



Liquor Control and Licensing Branch  
4th Floor, 3350 Douglas St, Victoria, BC V8W 9J8  
Mail: PO Box 9292 Stn Provincial Govt, Victoria, BC V8W 9J8  
Phone: 1 866 209-2111 Fax: 250-952-7066

## LOUNGE AND SPECIAL EVENT AREA APPLICATION

Liquor Control and Licensing Form LCLB049A

### Instructions:

Using the attached guide, complete this application form and assemble all required documents. Once complete, follow instructions for submitting your application package to local government/first nation and the Liquor Control and Licensing Branch.

### Part 1: Type of Application

☒ Lounge Endorsement ☐ Special Event Area Endorsement

Office use only

Job No:

**Note:** Do not apply for special event area if it will occupy same footprint as the lounge.

Are you submitting an application for a manufacturing licence with this application? ☐ No ☒ Yes

Are you submitting an application to transfer the location of the manufacturing facility with this application? ☒ No ☐ Yes

### Part 2: Applicant

Manufacturer Licence Number (if licensed):

Applicant/Licensee Name: **MATTHEW JEWELL**

Mailing Address:

**719 WILSON AVE** **KELOWNA** **BC** **V1Y6X8**  
Street City Province Postal Code

Phone number: **250 300 6594** E-mail address: **mymetalwork@gmail.com**

Note: An authorized signing authority of a licensee can appoint a representative to interact with the branch on their behalf by completing form LCLB101 Add, Change or Remove Licensee Representative

### Part 3: Application Contact Person

Name: **MATTHEW JEWELL** Phone number: **250 300 6594**

Position: **General Manager** E-mail address: **mymetalwork@gmail.com**

Note: The applicant authorizes the person above to be the primary contact for the duration of the application process only.

### Part 4: Establishment

Establishment Name: **Omen Brewing Co.**

Manufacturer Address:

**1033 Richter St.** **KELOWNA** **BC** **V1Y2K4**  
Street City Province Postal Code

4a. Parcel Identifier (PID): **028-105-184**

4b. Local Government/First Nation: **CITY OF KELOWNA** Local Police: **KELOWNA RCMP.**

4c. Is this location zoned for liquor service? ☐ No ☒ Yes

4d. Is this manufacturing site part of the Agricultural Land Reserve (ALR)? ☒ No ☐ Yes

4e. If the proposed site is on ALR land, have you reviewed the ALR policies regarding a lounge and/or special event area? ☐ No ☐ Yes **N/A**

### Part 5: Lounge Proposal

This section requires several supporting documents to be submitted with your application. Please see the checklist on page 3 below for more information regarding letter of intent, floor plan and site map.

#### 5a. Proposed Service Areas:

Complete the following based on your establishment floor plan and occupant load (see page 5 of guide):

Area No.	Floor Level (e.g. Basement, Main, 2nd)	Indoor	Patio	Occupant Load
1.	Main	50		50
2.				
3.				
4.				
5.				
Total Occupant Load (of all licensed areas):				

#### 5b. Hours of Liquor Service:

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Open	10am	10am	10am	10am	10am	10am	10am
Close	1am	1am	1am	1am	1am	1am	1am

### Part 6: Special Event Area Proposal

This section requires several supporting documents to be submitted with your application. Please see the checklist on page 3 below for more information regarding letter of intent, floor plan and site plan.

#### 6a. Proposed Service Areas:

Complete the following chart based on your establishment floor plan. Occupant load is required for indoor and patio areas (see page 5 of guide). If you want an outdoor area that is not a patio see 6b:

Area No.	Floor Level (e.g. Main, Mezzanine)	Indoor	Patio	Occupant Load
1.				
2.				
3.				
4.				
Total Occupant Load (of all licensed areas):				

6b. Complete the following chart if you will have an outdoor event area (not a patio). Outdoor areas require a person capacity not occupant load (see page 5 of guide):

Area No.	Outdoor Area Identify by location or name	Capacity
1.		
2.		
3.		
4.		
Total Person Capacity for all Outdoor Areas:		



### 6c. Hours of Liquor Service

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Open							
Closed							

### Part 7: Declaration of Signing Authority

Section 57(1)(c) of the *Liquor Control and Licensing Act* states: "A person commits an offence if the person (c) provides false or misleading information in the following circumstances: (i) when making an application referred to in section 12; (ii) when making a report or when required and as specified by the general manager under section 59".

