



THE MUNICIPALITY OF CENTRAL HURON ALCOHOL POLICY

STATEMENT OF POLICY			
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TABLE OF CONTENTS

- SECTION 1: Introduction
- SECTION 2: Background
- SECTION 3: Policy Goals
- SECTION 4: Definitions
- SECTION 5: List of Municipal properties where Alcohol *IS* permitted under Special Occasion Permit
- SECTION 6: Conditions for the use of Alcohol in municipally owned facilities
- SECTION 7: Youth Admission to Adult Events
- SECTION 8: Roles and Responsibilities
- SECTION 9: Event Servers & Monitors
- SECTION 10: Event Conditions and Service of Alcoholic Beverages
- SECTION 11: Food Requirements
- SECTION 12: Safe Transportation
- SECTION 13: Security Requirements
- SECTION 14: Advertising of Event
- SECTION 15: Insurance Requirements
- SECTION 16: Outdoor Events
- SECTION 17: Infractions and Failure to comply with policy including consumption in unlicensed Areas/ Enforcement Procedures and Penalties
- SECTION 18: Municipal Liquor License
- Appendix “A” – Checklist for Event Organizer/Permit Holder
- Appendix “B” – Identification Guidelines
- Appendix “C” – Low Risk Alcohol Drinking Guidelines and Standard Drink Sizes
- Appendix “D” – Taxi Service
- Appendix “E” – Sandy’s Law
- Appendix “F” – Incident Report Template

SECTION 1: INTRODUCTION

This policy is intended to ensure that all Special Occasion Permits (SOP) obtained and operated within Municipal properties of the Municipality of Central Huron are managed effectively and properly and also to promote a safe, enjoyable environment for those who use these facilities.

The Municipal Alcohol Policy (MAP) outlines controls on events involving alcohol either through Special Occasion Permits (SOP) or events under a caterer’s endorsement in facilities within the Municipality of Central Huron.

A review of the Municipal Alcohol Policy (MAP) shall be completed by the Senior Management Team and amended by Municipal Council if deemed necessary at least once per term of Council. Data may be updated from time to time by municipal staff to ensure contact information is current.

SECTION 2: BACKGROUND

The Government of Ontario has made several amendments to Regulation 719 (Licenses to Sell Liquor) and Regulation 389/91 (Special Occasion Permits) under the Liquor License Act. These changes impact alcohol beverage service within Municipality of Central Huron owned facilities.

The Alcohol and Gaming Commission of Ontario (AGCO) and Ontario Provincial Police are committed to enforcement and ensuring that events are compliant with the regulations while municipal staff are obligated to be educated and adhere to the guidelines of the Ontario Alcohol and Gaming Commission of Ontario.

SECTION 3: POLICY GOALS

During events at Municipal properties, The Municipality of Central Huron wants to ensure the health and safety of its participants, minimize risk and liability and to protect its facilities.

The Municipality has developed a Municipal Alcohol Policy (MAP) that will encourage the responsible use of alcohol for those individuals or groups wishing to host Special Occasion Permit (SOP) functions within or on Municipal properties.

It is the intention of this policy to:

- Provide appropriate measures to individuals or groups wishing to hold special events involving alcohol in municipal facilities, and to minimize the risk of liability and injury to event organizers, participants, and the Municipality of Central Huron and its staff.
- To inform the permit holder(s) of their responsibilities in ensuring proper supervision and operation of Special Occasion Permit (SOP) Events to help protect the organizers, participants, volunteers and Municipality from liability.

- To provide appropriate procedures to individuals or groups wishing to hold events in Municipality facilities in order to ensure that all Alcohol and Gaming Commission of Ontario (AGCO) legislation pertaining to Special Occasion Permit (SOP) events is properly understood and complied with.
- To encourage designated driving by providing non-alcoholic drinks and posted Taxi Service contact information.
- To inform user groups about the penalties for violation of alcohol related rules of conduct.
- To encourage responsible drinking practices for consumers.

SECTION 4: DEFINITIONS

MAP – Municipal Alcohol Policy

ALCOHOL AND GAMING COMMISSION OF ONTARIO (AGCO) – Alcohol and Gaming Commission of Ontario (AGCO) which is the governing body. Specific information can be obtained from their website at www.agco.on.ca/en/about/index.aspx

LLA – Liquor License Act. A copy of this Act and Regulations can be found on the AGCO website above.

Event Organizer(s) – a person or persons responsible for organizing the event including overseeing Event Workers, facility bookings and attaining all necessary permits and approvals. The event organizer **MUST** read and sign the event organizer checklist to indicate that they understand their responsibilities. The event organizer and/or designate **MUST** attend the event for the entire duration including set-up and clean-up thus being responsible for decisions regarding the actual operation of the event. The event organizer shall not consume alcohol during the event.

