

	TOWNSHIP OF GUELPH/ERAMOSA	CORPORATE POLICY MANUAL Policy No: COR-0504 Effective Date: <u>07/04/2008</u>
SUBJECT	Municipal Alcohol Policy	
<i>Related Documents</i>		

PURPOSE OF THIS POLICY

This Municipal Alcohol Policy consists of a range of measures designed to prevent alcohol-related problems at municipally owned facilities and to increase the enjoyment of those who use Township facilities and parks. By reducing the potential for alcohol-related incidents, the Township of Guelph/Eramosa reduces the risk of injury and death and, consequently, its level of liability.

1. MUNICIPAL FACILITIES AND PARKS – ELIGIBLE

The following parks/facilities are eligible for lease for Special Occasion Permit events:

- Rockmosa Community Centre
- Marden Community Centre
- Rockwood Fire Hall (community room)
- Marden Park
- Lloyd Dyer Park
- Rockmosa Park
- Eden Mills Park

Rationale:

The parks and facilities shown above are *suitable* for hosting events provided a Special Occasion Permit is secured from the Alcohol and Gaming Commission of Ontario (AGCO). Alcohol may only be served in a secured area with a Smart Serve trained person monitoring the entrance/exit.

2. MUNICIPAL FACILITIES AND PARKS NOT ELIGIBLE

The following parks/facilities are not eligible for lease for Special Occasion Permit events:

- Dave Masson Park
- James Lynch Park
- Vallentino Park
- Cross Creek Park
- Sarah Ransom Park
- Rockwood Library

Rationale:

The parks and facilities shown above are smaller, and therefore, not eligible for Special Occasion Permits. This is due to the absence of adequate parking, fencing, washrooms and/or bar area. It would be difficult, if not impossible, to monitor alcohol consumption, consistently verify identification for proof of age or provide adequate crowd control.

3. EVENT ELIGIBILITY

Municipal facilities and parks will not be available for lease for the following events.

- Street Parties

Rationale:

In a fluid environment, it would be difficult, if not impossible, to consistently monitor alcohol consumption, verify identification for proof of age or maintain adequate crowd control. This rationale also negates street parties from being eligible for a Special Occasion Permit from the Alcohol and Gaming Commission of Ontario (AGCO).

4. SPECIAL OCCASION PERMIT (S.O.P.) INFORMATION

To rent a Township of Guelph/Eramosa facility or park for an event where alcohol will be served, every renter shall comply with the following conditions of use:

- a.) The renter shall obtain a Special Occasion Permit issued by the Alcohol and Gaming Commission of Ontario (AGCO) in the renter's name and provide a copy of the permit to Parks & Recreation Department 14 days prior to the event. The Township reserves the right to refuse any applicant permission to run a licensed event on its property and to impose on the event whatever restrictions it deems appropriate to the circumstances.
- b.) Township employed Smart Serve Certified employees will be supplied at renter's expense. Township trained Smart Serve Certified volunteers are permitted to be used for fundraising events.
- c.) A copy of the Special Occasion Permit and all receipts for alcohol must be displayed in the bar area during the function. The person to whom a Special Occasion Permit has been issued must be in attendance from the time the bar opens until the time the bar closes.
- d.) The renter/permit holder will be responsible for requesting additional assistance should it become necessary during the event. This may be from appropriate Township staff or police.
- e.) The renter/permit holder must be present during the entire event and be responsible for making decisions regarding the operation of the event. Such person must not be under the influence of alcohol or consume alcohol while performing this role. Such person is responsible for the safety and sobriety of all people attending the event as well as compliance with the act and regulations.
- f.) The renter/permit holder and event workers must take all reasonable measures to prevent patrons from engaging in activities that may cause harm to themselves or others.
- g.) No alcoholic beverages shall be brought onto the premises at anytime unless under the Special occasions permit.
- h.) Ensure that an adequate number of bartenders and door supervisors are provided in accordance with the following occupancy ratio chart:

<i>Number of attendees</i>	<i>Number of Bartenders</i>	<i>Number of Door Supervisors</i>	<i>Ticket Sales Person(s)</i>
0-75	1	1	1
76-150	2	1	1
151 - 250	2	1	1
251-300	3	2	1

5. **INSURANCE AND INDEMNIFICATION**

Provide proof of a minimum of two-million dollars (\$2,000,000) in public liability insurance naming The Corporation of the Township of Guelph/Eramosa as an additional insured and a cross liability clause holding The Corporation of the Township of Guelph/ Eramosa harmless, to the Parks and Recreation Department, 14 days prior to the event.