As the licensee or authorized signatory of the licensee, I understand and affirm that all of the information provided is true and complete.

Signature: \_\_\_\_\_

Authorized signatory of the licensee

Name: \_\_\_\_\_

Jewell Matthew James  
(last / first / middle)

Position: \_\_\_\_\_

GENERAL MANAGER  
(if not an individual)

Date: \_\_\_\_\_

23/08/2017  
(Day/Month/Year)

Note: An agent, lawyer or third party operator may not sign the declaration on behalf of the licensee.

This form should be signed by an individual with the authority to bind the applicant. The Branch relies on the licensee to ensure that the individual who signs this form is authorized to do so. Typically, an appropriate individual will be as follows:

- If the licensee is an individual or sole proprietor, the individual himself/herself
- If the licensee is a corporation, a duly authorized signatory who will usually be an officer or, in some cases, a director
- If the licensee is a general partnership, one of the partners
- If the licensee is a limited partnership, the general partner of the partnership
- If the licensee is a society, then a director or a senior manager (as defined in the *Societies Act*)

If an authorized signatory has completed the *Add, Change or Remove Licensee Representative* form (LCLB101) and they have specifically permitted a licensee representative to sign this form on the licensee's behalf, the branch will accept the licensee representative's signature.

### Part 8: Checklist

Your application package must include the following documents. An incomplete application will delay the licensing process.

- ☒ Completed Lounge & Special Event Area Application (this form).
- ☒ Letter of Intent for each type of endorsement (page 5 of the guide).
- ☐ Lounge Floor Plan (2 copies) preferably with occupant load (page 5 & 6 of the guide).
- ☒ Special Event Area Floor Plan (2 copies) preferably with occupant load (page 5 & 6 of the guide).
- ☒ Site plan for any outdoor endorsement area (see page 6 of guide).
- ☒ Patio(s) (see Appendix I on page 8 of the guide).
- ☒ Any additional information (labelled per question number on application form) if there is not sufficient space to answer a question on the application form.
- ☐ Take your application package to Local Government/First Nation (Part 9 below). Note: This step is not required if you are applying for this endorsement(s) on a second manufacturing licence located at the same site (see # 3 on page 2 of guide).
- ☐ After Part 9 is completed, submit your application package to the Branch (Parts 10 and 11 below).

### Part 9: Local Government/First Nation (LG/FN) Confirmation of Receipt of Application

This is to be filled out by your local government/First Nation office prior to submitting this application to the branch.

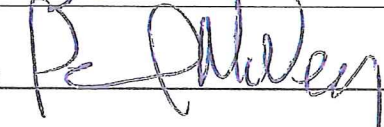
Local government/First Nation (name): CITY OF KELLOWNA

Name of official: PAUL McVEY

Title/Position: URBAN PLANNER

Email: pmcvey@kelowna.ca

Phone: 250-465-8582

Signature of Official: 

Date Received: SEPT 5 2017

Check here if the LG/FN will not be providing comment: ☐ Yes, opting out of comment.

**Note:** The LG/FN cannot provide comment for their own application.

Is the manufacturing site located on Treaty First Nation land? ☒ No ☐ Yes

#### Instructions for Local Government/First Nation (LG/FN)

This serves as notice that an application for a lounge and/or special event area endorsement is being made within your community. The Branch requests that you consider this application (application form, letter of intent, and floor plan) and provide the Branch with resolution within 90 days of the above received date. Alternatively, LG/FN can delegate staff with the authority to provide comment.

- The applicant will bring their completed application form, patio appendix (if applicable), letter of intent, floor plan and site map (for outdoor areas) to LG/FN.
- If there are any major issues (e.g. zoning), LG/FN may hold off signing the application until the issues are resolved or they have a plan to deal with the issues.
- When LG/FN is comfortable with the application proceeding, LG/FN staff will sign Part 9 of the application form and return it to the applicant. LG/FN will keep a copy of the signed application form and all supporting documents.
- The applicant will submit the signed application package (with all required documents) to the Branch.
- Branch staff will contact LG/FN to confirm receipt of the application and identify the Branch staff responsible for processing the application.
- Branch staff and LG/FN staff will advise each other if there are any concerns with the proposed application.

To provide a resolution or comment:

- Gather public input for the community within the immediate vicinity of the establishment.
- Consider these factors which must be taken into account when providing resolution/comment:
  - The location of the establishment.
  - The person capacity and hours of liquor service of the establishment.

