



## MAGISTRATES' COURT MEMORANDUM

From: The Clerk to the Liquor Licensing Authority  
To: All Occasional Liquor Licence Applicants  
Re: Procedure for an Occasional Liquor Licence issued under The Liquor Licence Act, 1974.

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1. All applications must be submitted to The Chairman of the Liquor Licensing Authority, Magistrates' Court, Dame Lois-Browne-Evans Building, 58 Court Street, Hamilton HM 12, and a copy must be served on the Commissioner of Police.
2. Applicants should apply **at least 3 weeks in advance** of the requested event.
3. Applications should be typed on the letterhead of your organization. Please state the nature of your organisation, name, type of function, location of function, date(s) of function, start time and finish time of the function. Times for functions are granted between 10a.m. and **2a.m.** the following morning per day.
4. Applications must be accompanied by the *completed* Information Sheet (attached). Failure to complete all sections may result in delay in the processing of your application.
5. The fee for an Occasional Licence is \$100 per day.
6. You will be notified when your licence is approved. Collection times are between 11a.m. and 12:45p.m. daily. Payment is made at the 2<sup>nd</sup> floor Cashiers' window. Take receipts to the 3<sup>rd</sup> floor reception desk to collect your licence.

Clerk to the Liquor Licensing Authority

01/2017/n



OCCASIONAL LIQUOR LICENCE APPLICATION ISSUED  
UNDER SECTION 22 OF THE LIQUOR LICENCE ACT 1974

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**Information Sheet**

**This form to be filled out in FULL in addition to the requisite formal letter of application**

1. Applicant Name: .....
2. Applicant Telephone Number: .....
- Applicant Address:.....
3. Alternative Contact Person and Telephone Number: .....
4. Name of Organisation you are applying on behalf of (if a Registered Charity what is the name of the Charity and the Charity Number):.....
5. If not a Registered Charity what is the social, charitable or benevolent purpose or the function? (Please attach a letter from the intended beneficiaries indicating that they will accept donation.)
6. How much proceeds from the functions towards the social, charitable or benevolent purpose will be donated?: .....
7. Name of Function: .....
8. Brief Description of Function:.....
9. Full address where function is to be held:.....
10. Date(s) of Event: .....
11. Event Start Time: ..... Event Finish Time: .....
12. Number of persons expected to attend event: .....
13. Name(s) of TIPS Certified Bartenders Holder(s): .....

**(Attach hereto a photocopy(ies) of the relevant TIPS Certificate(s) to Application.)**

14. Name of Security/Security Firm: .....
15. Name of Security/Security Firm, Contact Person and Telephone Number: .....

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For ALL events attach an original confirmation letter from Security Firm. **IN ADDITION for outside events** - include information of details of security services that will be provided i.e. number of security personnel; duties of security personnel and where they will be stationed at the function. For outside functions **attach hereto** a map outlining the event area and bar, etc.

***Occasional Liquor Licences shall only be granted for social, charitable or benevolent purposes as per Section 22 of the Liquor Licence Act 1974.***