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# Notice

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To guarantee that we are able to process your application for **a reunion permit for alcoholic beverages** on time, you must see that it is received at the Régie **at least 15 days before the date of the event.**

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## **IMPORTANT:**

- Read the **Instructions** before completing the form.
  - Complete the form using block letters.
  - Enclose all necessary documentation, along with the fees payable.
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1. Your application must reach us **at least 15 days** before the date of the event for which the permit is required or, where the event comprises several activities, **at least 15 days** before the date of the first such activity. Applications received less than 15 days before the event may be refused. To be sure of obtaining your reunion permit in time for your event, we suggest you submit your application at least 30 days prior to an event that will be held in any of the following periods: January 1, June 24, July 1 and December 25.
2. Please provide all the necessary information in support of your application, including the date of birth of the person responsible for the application. If you need more space, please use a separate sheet.
3. Please enclose all the necessary documentation for the reunion permit. Failure to provide appropriate documentation may lead to processing delays or refusal of your application.
4. Make sure you have completed and signed the form and enclosed the appropriate fee.

## What documents should you enclose with your application?

**Please note that you must provide copies of the documents, because the Régie does not offer photocopying services. Original documents will not be returned.**

### Section 1: Applicant's Identity

- If the application is made on behalf of a legally constituted non-profit organization that is unable to provide a Québec Enterprise Number (NEQ), a copy of the constituting document may be required instead.
- If the applicant is not a member of the board of directors, written authorization may be required from the legal person, authorizing the applicant to submit the application.

### Section 2: Type of Permit

- If the profits from the event are used for another legally constituted non-profit organization, you must provide a copy of the agreement signed by the permit applicant and the organization receiving the profits.

### Section 4: Description of the Premises to which the Permit will Apply

#### Notice:

To ensure the safety of your guests during the event, we suggest you apply for approval from the authorities of the municipality in which the event is being held, if necessary.

The municipality may inspect the premises before the event, or simply issue a document authorizing you to use the premises for the event.

The Régie may, at any time, demand written proof to show that the municipality has authorized you to use the premises.

#### *If the event will take place indoors:*

- A document attesting that you are the owner or tenant of the room in which the event will take place, or that you are authorized by the owner or tenant of the room to use it.

#### *If the event will take place outdoors:*

- A document attesting that you are the owner or tenant of the site where the event will take place, or that you are authorized by the owner or tenant of the room to use it;
- A sketch showing the boundaries of the site to which the permit will apply, along with the location of sales or consumption points;
- A document describing the control and security measures applicable to the site.
- Document, if required, proving that the municipality has authorized the premises to be used for the requested purpose.

**Please note that the Régie may demand additional documentation when considering your application and that failure to provide all the requested documents may lead to additional processing delays or refusal of your application.**

## Where to obtain supplies of alcoholic beverages?

Holders of a reunion permit **must** buy their supplies from the Société des alcools du Québec, in store or privately imported through an agent, or from a small-scale production permit holder issued in accordance with the Act respecting the Société des alcools du Québec, from a cider seller or from a liquor permit holder (convenience store or grocery).

## How should you submit your application and the accompanying photocopies?

By mail to the address below.

### Québec:

560, boulevard Charest Est  
Québec (Québec) G1K 3J3

## If you need additional information...

Please contact the  
Régie des alcools, des courses et des jeux:

By telephone: Québec: 418 643-7667  
Montréal: 514 873-3577  
Elsewhere in Québec: 1 800 363-0320

By e-mail: [racj.quebec@racj.gouv.qc.ca](mailto:racj.quebec@racj.gouv.qc.ca)

We invite you to visit our Web site at [www.racj.gouv.qc.ca](http://www.racj.gouv.qc.ca) for general information, or to download copies of our permit and licence application forms.