Provide a resolution/comment with comments on:

- The impact of noise on nearby residents.
- The impact on the community if the application is approved.
- The view of residents and a description of the method used to gather views.
- The LG/FN recommendations (including whether or not the application be approved) and the reasons on which they are based.
- Provide any reports that are referenced in, or used to determine, the resolution/comment.
- If more than 90 days is required, provide a written request for extension to the Branch.
- If LG/FN opts out, or is the applicant, the Branch will gather public input and contact LG/FN staff for information to assist the Branch in considering the regulatory criteria.

If you have any questions, or the establishment is located on Treaty First Nation land, please call the Branch toll-free at 1-866-209-2111 to speak to the Senior Licensing Analyst.



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**Part 10: Submit Application Package**

Once signed by local government/First Nation, submit your complete application package to:

Liquor Control and Licensing Branch  
Courier: 4th Floor, 3350 Douglas St., Victoria BC V8Z 3L1  
Mail: PO Box 9292 Stn Prov Govt Victoria, BC V8W 9J8  
E-mail: [liquor.licensing@gov.bc.ca](mailto:liquor.licensing@gov.bc.ca)

If you have any questions, contact us toll-free at 866-209-2111 and ask to speak to the Senior Licensing Analyst for your geographic area. Or email us at [liquor.licensing@gov.bc.ca](mailto:liquor.licensing@gov.bc.ca) or visit our website for more information: [www.gov.bc.ca/liquorregulationandlicensing](http://www.gov.bc.ca/liquorregulationandlicensing)

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**Part 11: Application Fees (non-refundable)**

Lounge Application Fee \$330.00 (non-refundable)

Special Event Area Application Fee \$330.00 (no lounge) or \$110.00 (if you already have a lounge or are applying in conjunction with a lounge)

In accordance with Payment Card Industry Standards, the branch is no longer able to accept credit card information via email.

Payment is by (check ☒ one):

☐ Cheque, payable to Minister of Finance (if cheque is returned as non-sufficient funds, a \$30 fee will be charged)

☐ Money order, payable to Minister of Finance

☐ Credit card: ☐ VISA ☐ MasterCard ☐ AMEX

☐ I am submitting my application by email and I will call with my credit card information. I will call Victoria Head Office at 250-952-5787 or 1-866-209-2111 and understand that no action can proceed with my application until the application fee is paid in full.

☐ I am submitting my application by fax or mail and have given my credit information in the space provided at the bottom of the page.

The information requested on this form is collected by the Liquor Control and Licensing Branch under Section 26 (a) and (c) of the *Freedom of Information and Protection of Privacy Act* and will be used for the purpose of liquor licensing and compliance and enforcement matters in accordance with the *Liquor Control and Licensing Act*. Should you have any questions about the collection, use, or disclosure of personal information, please contact the Freedom of Information Officer at PO Box 9292 STN PROV GVT, Victoria, BC, V8W 9J8 or by phone toll free at 1-866-209-2111.

LCLB049A

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Lounge and Special Event Area Application

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**Credit Card Information (To be submitted by fax or mail only)**

