



Catering Licences - Guidelines and Application

A Catering Licence may be issued to any person who is, then, the holder of a permanent hotel, lounge, restaurant or club liquor licence, if that person is approved for the purpose by the Board. A Catering Licence authorizes the licensee to sell for consumption on any premises during the period prescribed in the licence, spirits by the glass and wine or beer by the glass or opened bottle with food which is to be supplied by the licensee in the form of meals by way of an off premises catering service.

If you are interested in obtaining a Catering licence, please use the following as a guideline of the requirements. *Please note: other agencies or departments may require information further to that which is listed below.*

Newfoundland Labrador Liquor Corporation (NLC) Requirements	✓
• Completed application for Catering Licence (see attached)	
• Verification of Food Establishment Licence	
<p>Please note: upon receipt of an approved Catering licence, you must complete and submit a Notification of Use of Catering Licence form (see attached) for all planned functions. This notification must be accompanied by:</p> <ul style="list-style-type: none">• Written Municipal approval• Occupancy Permit and Capacity Card issued by the Provincial Fire Commissioner	



APPLICATION FOR CATERING LICENCE

*Please note that a \$100 application fee is required.

Name of Licensee: _____

Licence #: _____ Telephone #: _____

Email address: _____

Street Address: _____

City/Town/Community: _____ Postal Code: _____

Purpose for which the Licence is required:

NOTE: ALL PREMISES MUST BE APPROVED BY THE PROVINCIAL FIRE COMMISSIONER'S OFFICE, GOVERNMENT MODERNIZATION AND SERVICE DELIVERY, AND THE MUNICIPALITY (IF APPLICABLE).

THE LICENSEE IS RESPONSIBLE FOR ENSURING THAT A MEAL IS PROVIDED.

Signature of Applicant

Date

Fee Payment:

Cheque or Money Order: please make payable to **NEWFOUNDLAND LABRADOR LIQUOR CORPORATION**

Credit Card: please pay online at https://nliquor.formstack.com/forms/license_payments

Completed applications may be submitted via email, fax or mail:

Email: corporateservices@nliquor.com

Fax: 709-753-8625

Newfoundland Labrador Liquor Corporation

P.O. Box 8750, STN. A

St. John's, NL A1B 3V1

Attention: Regulatory Services



NOTIFICATION OF USE OF CATERING LICENCE

This form shall be completed as notification of functions for which the Liquor Establishment's Catering Licence is being used. Please forward to the NLC **two weeks** prior to the date of the proposed function(s).

Name of Licensee: _____

Licence #: _____

Name of Establishment: _____

Address: _____

Telephone number: _____

Contact person: _____

Date and Time (start and end)	Type of Function	Premises	Location

What arrangements will be made regarding the provision of food at such functions?

NOTE: This notification must be accompanied by **Verification of Food Establishment Licence**, an **Occupancy Permit** and a **Capacity Card** issued by the Provincial Fire Commissioner.

Signature of Licensee

Date

Completed notifications may be submitted via email, fax or mail:

Email: corporateservices@nliquor.com

Fax: 709-753-8625

Newfoundland Labrador Liquor Corporation

P.O. Box 8750, STN. A

St. John's, NL A1B 3V1

Attention: Regulatory Services

APPROVED BY NEWFOUNDLAND LABRADOR LIQUOR CORPORATION:	
Signature: _____	(Liquor Licensing) Date: _____

PRIVACY NOTICE The above information is collected under the authority of section 61(c) of the *Access to Information and Protection of Privacy (ATIPP) Act, 2015*. The information is collected for the purpose of administration and determining eligibility for the issuance of a licence. Personal information collected by NLC is protected under the *ATIPP Act*. If you have any questions about the collection or use of this information, please contact NLC's ATIPP Coordinator at (709) 724-1159.