### Calculation of the reunion permit to sell alcoholic beverages

**\$87 per day / per permit / per site – maximum of \$435**

Calculation grid example:

NUMBER OF DAYS OF THE EVENT		TARIFF		TOTAL
3	X	\$87	=	\$261
10	X	\$87	=	\$435 (maximum)
<b>Total amount to include with your application</b>			=	<b>\$696</b>

### Calculation of the reunion permit to serve free of charge or to allow the consumption of alcoholic beverages brought by event participants

**\$44 per day / per permit / per site – maximum of \$264**

Calculation grid example:

NUMBER OF DAYS OF THE EVENT		TARIFF		TOTAL
5	X	\$44	=	\$220
12	X	\$44	=	\$264 (maximum)
<b>Total amount to include with your application</b>			=	<b>\$484</b>

### Tarriffs applicable to tasting shows

#### For an event intended for the promoting and marketing of alcoholic beverages (art. 23.1. Regulation respecting liquor permits)

- Manufacturer of alcoholic beverages \$ 87 per day (maximum \$ 435)
- Supplier of alcoholic beverages \$ 87 per day (maximum \$ 435)
- Agent or representative of a manufacturer or supplier of alcoholic beverages
  - 7 represented persons or less \$ 206 per day (maximum \$ 1 030)
  - 8 represented persons or more \$ 412 per day (maximum \$ 2 060)

#### For a fundraiser (art. 23.2. Regulation respecting liquor permits)

- Non-profit organization organizing the event \$ 87 per day (maximum \$ 435)
- Manufacturer of alcoholic beverages \$ 0
- Supplier of alcoholic beverages \$ 0
- Agent or representative of a manufacturer or supplier of alcoholic beverages \$ 0

### Payment methods

Depending on how your application is submitted, the following payment methods are accepted:

**At our offices:** Credit card, cheque, postal order, bank draft, debit card or cash.

**By mail:** Credit card, cheque or postal order.

- We accept **Visa**, **MasterCard** and **American Express**.
- The cheque, postal order or bank draft must be made out to the **Minister of Finance**.  
A fee of \$35 will be charged for any cheque that is refused by the institution on which it is drawn.

### For payment by credit card, please attach this page to your form

Visa     MasterCard    Amount paid \_\_\_\_\_    Surname and given name of the credit card holder \_\_\_\_\_  
 American Express    \_\_\_\_\_  
 Card number \_\_\_\_\_    V-Code\* \_\_\_\_\_    Card expiry date \_\_\_\_\_  
 \_\_\_\_\_ (MMYY)    \_\_\_\_\_ signature

\* The last three digits appearing on the back of the card.



## DIVISION V REUNION PERMITS

### 1. General provisions

**12.** A reunion permit to sell or serve alcoholic beverages may be issued to a person only for a social, cultural, educational or sporting event if the person meets the requirements of this Division.

A natural person who meets the requirements may also obtain such a permit for a family event.

For the purposes of the first paragraph, an event may consist of two or more activities that take place during the period determined by the board under section 33 of the Act.

**13.** A reunion permit may be issued even if the proposed use of the permit were to constitute an operation for which another permit could be issued, provided that the operation does not constitute the main activity of the person applying for the permit.

In such a case, the board shall take into account the nature and use of the place of the proposed operation, the nature and frequency of the activities planned and the persons who are to participate therein.

**14.** A reunion permit to sell includes the right to serve alcoholic beverages without charge.

A reunion permit to serve does not include the right to sell alcoholic beverages.

**15.** Any applicant for a reunion permit must establish that he is the owner or lessee of the room or terrace where the event is to be held or that he is expressly authorized by the owner or the lessee of the room or terrace to use the place in question without charge.

**15.1.** A holder of a reunion permit must purchase the beer he intends to sell or serve without charge directly from a holder of a grocery permit.

**16.** No reunion permit may be used in an establishment whose permit has been cancelled within the 6 months following the date of the cancellation, nor in an establishment whose permit has been suspended, as long as the suspension is in force, except in the case where a cancellation or suspension has been requested by the permit holder or in the case of a cancellation covered by section 55 of the Act.

**17.** (Revoked).

**18.** (Revoked).

**19.** In spite of the provisions of this Division, the board may:

- (1) issue a reunion permit to a diplomat, a consul or a member of the International Civil Aviation Organization who applies for it to serve alcoholic beverages outside his place of business or his residence;
- (2) issue a reunion permit to a person who uses a permit entitling him to sell alcoholic beverages for consumption on the premises provided that he uses the reunion permit in the manner prescribed for a reception in section 68 of the Act, whether the reunion takes place inside or outside his establishment.

