

Revised May 2016

MUNICIPAL ALCOHOL POLICY



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1. OVERVIEW

1.1 PURPOSE

The Municipality of Callander owns and manages facilities and properties where alcohol consumption is not permitted and others where alcohol consumption is permitted under the authority of a Special Occasion Permit (SOP) The Municipality of Callander has developed this Municipal Alcohol Policy (MAP) in order to:

1. Promote a safe, responsible and enjoyable environment for those who use the facilities; and
2. Prevent alcohol related problems that may arise from alcohol consumption within Municipal facilities, parks and properties
3. Provide a reference tool for event organizers to successfully operate events which include the service of alcoholic beverages.

1.2 RISKS

The Liquor Licence Act is very clear in setting standards around alcohol service to the public. If you do serve alcohol, The Liquor Licence Act and this Municipal Alcohol Policy dictate your rights, responsibilities and obligations in order to ensure that a minimum standard of conduct and care is met. Without these regulations, people participating in your event might be exposed to danger, and you could be held responsible.

Anyone who sells, serves or gives alcohol to a person is known as a provider of alcohol. Providers may include but are not limited to: service clubs and their members, private family function organizers, or anyone obtaining a Special Occasion Permit to run an event. The occupier is the group/individual that owns and/or rents the premises where the event is taking place. Both providers and occupiers are liable for the event attendees.

RATIONAL: A range of problems can occur due to irresponsible alcohol consumption, which may affect other persons attending the event, other organizations wishing to utilize the facility in the future, the public and the Municipality. Since the late 1980's and early 1990's, municipalities have taken a proactive approach to developing alcohol management policies as risk management tools. Some of the problems associated with irresponsible alcohol consumption include:

- Injuries or death due to intoxicated persons or other as a result of alcohol consumption.
- Liability actions arising from improper serving and monitoring of alcohol consumption.
- Liquor Licence Act charges against the Municipality of and/or Special Occasion Permit holders
- Suspension of Special Occasion Permits being issued at specific facilities

By reducing intoxication, drinking under the legal age and the possibility of driving vehicle while impaired, the above problems will correspondingly diminish.

1.3 OBJECTIVES

- To provide appropriate procedures and education to individuals or groups wishing to hold events in municipally owned facilities in order to ensure legislation pertaining to Special Occasion Permits and licences is properly understood and strictly complied with.
- To ensure proper supervision and proper operation of licenced events in order to protect the organizers, the participating public, volunteers, The Municipality and its staff from liability by providing education in prevention and intervention techniques and through effective management procedures.
- To encourage and reinforce responsible, moderate drinking practices for consumers through the development of appropriate operational procedures, controls, training and education.
- To honour the decision of abstainers not to drink alcohol and encourage their participation by providing alternative, non-alcoholic drinks.

1.4 DEFINITIONS

Special Occasion Permit:

A liquor permit issued by the Alcohol and Gaming Commission of Ontario for social event where alcohol will be sold or served.

Event

For the purposes of this policy, an event refers to any licenced event held in a Municipal facility at which alcohol will be served and/or sold. Such event may include but are not limited to weddings, showers, dances, receptions and birthday parties. The duration of the event encompasses the, operation and clean up.

Public Events A public event is one which is open to the public and is conducted by a registered charity or not-for-profit entity. An individual or business may host a public event if the event is (a) being held in a licensed facility, or (b) has been deemed of Municipal, provincial, national or international significance.

Private Event A private event is one which is for invited guests. These events cannot be advertised and there can be no intent to gain or profit from the sale of alcohol at the event.

Outdoor Event An outdoor event is one at which any alcohol is consumed in an outdoor space (including pavilion, tents or temporary structures)

Event Organizer

The individual(s) who have signed the facility rental agreement for an event that will involve the selling and or serving of alcohol at Municipal facilities. The Event Organizer and/or designate are responsible for the safety and sobriety of people attending the event as well as compliance with this Municipal Alcohol Policy and the Liquor Licence Act and its regulations. They assume responsibility and liability for the entire operation of the event.

Event Worker

A paid/volunteer person(s) appointed by the Event Organizer, who is over the age of 18 and who has satisfactorily proven to the Event Organizer that she/he will act in accordance with the Municipal Alcohol Policy. Event Workers may have one or more of the following roles:

- Floor monitor
- Door monitor
- Server/bartender
- Ticket seller

All event workers have responsibility in the operation of the event and shall NOT consume or be under the influence of alcohol for the entire duration of the event. They assume responsibility and liability for the entire operation of the event in conjunction with the Event Organizer. All Event Workers must have Smart Serve Training and provide copies to the Municipality.