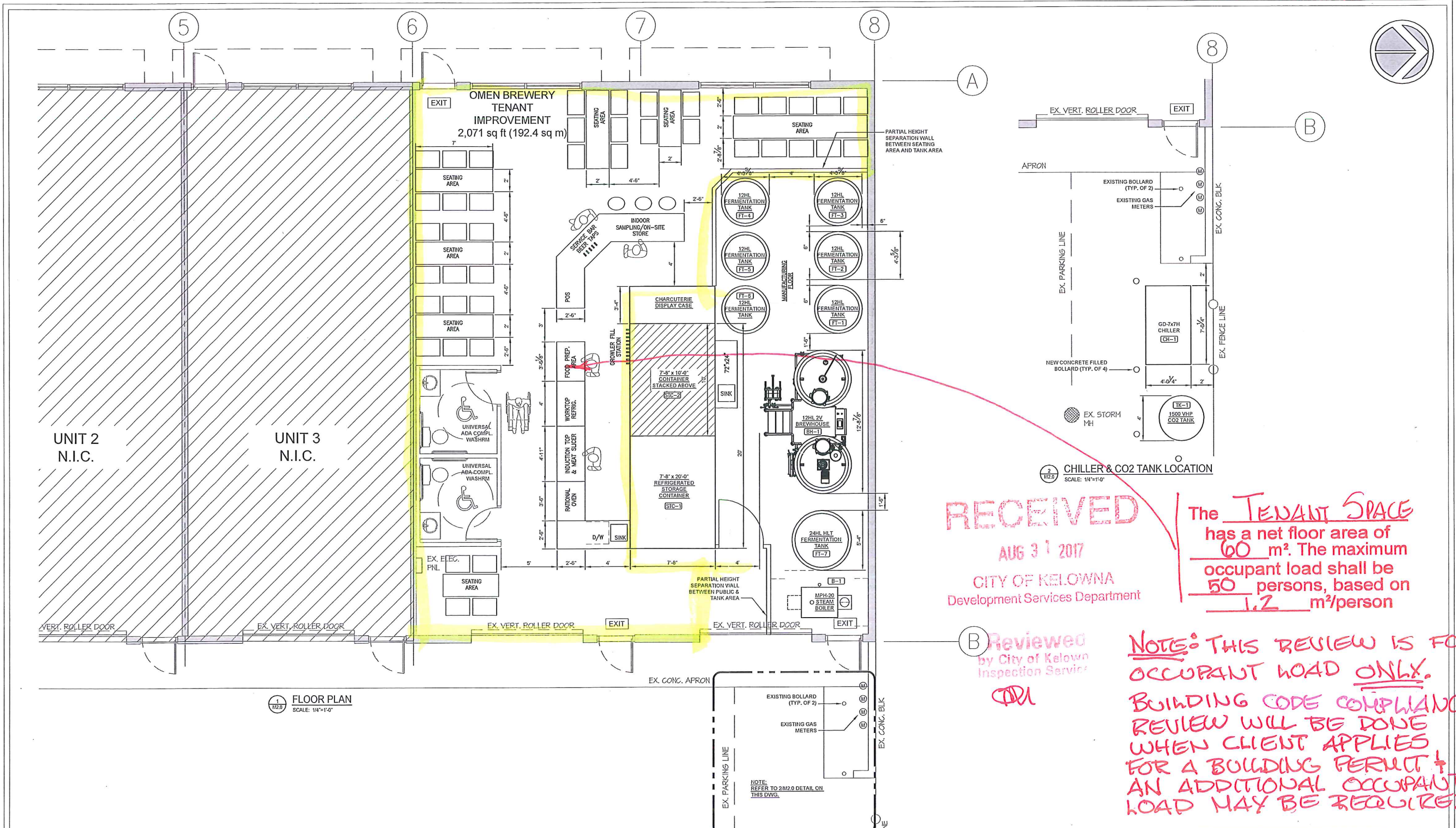
Name of cardholder (as it appears on card):

Credit card number:  Expiry date:  /   
(Month) (Year)

Signature: \_\_\_\_\_



1033 Richter St.



CAD FILE NAME: A17324-M2.0-BREWHE

LAST UPDATE: 8/30/2017 2:12:30 PM

Liquor Control and Licensing Branch  
4<sup>th</sup> Floor, 3350 Douglas St  
Victoria BC V8W 9J8

August 16, 2017

Matthew Jewell  
Omen Brewing Co.  
1033 Richter St  
Kelowna BC V1Y6X8

**RE: Letter of Intent for Omen Brewing Co. Ltd. Lounge & Special Event Area Endorsement Application**

Dear Sir or Madame:

On behalf of the partners of Omen Brewing Co Ltd, I respectfully submit this application for a lounge endorsement. The lounge area of OMEN Brewing Co is intended to offer patrons an area to enjoy our chef's in-house made charcuterie during all hours of operation.

The brewery is located in a commercial/industrial area of Kelowna's North End, in the area of Kelowna's burgeoning craft brewery scene. We intend to keep noise and other disturbances to a minimum through responsible service as per the Serving It Right program, and through well trained staff that encourage moderation in alcohol consumption. As two partners of Omen Brewing Co. (myself being one) live within a 2km radius of the brewery with their families and young children, we recognize the need to not disturb any nearby residents, and intend to keep noise pollution to a minimum and will not be an establishment for loud parties or raucous behaviour. We will respect all bylaws concerning noise and will operate on the business in a respectful manor.

We have expanded on concepts noted above in greater detail in the descriptions that follow.

