Department name. NOT Concordia University).
 3. Non-Profit Organization (Only those REGISTERED can apply here).

Section 2:

- You ONLY REGISTERED NON-PROFIT GROUPS with a Registered NEQ number can make a profit from Alcohol Sales.
- If not, Alcohol Sales must go towards defraying the expenses ONLY, without making a profit.

Application for a Reunion Permit

Complete the form using block letters.

Section 1 – Applicant's Identity

A

Person responsible for the application

Surname

Given name

Date of birth

Year

Month

Day

Mailing address (number, street, apartment)

City or town

Postal code

E-mail address

Telephone

Area code Home

Area code Work

Extension no.

Area code Cell phone

Area code Fax

B

On whose behalf are you applying?

Enclose photocopies of the necessary documents

1

☐

Yourself
(example: family event)

2

☐

A group or an association

State the name of the group or association

3

☐

A legally constituted
non-profit organization

State the name of the organization

Enter the Québec Enterprise Number (NEQ)

1

☐

A holder of a permanent permit issued under the Act respecting liquor permits

State the establishment number
shown on the permit:

8

☐

Other, namely:

1

☐

Maker

8

☐

Maker's representative

9

☐

Sugar shack

3

☐

Consul

4

☐

Diplomat

5

☐

Member of the ICAO

State the name:

Section 2 – Type of Permit

A

☐ TO SELL
alcoholic beverages

Is an entry
fee charged?

☐ No

☐ Yes

State the amount charged: \$

Do you intend to make profit from the event?

☐ Yes

☐ No

The profits from the event will be used for:

☐ Your legally constituted non-profit organization

☐ Another legally constituted non-profit organization (provide copy of the agreement)

State the name of this organization

Enter the Québec Enterprise Number (NEQ)

B

☐ TO SERVE
alcoholic beverages

A reunion permit to serve alcoholic
beverages authorizes the holder to
serve alcoholic beverages free of
charge, or to allow the consumption
of alcoholic beverages brought to the
event by participants.

The holder of this type of permit must
not charge an entry or admission fee.

The holder of this type of permit must not
make any profit from the event.

Section 3 – Nature of the Event

1

☐

Family

3

☐

Sporting

4

☐

Social

4

☐

Cultural

5

☐

Educational

Describe the event:

Enter the number
of people expected
to attend the event:

Section 4 – Description of the Premises to which the Permit will Apply

A

Premises

Enclose photocopies of the necessary documents

Name

Full address (number, street, room)

City or town

Postal code

Telephone

Area code

B

Premises at which the event will be held

1

☐

Indoors

2

☐

Outdoors, public property

3

☐

Outdoors, private property

Indicate
the number of sales
or consumption points:

Will the event be held in a place where a liquor permit
is already in force (e.g. a restaurant, bar or similar)?

☐ Yes

☐ No

If so, enter the Liquor
Permit Number or the
Establishment Number:

Declaration by the owner of the room or site to which the reunion permit will apply

I, _____ the owner of the premises
(in block letters)
at which the event will be held, hereby declare that the building to which this application
relates complies with the prescribed safety standards for public buildings, and that I hold
a current liability insurance policy for those premises.
signature

Section 5 – Date of the Event – Indicate the date or dates of the event

Year

Month

Day – Date

Attach an appendix if necessary

1

2

3

4

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Section 6 – Declaration by the person responsible for the application and signature

I hereby declare that I am authorized to make this application, that the information contained therein is true, and that the documents
required in support of my application for a reunion permit have been enclosed, along with the payment.

Mandatory signature

Signature

Date

(please print)

Year

Month

Day

Section 7 – Section reserved for the Régie des alcools, des courses et des jeux

N° de la demande

Date

Régie des alcools, des courses et des jeux-1060.ang (15-03)