Licensed Security

Security Personnel monitor entrances and patrol licenced areas to ensure the safety and security of the establishment, its employees and patrons. Security must be licenced to under the **Private Security and Investigative Services Act, 2005** or as may be emended from time to time.

Liquor Licence Act

Outlines the laws regarding the sale and service of alcohol.

Municipal Alcohol Policy

A local Policy for Municipalities to manage events held in municipally owned facilities and properties when alcohol is sold or served.

Operational Plan

A coordinated plan of action, to prevent and control potential risk. See the Alcohol and Gaming Commission's document Planning Special Events, Concerts or Festivals tip sheet for more information. http://www.agco.on.ca/pdfs/en/tip_sheets/3207.pdf

Server Training Program (smart serve)

A certificate training program for serving alcohol that is approved by the Alcohol and Gaming Commission of Ontario. Server training is required by staff and volunteers who work in areas where alcohol is sold and/or served. This training is offered by Smart Serve Ontario.

<https://www.smartserve.ca/>

Special Occasion Permit

A liquor permit issued by the Alcohol and Gaming Commission of Ontario for social events where alcohol will be sold or served. http://www.agco.on.ca/forms/en/1575_a.pdf

Special Occasion Permit Holder

Refers to the individual who signs the application for a Special Occasion Permit to sell and/or serve alcohol. The permit holder must be at least 19 years of age and shall attend the event to which the permit applies or appoint a designate to attend in the permit holder's place. If the permit holder designates a person to attend the event in the permit holder's place both the permit holder and the

designate shall sign the permit. The permit holder and/or designate are responsible for the safety and sobriety of people attending the event as well as compliance with this Municipal Alcohol Policy and the Liquor Licence Act and its regulations at the event. They assume responsibility and liability for the entire operation of the event.

Standard Drink

A Standard Drink means:

- 12oz. or 341 ml of beer with 5% alcohol OR
- 5oz. or 142 ml of wine with 12 % alcohol OR
- 1 1/2 oz. or 43 ml of spirits with 40% alcohol
- The minimum cost of an alcoholic beverage is two dollars (\$2.00)
- Non- alcoholic drinks must cost less than alcoholic drinks



<http://www.ccsa.ca/Resource%20Library/2012-Canada-Low-Risk-Alcohol-Drinking-Guidelines-Brochure-en.pdf>

Municipal Properties

All municipally owned or leased lands, buildings and structures.

2. DESIGNATION OF PROPERTIES, EVENTS & ROLES

2.1 DESIGNATION OF PROPERTIES

The following Municipal facilities and areas are designated as suitable for events that will sell/serve alcohol provided that the renter obtains a Special Occasion Permit or a Liquor Licence through a caterer's endorsement issued by the Alcohol & Gaming Commission of Ontario and agreeing to conditions as set out by the Municipality:

Facilities:

- The Callander Community Centre – Large Hall and Orton Room
- The Bill Barber Complex (within the rink surface)
- The Callander Bay Heritage Museum and Alex Dufresne Art Gallery

From time to time the Municipality may allow for the service of alcohol in parks or other facilities at the discretion of Council and Staff

2.2 DESIGNATION OF EVENTS

Youth Focused Event

Alcohol is not permitted to be served or sold at a youth focused event (i.e. minor sports tournament)

High Risk Event

The Municipality, Alcohol and Gaming Commission of Ontario (AGCO) and/or police, at their own discretion, may deem an event to be high risk.

These events will require additional staffing and may require that an operational plan be developed in consultation with the Municipality, AGCO and the local police. The plan would then be a requirement for use of the Municipal Facility in question.

Special Occasion Permit Private Events

As per the liquor Licence Act, the following rules apply to private event Special Occasion Permits:

- Invited guests only.
- Absolutely no public advertising. Information about the event may be shared with invited guests only. The event must not be advertised to the public in any way, including but not limited to: flyers, newspaper internet, social media, radio or television
- No intent for gain or profit from the sale of alcohol at the event
- Absolutely no raffles of alcohol
- No 50/50 draws, raffles, without acquiring the proper lottery license
- Absolutely no gambling is permitted
- Silent and or live auctions are permitted

2.3 ROLES AND RESPONSIBILITIES

Role of Municipal Representatives

Municipal Representatives are responsible for ensuring the Permit Holder, Event Organizer and/or designates are provided with written information outlining the conditions of the Municipal Alcohol Policy and ensure that they have been informed of their responsibilities. Municipal representatives have the authority/responsibility to demand correction and/or to cease the sale and service of alcohol and will have ultimate authority regarding decision making on the part of the Permit Holder.