The Applicant will release and forever discharge the Corporation of the Township of Guelph/Eramosa, its officers, agents, employees and volunteers, from any claim or demand whatsoever in respect of injury, death, loss, or damage to property caused by or arising from the applicant's use of the above noted services or facilities. The applicant also voluntarily assumes risk of injury or damage in connection therewith, and agrees to indemnify and save harmless the said Township with respect to any liability incurred by it, arising out of the use by the applicant of the said services or facilities.

6. **SAFE TRANSPORTATION**

The renter/permit holder will be required to implement safe transportation strategies including a designated driver program combined with additional alternative home transportation options and promotion of the Police spot check.

Designated Driver

Advertise/announce the designated driver program at the event.
Provide non-alcoholic drinks (such as coffee, pop, juices) at no charge or at a reduced rate for the designated drivers.

Alternative Transportation Options

Post local cab phone numbers.
Have sponsors drive intoxicated participants home, and/or
Call a friend, relative, or taxi to assist intoxicated driver and/or collect keys upon entry and/or
If necessary, call police, warn or apprehend the impaired driver.
Announce alternate transportation options available at the event.

Police Spot Checks

Post wall signs and/or an announcement that reminds participants of the R.I.D.E. program

Rationale:

When an impaired driver is permitted to leave an alcohol-related event, the potential consequences are far greater than simple liability. Event organizers (renter) **must assume responsibility** for providing safe transportation to all persons who consume alcohol on the premises.

7. CONTROL OF ALCOHOL SERVICE

- a) All drinks are to be served in plastic or paper cups and all bottles are to be retained in the bar area.
- b) For formal dinners, wine may be served at the table in glasses but must be cleared immediately following the dinner.
- c) No alcoholic beverages of any type may be raffled as a prize during the event.
- d) No person attending the event shall be permitted to bring their own alcohol onto the premises.
- e) Tickets for alcohol must be purchased from designated ticket sellers and must be redeemed at the bar; a maximum of four tickets per purchase. Volume discount on tickets is prohibited.
- f) No more than two (2) alcoholic beverages per person at one time may be served.
- g) Food must be available during the event. Snacks such as chips, peanuts or popcorn are not an acceptable substitute for this requirement.
- h) Unused tickets must be redeemable for a cash refund at any time during the event until the bar closes. A sign will be placed at the bar stating "Bar closes at 1:00 a.m. (or as licenced) with no last call" This sign will be supplied by the Township of Guelph/Eramosa.
- i) Self serve events are not permitted; all Special Occasion Permit events will require bartenders.
- j) All alcohol products are to be distributed from the bar only
- k) Drinking games are prohibited

Rationale:

These controls are designed to discourage heavy alcohol consumption.

8. YOUTH ADMISSION TO ADULT EVENTS

Each rental group will be responsible to select a strategy on allowing youth to their event. In all cases the following guidelines must be adhered to:

- a) Individuals under the age of majority will not be permitted to consume alcoholic beverages. Anyone serving individuals under the age of majority will be required to leave the event and staff members may call police and request enforcement assistance to close down the event
- b) Alcohol sales and/or consumption in the Township of Guelph/Eramosa are prohibited in events where more than 40% of the people in attendance will be under the age of nineteen (19) years.
- c) The Special Occasion Permit holder must refuse admittance to persons who are under the age of majority unless it is listed on the Special Occasion Permit that people under 19 years of age will be permitted to attend an event with liquor being sold and consumed (i.e.: wedding reception).
- d) Identification must be presented prior to the purchase or consumption of alcohol. All identification must be government-issued and must include the person's photograph and date of birth.
- e) Minors are not permitted at licensed Stag and Doe or similarly named events.

9. SIGNAGE

The following sign be prominently displayed in Special Occasion Permit designated facilities.

- a) All bartenders are Smart Serve Trained
- b) Bartenders reserve the right to refuse service – servers are required by law not to serve an intoxicated person or to serve anyone to the point of intoxication.
- c) You are encouraged to participate in a Designated Driver Program
- d) The Township supports R.I.D.E. program

Rationale:

Signs provide support to servers, it also reminds participants that Wellington County OPP conduct roadside sobriety spot checks.

