

# PLANNING YOUR EVENT

## Do I need a Special Occasion Permit (SOP)?

An SOP is issued by the LCBO and is required if:

- (a) you are serving or selling alcohol in a place open to the general public that does not have a permanent liquor license, i.e., unlicensed banquet hall, library, public park, gymnasium, etc.
- (b) you are serving or selling alcohol in a place that is accessible to the public but is a private function intended for invited guests only (weddings, receptions, fundraisers, etc.) that does not have a permanent liquor license.
- You do not require an SOP for a private function in a place not open to the public, i.e., your home, backyard, private office, etc.
- If you are planning to sell alcohol at your event, you will require a **Sale** SOP. A levy tax of 16% will be applied when you are purchasing alcohol products under this type of SOP because you are reselling the alcohol.
- If you are serving alcohol at no charge at your event and absorbing all the costs, then you will require a **No Sale** SOP.

If you have further questions or would like to obtain an SOP, please contact the LCBO at 416-365-5900; outside Toronto call 1-800-668-5226.

## What should I know about buying and returning products on an SOP?

- Once you have obtained your SOP, you may purchase products at any of Magnotta's 13 locations.
- You must have your SOP with you at the time of purchase.
- If you purchased too much and want to return unused products after your event, you may only return bottled products for a refund within 7 days of the event. Products must be in their original, saleable condition, i.e., unopened bottles with labels and capsules intact, full cases of unopened beer bottles, etc.
- When returning products, you must have your SOP with you in order to receive a refund. A receipt and any levy receipts must also accompany the returning products. No exceptions.
- Bag-in-box wines are **not returnable** regardless of whether they were purchased under an SOP or not. Due to the nature of bag-in-box packaging, we are unable to easily discern saleability and product integrity after the product has been removed from our stores.

### SERVING GUIDE

Wine	Standard Serving
750ml bottle	5 glasses*
1.5L bottle	10 glasses*
4L bag-in-box	27 glasses*
8L bag-in-box	53 glasses*
16L bag-in-box	107 glasses*
*based on a 150ml serving	
<b>Spirits</b> -750ml bottle	17 drinks**
**based on a 44ml serving	
<b>Beer</b> -341 ml bottle	1 drink

## How much should I buy for my event?

- It is your legal responsibility to ensure that no guest is served to the point of intoxication.
- A good starting point is to allow 1-2 drinks per hour, per guest.

**Example:** If you expect 200 people to be drinking at your event and your event is 4 hours, you would need 800 drinks (assuming they consume 1 drink per hour).

If half of the people will drink wine and the rest will be divided between spirits and beer, then 800 standard drinks would be divided as follows:

**800 drinks with 50% wine** = 400 drinks (5 drinks per bottle)  
= 80 (750ml bottles) of wine

**800 drinks with 25% spirits** = 200 drinks (17 drinks per bottle)  
= 12 (750ml bottles) of spirits

**800 drinks with 25% beer** = 200 bottles of beer

- Please keep in mind that (a) an adequate supply of food must be available and (b) fruit juices, soft drinks and water should be provided for non-drinkers and designated drivers.

# MAGNOTTA

13 Locations Across Ontario to Serve You.  
[magnotta.com](http://magnotta.com)

## We're Here to Help

Our friendly staff are on hand to help you select the right wines for your event, the quantities you'll need based on your guest list, food and wine pairing suggestions—even cocktail ideas and recipes.