Role of Permit Holder, Event Organizer and Designates:

The Permit Holder, Event Organizer and designates must be 19 years of age or older. All are responsible and liable for the conduct and management of the event, including but not limited to:

- Compliance with the Municipal Alcohol Policy and facility rental agreement, in addition to the Liquor Licence Act and its regulations
- Organization, planning, set up and clean-up of the event
- Hiring server training program ("Smart Serve") certified ticket sellers, bartenders, floor monitors, door monitors and security.
- In the case of the Permit Holder and Event Organizer, training their designates, if applicable
- Training of all other event workers

- Posting the Special Occasion Permit or Caterer's Endorsement in a conspicuous place on the premises to which the permit applies and keep it in a place that is readily available for inspection.
- Alcohol sales and service – including the choice of beverages so as to avoid the supply of fortified or extra strength drinks or no energy drinks are permitted.
- Ensuring no one consumes alcohol in unauthorized areas/locations
- The safety and sobriety of people attending the event including those persons turned away to control the event
- Organizing safe transportation strategies/options for attendees (e.g. designated drivers, taxis, shuttle etc.)
- Responding to emergencies

The Permit Holder and Event Organizer (or designates) must read and sign the Checklist Agreement for Licenced Events – Organizers and Permit Holders to indicate that they have read this policy and understand their responsibilities. The Permit Holder must provide a copy of the Special Occasion Permit Application during the Facility Rental Application process and supply the Municipality with a copy of the Special Occasion Permit thirty days (14) prior to the start of the event.

The permit Holder and Event Organizer (or designates) **MUST** attend the event for the entire duration including the post event clean up and be responsible for decisions regarding the actual operation of the event.

Event Staff & Responsibilities

- Server Training is required for **all** Event Staff
- The Permit Holder and Event Organizer are required to read, express understanding of and sign the Checklist Agreement for Licenced Events
- The Permit Holder and Event Organizer will assume the responsibility of ensuring all event workers abstain from consuming alcohol during the event and will not be under the influence of any alcohol prior to the event
- Event personnel must wear identifiable clothing (such as “event staff” printed on the clothing or a distinguishable uniform) or wear clearly identifiable name tags and be present on the licenced premises during all hours of alcohol service and at least one hour past the time sale and service of alcohol ceases. Event personnel must ensure that the premises are secured prior to leaving the facility.
- All signs of the sale and service of alcohol must be cleared within in 45 minutes of the bar closure.

Bartender Criteria and Responsibilities:

- Certified by a server training program recognized by the Alcohol and Gaming Commission of Ontario
- Appointed by the Event Organizer and has satisfactorily proven to the event organizer that she/he will act in accordance with this policy and the Liquor Licence Act
- Checks identification and verifies age of customers (see appendix for list of acceptable ID)
- Accepts tickets for the purchase of alcoholic drinks
- Serves standard size drinks
- Serves a maximum of two standard sized drinks per patron per visit – **NO DOUBLES**
- Monitors for intoxication

- Refuses services when patron appears to be near intoxication
- Offers non-alcoholic substitutes
- Must be 18 years of age or older

Ticket Seller Criteria and Responsibilities

- Certified by a server training program recognized by the Alcohol and Gaming Commission of Ontario
- Appointed by the Event Organizer and has satisfactorily proven to the event organizer that she/he will act in accordance with this policy and the Liquor Licence Act
- Checks identification and verifies age (see appendix for list of acceptable ID)
- Monitors for intoxication
- Only sells a maximum of 4 tickets per patron at one time
- Refuses sale to patrons near intoxication
- Ticket sales will cease 30 minutes before the bar closes
- Must refund tickets on request whenever the bar is open and up to 30 minutes after the bar closes
- Must be 18 years of age or older

Door Monitor Criteria and Responsibilities

- Appointed by the Event Organizer and has satisfactorily proven to the Event Organizer that she/he will act in accordance with this Municipal Alcohol Policy and the Liquor Licence Act
- One monitor must be present at each entrance/exit of the premises for the duration of the event and until the premises are secured once the event is over.
- Checks identification and verifies age (see appendix for list of acceptable ID)
- Checks for signs of intoxication
- Limits entry to venue capacity
- Ensures alcohol remains within the licensed area
- Notifies Event Staff, Event Organizer and Permit Holder of potential incidents
- Refuses admission to intoxicated and troublesome individuals
- Ensures that age of majority patrons are clearly marked using wristbands if there will be youth in attendance at the event
- Monitor those showing signs of intoxication when ready to leave the event and ensures they have a sober responsible person with them
- Recommends safe transportation options
- Must be 18 years of age or older