### 2. Reunion permit to sell

**20.** Subject to sections 12 to 19, a reunion permit to sell may be issued to a natural person if the natural person meets the following conditions:

- (1) he is a member of the group having an interest in the event for which the permit is requested;
- (2) he is not a caterer, owner of a hall for receptions, representative of a manufacturer or a tradesman in similar matters;
- (3) he does not intend to make any profit on the occasion of the event;
- (4) he sends an application to the board at least 15 days before the date of the event for which the permit is applied for or, if the event consists of two or more activities, at least 15 days before the date of the first activity.

**21.** Subject to sections 12 to 19, a reunion permit to sell may be issued to a legal person if the legal person meets the following conditions:

- (1) it is a non-profit legal person under its constituent Act and its income may not be used directly or indirectly for the benefit of its members;
- (2) the profits from the event for which the permit is applied for, including any entry fees or admission charges, must be used only to achieve the purposes of the legal person or to achieve the purposes of another non-profit legal person;
- (3) it sends its application to the board at least 15 days before the date of the event for which the permit is applied for or, if the event consists of two or more activities, at least 15 days before the date of the first activity.

If the profits from the event must be used to achieve the purposes of another non-profit legal person, that legal person must have an establishment in Québec and the applicant must attach to the application a copy of the agreement entered into with that legal person attesting that the profits will be paid to it.

**22.** No natural person may apply for a reunion permit to sell for the purpose of a family event unless he has a direct interest therein and is a relation or connection of the person in favour of whom the event is held and unless the price demanded for the alcoholic beverage is used only to cover the costs of the event.

**23.** (Revoked).

**23.1.** The board may issue a reunion permit to sell on the premises of a tasting show or exhibition that is intended, in whole or in part, for the presentation and discovery of alcoholic beverages, to each participant in the event, which may be

1 - a manufacturer of alcoholic beverages, holding a permit issued under the Act respecting the Société des alcools du Québec (chapter S-13);

2 - a supplier of alcoholic beverages to the Société des alcools du Québec; or

3 - the agent or representative of a person referred to in subparagraph 1 or 2, in which case the reunion permit is also deemed to cover the person represented.

Participants are allowed to make profits during such an event.

**23.2.** The board may issue to a non-profit legal person a reunion permit to sell on the premises of a tasting show or exhibition that is intended, in whole or in part, for the presentation and discovery of alcoholic beverages.

If a person referred to in section 23.1 wishes to sell alcoholic beverages during that event, the board issues to the person a reunion permit for the duration of the person's participation in the event.

The non-profit legal person is allowed to make profits during such an event, but they may not be used for the purposes of promoting or marketing the alcoholic beverages.

For each tasting show or exhibition, the non-profit legal person holding a reunion permit must keep a report on the use of the profits. If the profits from the event have been transferred to another non-profit legal person, the permit holder must obtain from that other non-profit legal person an attestation showing the amount received, the date of receipt and how the profits are used.

The permit holder must, within 30 days from a request made by the board, send the report on the use of the profits and, where applicable, the attestation confirming that the profits have been transferred.

**24.** In spite of paragraph 4 of section 20 and paragraph 3 of section 21, the board may issue a reunion permit to sell if the applicant establishes that it is impossible to apply within the time limit.

**25.** (Revoked).

### 3. Reunion permit to serve

**26.** A reunion permit to serve authorizes its holder to allow the consumption of alcoholic beverages brought by participants to the event or to serve alcoholic beverages without charge if the event takes place outside the holder's residence or a business establishment of the holder where a permit is not in use.

**27.** Subject to sections 12 to 19, a reunion permit to serve may be issued to a natural person or a legal person if the person meets the following conditions:

- (1) in the case of a sporting event, the permit may be applied for only for sporting competitions during which there is no form of betting and no purses are awarded;
- (2) the person must not charge an entry fee or admission charge for the event;
- (3) the person must not make any profit from the event;
- (4) the person sends an application to the board at least 15 days before the date of the event for which the permit is applied for or, if the event consists of two or more activities, at least 15 days before the date of the first activity.

**28.** In spite of paragraph 4 of section 27, the board may issue a reunion permit to serve if the applicant establishes that it was impossible to apply within the time limit.

**29.** (Revoked).