**Food:**

Omen Brewing Co. will also offer an exceptional food program, available during all hours of operation. Chef Nelson Daniels will create a fantastic house made charcuterie as well as curating a fabulous selection of local and international cheeses along with baking bread on site. Not only will these be delicious, but the meat curing space will be glassed-in and provide a unique design and talking point for the brewery.

**Non-alcoholic beverages:**

Omen Brewing Co. will provide a selection of non-alcoholic beverages. Filtered still water will be provided free of charge for all patrons and patrons will be able to purchase a selection of pop, juice and kombucha from the bar.

We will encourage bar staff to recognise the effort of a designated driver for their friends and family, by providing a complimentary non-alcoholic beverage on the house. This will be conducted at the discretion of the bar staff.

#### Entertainment:

Omen Brewing Co. may provide an opportunity for local musicians to perform live. No permanent DJ booth, dance floor, or karaoke will be featured, and the brewery will not be a site of any type of gaming or gambling.

The brewery will be food and beverage centric, so we will not be encouraging dance parties or raucous behaviour. Rather, it will be a place where people come for quality eats and drink while enjoying conversation in a fun and welcoming atmosphere. Ambient music that suits the atmosphere of the brewery will be what is mostly played.

#### Neighbourhood:

The surrounding neighbourhood is part of the light industrial area of Kelowna's North end. There are a variety of businesses in the direct vicinity of Omen Brewing Co.'s location. In the same building is Kelowna Kitchen Studio (a kitchen cabinet installation company), and building owners Cellar-tek Supplies, who supply various products to the wine, beer and cider industries.

In the building directly to the north is Kelowna Kinesiology, Kootenay Coffee Bar, Enterprise Glass (windshield replacement) and Orthoquest (Pedorthics and rehabilitation).

Directly across the street is a Power Transfer Station. To the south of that is Zuki nation (a Suzuki repair shop), Furniture Plus Manufacturing, Kelowna Cross fit and so on.

Our location is also in the area of three other craft breweries - Tree Brewing, Kettle River Brewing Co, Redbird Brewing – with a fourth, BNA Brewing, a few blocks away. We are anticipating a growth in brewery tourism for all craft breweries in the area.

The nearest residential neighbourhood is to the north along Richter St. The first residence is 230 meters from the brewery location at 917 Richter St., located beside Kelowna Steel Fabricators.

#### Potential noise and other disturbances.:

The potential for noise in a brewery with a lounge endorsement is a concern that we take seriously. Paton's enjoying themselves comes with a potential for story telling and loud laughing.

Other potential disturbances may come from patrons who are disrespectful of the neighbourhood they are in. Seeing as it is an industrial area, people may potentially behave a bit more unruly than they would in a residential area, like using foul language or tossing garbage on the sidewalk or in the street.



Measures to implement to control patrons who might disturb nearby residents:

As stated above in the Entertainment section, Omen Brewing Co. will not be holding loud parties or be encouraging raucous behaviour. Any patrons that feel like they have the right to disrespect any other patron or nearby resident will be asked to leave and any repeat offenders will be banned from the establishment.

OMEN Brewing Co.'s partners are made up of individuals with a great deal of hospitality and front-of-house experience and we will insist our staff practice responsible service of alcohol so that any alcohol-fuelled noise or other disturbances are minimized. Considering that the brewery location is not in a residential neighbourhood, we are confident that the potential disturbances are minimum.

Staff will be trained to respect minimizing noise pollution, and in strictly adhering to the Serving It Right parameters. They will be trained to encourage moderation in consumption of alcoholic beverages.

Respect for others, from ourselves and our patrons, will be of utmost importance in our operation. Whether that be for our staff, other patrons, people walking past the building, or businesses in the direct vicinity.

All sidewalks and adjoining properties will be monitored for garbage and the like throughout the day and at closing time. The staff will take care of any issues that arise.

The new RCMP detachment is located 400m south at 1190 Richter Street. Any disturbances that may potentially arise and are out of the capabilities of the staff to handle, is a short cruiser ride away. That being said, we really don't foresee the brewery to be the type of place that attracts troublesome individuals.

It is our goal that the surrounding neighbourhood and greater community of Kelowna be proud of Omen Brewing Co. and use it as a place to come with their friends and family. Two of the owners live in the residential neighbourhood directly south of the brewery's location with their families and young children. It is paramount that the brewery becomes a positive part of Kelowna's north end culture.

Sincerely,

Matthew J Jewell

(250) 300-6594

mjmetalwork@gmail.com