Licensed Security Criteria and Responsibilities

- The Security Company must be dually bonded and licenced under **the Private Security and Investigative Services Act, 2005**
- Patrols the licensed area and immediate area outside the licenced areas, washrooms, parking lot scanning for potential threats
- Ensures alcohol remains within the licenced area
- Notifies Event Staff, Event Organizer and Permit Holder of potential incidents
- Helps in handling disturbances
- Assists the Permit Holder and/or Event Organizer in vacating the premises
- Summons police when requested by the Event Organizer, Permit Holder, Town representative, or as deemed necessary
- Aware of and responsible for the fire safety plan
- May be required to assist with ID Checks
- Will contact the local police should the need arise
- Security is required to be on the premises from the opening of the bar until 1 hour after the bar closes or until the building is vacated of all patrons

Floor Monitor Criteria and Responsibilities

- Appointed by the Event Organizer and has satisfactorily proven to the Event Organizer that she/he will act in accordance with this policy
- Monitor patron behavior and crowd control
- Monitors for intoxication and informs bartenders and/or security personnel of intoxicated persons
- Early identification of potential problems
- Ensures alcohol remains within the licensed area
- Notifies Event Staff, Event Organizer and Permit Holder of potential incidents
- Reports problems and complaints to security, Event Organizer and Permit Holder
- Suggests safe transportation alternatives
- Must be 18 years of age or older
- Aware of and responsible for the fire safety plan

3.0 Management Practices

3.1 Insurance

The Permit Holder and Event Organizer must provide proof of insurance by way of submitting an original Certificate of Insurance to the Municipality in accordance with the requirements identified below. The Certificate of Insurance must be in effect for date(s) where Municipal property is being used or occupied by the Event Organizer and Permit Holder. Failure to provide proof of insurance in accordance with this Section will void the rental.

Proof of General Liability Insurance coverage in an amount of not less than two million dollars (\$2,000,000) must be provided to the Municipality prior to rental of the facility. The insurance must be issued by an accredited insurance company that is licenced to carry on business in Ontario and that is satisfactory to the Municipality. The insurance coverage must at a minimum include the following:

- a) Coverage for bodily injury and property damage liability
- b) A Liquor Liability endorsement

- c) The Municipality shown as an additional insured on the policy (The Corporation of the Municipality of Callander)
- d) The Event Organizer (Lessee) and Permit Holder must be included as additional insured
- e) A certificate of insurance evidencing coverage including a 15 day notice of cancellation clause is required to be submitted to the Municipal Office a minimum of one week prior to the rental of the facility. Failure to provide this documentation will result in cancellation of the booking. No refund will apply.

- Check with your insurance provider to ensure all appropriate parties are included on the policy.
- The Municipality or hosting organization reserves the right to request even higher limits of insurance should the event be deemed as higher risk.
- Completed Insurance Certificate, Special Occasion Permit and Facility Rental Agreement must be provided to the Municipality at least fourteen (14) days prior to the event and **30 days prior for Public Events**. Failure to submit any of these documents may result in cancellation of having alcohol at the event and/or cancellation of the rental itself.

3.2 REQUIRED MINIMUM STAFFING RATIOS SPECIAL OCCASION PERMIT EVENTS

The Municipality, Alcohol and Gaming Commission of Ontario and/or the applicable police service involved reserve the right to adjust these requirements as deemed necessary.

Attendance/ Capacity	Smart Serve Trained Bartenders	Number of Ticket Sellers	Floor Monitors	Door Monitors	Security Personnel For Level 3/High Risk Events
UP to 100	2 Trained	1-2	1-2	1	TBD Based on Event Risk Assessment
101-225	3 Trained	2	2	2	TBD Based on Event Risk Assessment
226-350	3 Trained	3	3	2	TBD Based on Event Risk Assessment
350 +	TBD Based on Event Risk Assessment	TBD Based on Event Risk Assessment	TBD Based on Event Risk Assessment	TBD Based on Event Risk Assessment	TBD Based on Event Risk Assessment

NOTE: The Municipality reserves the right to request additional security and/or event staff depending on the type of event and regardless of the attendance/capacity.

Trained – means certified by a server training program recognized by the Alcohol and Gaming Commission of Ontario (AGCO).

