

1. Your application must reach us at least 15 days before the date of the event.
2. We suggest you submit your application at least 30 days prior to an event if it will be held in any of the following periods :
January 1, June 24, July 1, December 25 and for all public events held outside.
3. A request or a document filed after the deadline could result in the refusal of the latter.
4. In order to speed up the processing of your request, please fill it out directly on a computer. Applications completed by hand are also accepted.
5. Be sure to complete all sections of this form.
6. Consult our laws and regulations at www.racj.gouv.qc.ca.

What documents should you enclose with your application?

Please note that you must provide copies of the documents. Original documents will not be returned.

Documents to attach	Type of reunion permit depending on the location of the event				
	Permit to serve		Permit to sell		
	Private indoor or outdoor	Public outdoor	Private indoor or outdoor (physical person)	Public outdoor (NPO)	Public indoor (NPO)
Rental contract or owner's declaration	X	X	X	X	X
Municipal authorization		X		X	
Schedule 1 - Commitment (To sell or to serve)		X		X	
Sketch showing the points of service for alcoholic beverages on the site and the boundaries		X		X	
Budget forecast			X		

Please note that the Régie may ask for 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, of a licence holder (convenience store, grocery, or a cider seller) or from a small-scale (craft) production permit holder.

Applicable fees

Type of reunion permit	Daily rate per permit	Maximum applicable per permit
To serve	\$ 29,00	\$ 174,00 (6 dates and more)
To sell	\$ 53,00	\$ 265,00 (5 dates and more)

Payment methods

By mail: credit card, cheque or postal order.

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

* The cheque, postal order or bank draft must be made out to the **ministre des Finances**.

A fee of \$35 will be charged for any cheque that is refused by the institution from which it is drawn.

Please fill out the form and send it to our Québec offices at the following adress :

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

Telephones : Québec : 418 643-7667, Montréal : 514 873-3577, Toll free : 1 800 363-0320. Email : racj.quebec@racj.gouv.qc.ca

Website : www.racj.gouv.qc.ca

Régie des alcools, des courses et des jeux-1060.ang (20-07)