10. GENERAL PROVISIONS AND REQUIREMENTS

- i) The Smart Serve Certified bartender is legally obligated to refuse admittance or service to persons who are under age or who appear to be intoxicated.
- ii) The only valid forms of identification that can be used to gain entry to an SOP licensed event:
 - 11. A government issued driver's licence with photograph of whom the licence is issued.
 - 12. A valid Passport
 - 13. A citizenship card with a photograph of the person to whom the card was issued.
 - 14. An Armed Forces identification card.
 - 15. A photo card issued by the board of the Alcohol & Gaming Commission of Ontario: or
 - 16. A photo card issued by the liquor Control Board of Ontario O.Reg. 398/91, s29(5): O.Reg. 561/96, s 1:O.Reg. 66/98, s7.
- iii) The Smart Serve Certified bartender shall not consume alcohol prior to or during the event and shall remain on the premises until the facility is closed at the renter's expense.
- iv) The Corporation of the Township of Guelph/Eramosa reserves the right to require a group of individuals to post security deposits in an amount sufficient to offset the costs of potential property damage at the discretion of the Manager of the Parks & Recreation Department.
- v) The Township reserves the right to request the renter to provide, at their own cost, paid-duty police officers or security personal.
- vi) Bar areas in indoor facilities must be closed by 1:00 a.m. and the facility must be vacated by 2:00 a.m. or as otherwise prescribed under the Ontario Liquor License Act.
- vii) Bar areas in pavilions must be closed by 9:00 p.m. and the facility must be vacated by 10:00 p.m. or as directed by the Manager of the Parks & Recreation Department.
- viii) No alcohol advertising will be permitted in any Township of Guelph/Eramosa facility or park.
- ix) Additional portable washrooms may be required – at the renter's expense - for any outdoor event as required by the Manager of the Parks & Recreation Department.
- x) Entertainment will cease no later than 1:00 a.m.
- xi) The Permit holder shall ensure that the posted occupancy load for facility is not exceeded during the event.
- xii) Additional time will not be granted for time changes (i.e. Daylight saving time). Bar will close at 1:00 a.m. local time.

11. ADVERTISING

All advertising must abide by the regulations of the Alcohol and Gaming Commission of Ontario (AGCO) including:

a) Advertisements may state only the name of the event and facility, not that you have a liquor license and the types of liquor you have available. You may NOT mention brand names or manufacturers in the advertisement. Liquor prices may NOT be advertised outside the facility. Ads that carry more information than the above must be approved by the Alcohol and Gaming Commission of Ontario.

b) Anyone involved in the sale and service of alcohol must know that no action, such as pricing or advertising, may promote or encourage excessive consumption. It is also a violation to require patrons, as a condition of entering or remaining on the premises, to purchase a minimum number of alcoholic beverages

12. OUTDOOR EVENTS

a) A detailed site plan and security plan must be submitted to the Parks and Recreation Department 14 days prior to the event.

b) Event workers must have access to a phone at all times.

c) Licensed area to be fenced with one controlled entry/exit point.

d) The Township reserves the right to impose additional conditions as deemed appropriate.

e) All costs and setup arrangements for the fencing of designated outdoor areas, as required by the Alcohol and Gaming Commission of Ontario (AGCO) are the sole responsibility of the renter.

13. VIOLATIONS OF MUNICIPAL ALCOHOL POLICY

- a. A violation of this policy occurs when the Special Occasion Permit holder fails to comply with the conditions on the permit or the Municipal Alcohol Policy. Intervention can be initiated by a participant at the event, a Township of Guelph/Eramosa designate, event staff, a member of the Ontario Provincial Police or an inspector of the Alcohol and Gaming Commission of Ontario.
- b. Should a violation of the policy occur, Township staff will follow the procedures as listed below:
 - i) Ask the renter or organizer of the event to stop the violation or restrict the sale of alcohol. Should the organizers fail to comply, staff members shall call police and request enforcement assistance to close down the event.
 - ii) Should the Special Occasion Permit holder or renter continue to violate this Alcohol Policy after receiving verbal notice of violation, the organizers and/or the organization will be suspended from holding liquor licensed events at all municipal facilities for a period of five (5) years. A registered letter will be sent to the Special Occasion Permit holder or renter and sponsoring organization advising of the suspension. A copy of the suspension letter will be provided to the Ontario Provincial Police and the Alcohol and Gaming Commission of Ontario (AGCO).
 - iii) Loss of Deposit

Rationale:

Responsible organizations and individuals should not be prevented or inhibited from using facilities. This practice prevents violators of this policy from using our facilities, thereby, reducing liability and risk to the Township of Guelph/Eramosa. The Alcohol and Gaming Commission of Ontario has the authority to refuse to issue Special Occasion Permits for a particular premise if there has been evidence that the laws have been violated during a previous event held by the applicant.

14. RENTAL OF MUNICIPAL FACILITIES AND PARKS

Any individual or corporation that rents a Township facility or park shall sign a rental agreement to follow this Municipal Alcohol Policy.

15. POLICY MONITORING AND REVISIONS

This policy is to be reviewed annually by the Manager of the Parks & Recreation Department and report to Council where policy changes are required.