Operation Plan – For events over 350, the Municipality requires a security meeting. The permit holder must also submit an operational plan for the event which includes but is not limited to, a site plan, schedule, parking/traffic and security plan. The Alcohol and Gaming Commission of Ontario may also request this information.

Ticket Sellers, door/floor monitors and servers/bartenders must be trained in a certified server training program recognized by the Alcohol and Gaming Commission of Ontario.

3.3 YOUTH AND SPECIAL OCCASION PERMIT EVENTS

Depending on the level of event risk, minors may not be permitted to attend an event. In all cases, no one under the age of 19 shall be served alcoholic beverages at licensed events. Event workers shall ask anyone who appears to be under the age of 30 for valid photograph identification.

That youth and minor sports events including banquets be designated as events not suitable for alcohol consumption. Associated adult evening social events commencing after 8:30pm will be allowed, however, minors will not be allowed entry to the licensed area. Minors are considered to be any persons under the age of 19 years of age.

3.4 YOUTH ADMITTANCE TO ADULT EVENTS

That persons under the legal drinking age will be allowed to attend certain licensed events such as private family functions, weddings and anniversaries, community wide festivals and family oriented events, only if the special occasion permit specifies that minors are permitted and minors are not to be served alcohol beverages under any circumstances regardless of the event or the consent of their parents, when such licensed events take place on Municipal property.

3.5 GAMBLING

Games of chance, luck or mixed chance and skill such as raffles, 50/50 draws or wheel of fortune are not permitted unless the proper licence has been obtained from the Municipality or Province of Ontario. Licences are only issued to eligible organizations with charitable, educational, religious or community betterment purposes. Visit www.agco.on.ca for further information.

4. PREVENTION STRATEGIES

4.1 SAFE TRANSPORTATION

The Event Organizer and Permit Holder are responsible to have a safe transportation strategy including a designated driver program to promote safe transportation options for all participants, in order to ensure participant safety. Examples of safe transportation are:

- Designated drivers selected from non- drinking participants at the event;
- Designated drivers provided by the sponsoring group or;
- Taxis or buses paid either by the sponsoring group or the participant.
- Free non-alcoholic drinks to designated drivers

The options shall be advertised at the event so that all participants are aware of what is available. Non- alcoholic drinks must be made available.

4.2 SAFE ENVIRONMENT

- There are no “shooters” allowed including JELLO or otherwise
- Unsafe activities such as drinking contests, discounted drink, dancing on tables, or other dangerous activities are strictly prohibited.
- Ensure the facility is adequately lit, signs are visible, and stairs and emergency exits are clear. As the occupier of the premises, your group is required to ensure the physical setting is safe for both drinkers and non-drinkers.
- The Permit Holder, Event Organizer and the Licenced Security Personnel will be responsible for determining when assistance is needed and requesting it from the appropriate

authorities. If an alcohol related violation occurs, act promptly to rectify the situation and restore adherence to the Liquor Licence Act. Whenever the Liquor Licence Act is violated at your event, you are at risk of being charged. Even if no charge is laid, the fact that the Liquor License Act has been violated can be used to undermine your defense in a civil suit.

4.3 LOW ALCOHOL CONTENT

- The permit Holder will ensure that the beverages will be offered that consist low or non-alcohol options (e.g. light beer, juice, water, pop)
- The price of non-alcoholic beverages must be less than the price of alcohol sold on the premises.

4.4 NO ALCOHOL PROMOTION TO YOUTH

- No alcohol advertising is permitted at events where there will be youth in attendance. (e.g. Beer company umbrellas, posters, flags, clocks etc.)

4.5 PROVISION OF FOOD

- The Permit Holder will ensure that Food services are available to event attendees throughout the event/evening. Chips, peanuts and other snack foods do not qualify as food. Salty foods increase thirst. Food minimally consists of sandwiches, pizza, vegetables and dip etc.

5. SIGNAGE

5.1 SIGNAGE PROVIDED BY THE MUNICIPALITY

The Municipality will provide signage containing the following statements:

Ticket Sales

- “Number of ticket available for purchase at one time – 4
- “Unused tickets will be refunded while the bar is open and 30 minutes after closing”
- “Ticket sales end 30 minutes before the bar closes.”

Bar Area (posted within the licenced bar area) Provided by Municipality

- “Number of Tickets available for redemption at one time – 2”
- “Bartenders reserve the right to refuse service. Bartenders cannot serve alcohol to anyone who is intoxicated or appears to be at the point of intoxication”
- “You can only be served a MAXIMUM of two drinks at any one time.”
- “There will be no last call.”
- “Bar will close at 1am – No Exceptions”
- Bartenders cannot serve alcohol to anyone under 19 years of age. Proper ID must be presented to event staff when requested.”
- “Servers are not allowed to consume alcohol prior to or during their shift(s).”

Restricted Areas

- “No alcohol beyond this point.”

5.2 REQUIRED SIGNAGE PROVIDED BY PERMIT HOLDER

- The Permit Holder shall post the Special Occasion Permit in a conspicuous place on the premises to which the permit applies or shall keep it in a place where it is readily available for inspection.
- A licenced caterer shall post their licence

Safe Transportation

- List of safe transportation options
- “The R.I.D.E program is in our community.”

5.3 ADDITIONAL RECOMMENDED SIGNAGE

- What is a standard drink
- Low risk drinking guidelines

6. ACTIONS TO ENFORCE

6.1 DUTY TO REPORT

Any person may notify the Event Organizer, Special Occasion Permit Holder, Municipal staff or security personnel of suspected violations of this Policy.

- Event workers should not attempt to rectify a violation that could lead to a confrontation resulting in personal injury or property damage. In such cases, the police and/or on-site security shall be alerted.
- A police officer or Alcohol and Gaming Commission of Ontario Inspector may inform the Permit Holder, Event Organizer or person in charge that they are in violation of the *Liquor Licence Act* and/or provincial law. Charges may be laid against the offending individual(s) at the officer’s or inspector’s discretion.
- The Permit Holder, Event Organizer and/or designates shall inform the Municipality when repairs or other actions are required to make Municipal property secure or safe for use.
- Municipal staff reserves the right to ensure this Municipal Alcohol Policy is being adhered to at all times.

A violation of this policy occurs when the Permit Holder or Event Organizer fails to comply with all of the Alcohol and Gaming Commission of Ontario policies, the *Liquor Licence Act* and its regulations, and/or this policy.

6.2 CONSEQUENCES FOR FAILURE TO COMPLY WITH MUNICIPAL ALCOHOL POLICY

First Infraction: Where the Permit Holder or Event Organizer has violated this Policy, the group may be sent a registered letter from the Municipality advising them of the violation and indicating that no further violations will be tolerated.

Second Infraction: Should the Permit Holder or Event Organizer violate this policy within one year of receiving notice of their first violation – future rental privileges may be revoked.

Where there has been a failure to comply with the Liquor Licence Act, the police or the Alcohol Gaming Commission of Ontario inspector may intervene for compliance purposes and may, at their discretion or to their authority, terminate the event. The Municipality may similarly cancel, or intervene or terminate the event at any time for violations of this Policy or Rental Agreement. It remains the responsibility of the Permit Holder, Event Organizer and or designates to manage the event and to take appropriate actions, including ending the event , vacating the Municipal property, maintaining insurance, adhering to any conditions of insurance, and providing safe transportation options.

Regardless of the reason for termination of the event, the Municipality will not be responsible for any compensation whatsoever to the Event Organizer or affected persons for any resulting financial losses that they may have suffered.

6.3 CONSEQUENCES FOR ALCOHOL CONSUMPTION IN UNDESIGNATED AREAS

First Infraction: The Permit Holder, Event Organizer/Worker or Licenced Security will issue a verbal warning requesting the person or group remove the alcohol from the premises.

Second Infraction: Should the Permit Holder or Event Organizer violate this policy within one year of receiving notice of their first violation – future rental privileges may be revoked.

6.4 OTHER CONSEQUENCES

Where there has been a failure to comply with the *Liquor Licence Act* or any other applicable legislation, the police or the Alcohol and Gaming Commission of Ontario inspector may intervene for compliance purposes and may, at their discretion or other authority, terminate the event. It remains the responsibility of the Permit Holder, Event Organizer and/or designates to manage the event and to take appropriate actions, including ending the event, vacating Municipal property, maintaining insurance, adhering to any conditions of insurance, and providing safe transportation options. Similarly, the Alcohol and Gaming Commission of Ontario can deny or suspend the issuing of Special Occasion Permits to certain premises on the basis of historical violations at that particular location.

7. POLICY REVIEW AND IMPLEMENTATION

7.1 POLICY REVIEW

To monitor and review the effectiveness of this Policy, Council shall initiate a review of this policy every 2-4 years or earlier if needed. Such a review shall be based on information provided by the appropriate Municipal representative(s) and other invited sources, and then the outcome of the review shall be reported to Council with suggested changes, if required.

7.2 IMPLEMENTATION PHASE

It is recommended that the Municipality shall design and implement a strategy to orientate all Municipal Staff and community user groups to the policy requirements and to promote the policy to the community at large, including all licenced establishments, service clubs, community groups, etc. This can only assist these organizations with due diligence and injury prevention. It will also help to reduce potential insurance claims for both the organization and the Municipality.

APPENDIX "A"
MUCIPALITY OF CALLANDER – MUNICIPAL ALCOHOL POLICY
SPECIAL OCCASION PERMIT EVENT

This agreement must be completed in full, signed and submitted to the Municipality, with all supporting information, at least 2 weeks before the event. See the Municipal Alcohol Policy for additional information. This agreement must be completed in conjunction with the Municipality of Callander’s Facility Rental Agreement.

CONTACT PERSON: _____

HOST ORGANIZATION: (if applicable) _____

MAILING ADDRESS: _____

PHONE: Home: _____ **Business/Cell:** _____

DESIGNATED & ALTERNATIVE CONTACT PERSON(S):

1. NAME: _____ PHONE#: _____

2. NAME: _____ PHONE#: _____

FACILITY REQUESTED:

LARGE HALL BILL BARBER COMPLEX ANTICIPATED ATTENDANCE: _____

DATE(S): _____ **TIME: FROM:** _____ **TO:** _____

SAFE TRANSPORTATION STRATEGIES: (Mandatory for all SOP’s)

1. The Applicant has read and understands the Special Occasion Permit guidelines provided in The Municipal Alcohol Policy Document.
2. The applicant understands that the Municipality of Callander’s Municipal Alcohol Policy and The Alcohol and Gaming Commission Act of Ontario must be adhered to.
3. The applicant understands that if he or she or any other individuals at the event fails to adhere to Municipal Alcohol Policy, The Municipality will act accordingly. This action may include eviction, revocation of the Special Occasion Permit and the notification of local authorities.
4. The applicant understands that they can be held liable for injuries and damages arising from the failure to adhere to the Liquor License Act of Ontario.
5. The event organizers indemnify and save harmless the Municipality of Callander, its agents, employees and volunteers from any claims or actions brought against the Municipality of Callander as a result of the event sponsor/licensee occupying the Municipality’s premises.
6. The applicant agrees to provide proof of insurance in the amount of \$2,000,000 with The Corporation of The Municipality of Callander as additional named insured. The insurance must include a cross liability clause.
7. The applicant agrees to provide security services through an approved security firm in accordance with the Municipal Alcohol Policy.

This agreement shall be binding on the parties hereto, their successors, heirs, executors and assigns.

DATED THIS _____ DAY OF _____, _____
(DAY) (MONTH) (YEAR)

LESSEE

SIGNATURE

APPENDIX “B”
MUNICIPALITY OF CALLANDER
GUIDELINES FOR SPECIAL OCCASION PERMIT HOLDERS

As the contact person for a Special Occasion Permit, you and your group can be held liable for injuries and damages arising from failure to adhere to the Alcohol and Gaming Commission Act of Ontario. These infractions include serving someone to intoxication, serving someone who is already intoxicated, serving minors, and failing to prevent impaired individuals from driving. In order to reduce your group’s risk of liability, the following guidelines should be adopted:

1. The event sponsor must demonstrate to the Municipality of Callander that the policy is understood and that regulations will be observed and that the required insurance coverage is in place (proof of policy or binder must be filed with the Municipality of Callander before the event takes place).
2. The event sponsor must obtain a Special Occasion Permit from the Liquor License Board of Ontario and must show proof of this to the Municipality of Callander staff prior to the event.
3. The event sponsor must provide a list of trained workers at least fifteen (14) days prior to the event to the Municipality of Callander.
4. The only acceptable forms of identification for admission to an SOP event will be:
 - a) The LLBO BYID (bring your identification card); or
 - b) An Ontario Driver’s License; or
 - c) A Canadian Passport; or
 - d) A Canadian Citizenship card; or
 - e) A Canadian Armed Forces ID card; or
 - f) The LLBO’s former ID card.
5. The person who signs the Special Occasion Permit Application or his/her designate must attend the event and be responsible for making decisions regarding the operation of the event as required by the Special Occasion Permit.
6. The event sponsor is responsible for the event, and therefore must not have consumed any alcohol prior to or during the event.
7. All event workers must refrain from consuming any alcohol prior to or during the event.
8. Floor monitors are responsible for the supervision of entrances/exits, bathrooms and the floor area.
9. The Municipal Staff Representative, reserves the right to use their discretion to determine the requirement for two (2) off duty police officers or other licensed security personnel through the Event Risk Assessment Tool. The cost of which will be borne by the sponsoring group or individual. See “Appendix C” of the Municipal Alcohol Policy for the Event Risk Assessment Tool.
10. The event sponsor must ensure the physical setting is safe for all in attendance.
11. The event sponsor must ensure that patrons do not engage in activities that could harm them or others.
12. Exits must be supervised.

13. A worker must be available upon request to ticket sellers who require assistance in managing a person who is refused a sale.
14. All bottles must be retained within the bar area and all drinks must be served in paper/plastic cups with the exception of bottled wine during the dinner portion of an event.
15. The licensee is to abide by the rules and requirements of the Municipal Alcohol Policy.
16. An authorized representative of the Municipality of Callander has the right to enter any Special Occasion Permit event and take control if necessary at the time.
17. Marketing practices which encourage increased consumption, such as oversize drinks, double shots of spirits, pitchers of beer, drinking contests, and volume discounts are not permitted.
18. The maximum number of drinks purchased by one person per visit to the bar will be two (2)
19. During a ticket event, tickets must be purchased from designated ticket sellers and redeemed at the bar with a maximum of four tickets (4) per purchase.
20. Unused tickets may be redeemed for cash at any time during the event.
21. There will be no last call announced.
22. The event sponsor and workers of a free bar event must abide by all the policy control measures.
23. Whenever appropriate, Police will be notified by the Municipal representative of problem situations.
24. The event sponsor and workers must encourage the consumption of food, low alcohol and non-alcohol beverages.
25. The bar area will close at 1:00 a.m. and the premises will be vacated by 2:00 a.m.
26. The ratio of event workers/participants designated by the event sponsor and Municipal Staff for all eligible municipal facilities and parks will be as follows:

Attendance/ Capacity	Smart Serve Trained Bartenders	Number of Ticket Sellers	Floor Monitors	Door Monitors	Security Personnel
UP to 100	2 Trained	1-2	1-2	1	TBD Based on Event Risk Assessment
101-225	3 Trained	2	2	2	TBD Based on Event Risk Assessment
226-350	3 Trained	3	3	2	TBD Based on Event Risk Assessment
350 +	TBD Based on Event Risk Assessment	TBD Based on Event Risk Assessment	TBD Based on Event Risk Assessment	TBD Based on Event Risk Assessment	TBD Based on Event Risk Assessment

APPENDIX “C” EVENT RISK ASSESSMENT TOOL

The following information is used as a guideline to determine event controls and security requirements for a liquor licensed event. Other factors such as prior event incidents or unique event characteristics may impact the risk assessment.

LEVEL ONE – Banquets/Receptions/Programmed Events

A limited number of Alcoholic beverages are served/sold to **INVITED** guests of a reception, sit-down dinner (including buffet style dinners) or banquet. Examples include; retirement dinners, service club dinners/meetings, award presentations, ballroom dancing events, wine and cheese functions, etc. These events may include attendance up to the allowable limits of the facility in question.

(Alcohol served no later than 1:00am) This category only requires Smart Serve Trained Bartenders. **(Refer to chart on page 18 to determine number of Smart Serve Bartenders Required)**

LEVEL TWO – Affiliated Licenced Area

a) A licenced area is established to serve/sell alcohol to participants or guests attending an event or tournament. There is no dancing and the maximum number of persons within the licensed area does not exceed 200 persons at any time.

b) A licenced area established to serve/sell alcohol to participants or guests attending an event where the event is primarily family focused or deemed to be moderate risk by the Municipality. i.e. Talent Shows, community festivals, sports events, fundraising dinners etc.

LEVEL THREE – Social Events

Alcohol is available throughout the event, which may include dancing, games, (within applicable laws and regulations), and entertainment. (i.e. stag and does, carnival evening dances with music/entertainment, New Year’s Eve Celebrations etc.) These events may include attendance up to the allowable limits of the facility in questions and may extend until 1am including New Year’s Eve Events **(alcohol served no later than 1am)** and the premises will be vacated by 2:00 a.m.

For level Three Events, organizers are required to hire, at their own expense, 2 (two) licensed security for the duration of the event to monitor the activities of the participants.

Organizers must ensure that the security is aware of the requirements of the Municipal Alcohol Policy and that they are required to remain on the premises until released by the organizer or the last attendee has vacated the property.

LEVEL FOUR – Special Events

At these events alcohol is served. The nature and scope of the event falls outside of those described above, because of this the event may require a customized operational plan to prevent and control potential risk. Municipal Staff will work with event organizers to formulate a plan.