Event Worker(s) – paid and/or volunteer workers at an event who hold positions of authority in the operation of the event and who help ensure that the requirements of the MAP are carried out (e.g. Ticket sellers, bartenders).

Smart Serve Program – program offered by Smart Serve Ontario. The Smart Serve Program is the only responsible beverage service training program that is recognized by AGCO. It has been designed to train staff and volunteers who work in the areas where alcohol is sold and/or served such as bars, restaurants, banquet halls and other public facilities.

Special Occasion Permit (SOP) – permit issued by the AGCO that authorizes the holder (Event Organizer) to serve liquor at an SOP Event. A permit is needed any time liquor is offered for sale or served anywhere other than in a licensed establishment or private place. For more information go to their website at

www.agco.on.ca/en/services/permit_special_gpb.aspx

Special Occasion Permit Event – any event held at which alcohol will be served and/or sold under the authority of an SOP.

Standard Drink – The Liquor License Act of Ontario defines a standard drink as a serving of liquor by volume and type, as follows:

- 12 oz. or 341 ml. of beer with 5% alcohol, OR
- 5 oz. or 142 ml. of wine with 12% alcohol, OR
- 3 oz. or 85 ml. of fortified wine with 14.9 or more % alcohol, OR
- 1 oz. or 29 ml. of spirits with 40% alcohol

Licensed Security – Security personnel monitoring entrances and patrolling licensed areas must be licensed under the Private Security and Investigative Services Act. Having Licensed Security at events helps to ensure the safety and security of the establishment, its employees, and patrons. For more information go to www.agco.on.ca

SECTION 5: MUNICIPAL PROPERTIES ELIGIBLE FOR SOP EVENTS

- Central Huron Community Complex, Libro Hall and Arena
- Holmesville Hall
- Kinburn Hall
- Londesboro Hall
- Auburn Hall
- Clinton Town Hall Auditorium

Any municipally owned outdoor areas or areas not listed require written approval from The Municipality of Central Huron Facility Manager or designate.

EXCEPTIONS: Any persons wishing to hold an SOP Event in a location not listed in this Policy must apply in writing and receive written approval from the Municipality of Central Huron. The Municipality, may, at their discretion, allow exceptions for any areas currently designated not eligible.

OUTDOOR PUBLIC EVENTS: Outdoor public events held in the Municipality of Central Huron can be operated through an SOP. For events attracting fewer than 5,000 people, an applicant for a Public Event SOP must provide 30 days' notice to the AGCO, the Municipality of Central Huron Building Department, Fire Department, and Facilities Department, OPP Huron Detachment, and the Huron County Health Unit. Events exceeding 5,000 people, 60 days' notice must be provided. In both cases, notification letters must include location, date and time, beverage service details, and a detailed sketch of the area to which the SOP will apply.

The following municipal facilities and areas are not licensed or suitable for an event involving alcohol:

- Athletic and playing fields
- Parking lots
- Dressing rooms/change rooms
- Open park areas, trails and woodlots
- Playground areas

SECTION 6: CONDITIONS FOR THE USE OF ALCOHOL IN MUNICIPALLY OWNED FACILITIES

Anyone who wishes to serve alcohol at a designated site must sign a facility rental contract that stipulates the conditions under which alcohol may be served and acknowledges the requirements.

In addition, the Event Organizer must obtain an SOP from the AGCO and must comply with all provisions and regulations regarding the issuance of the license and the service of alcohol. A copy of the SOP permit must be submitted to the Municipality 15 days prior to the event.

Failure to do so may result in immediate suspension of rental privileges and loss of any deposits. The Municipality also reserves the right to refuse the issuance of a facility rental permit at their sole discretion.

SECTION 7: YOUTH ADMISSION TO ADULT EVENTS

No persons under the age of majority will be permitted access during Buck and Does.

If those under 19 years of age are admitted to SOP events, this must be indicated on the rental agreement with the Municipality and the SOP. Each rental Event Organizer/Permit Holder will be responsible to select a suitable strategy on allowing youth to their event.

Liquor may not be sold or served to anyone under 19 years of age.

Only persons 19 years or older may sell, serve, or handle liquor in a licensed establishment.

- Individuals under the age of majority will not be allowed to consume alcohol beverages. Individuals consuming alcoholic beverages under the age of majority will be required to leave the event and may be charged by the appropriate authorities.
- Where underage youth are found to have consumed or to be consuming alcohol on Municipal property, the authorities may be called and/or the following procedure will be followed:
- 1st infraction: Individual will be turned over to a parent or guardian. If a parent or guardian is not available, the police will be called. A registered letter will be sent by the Municipality to the parent/guardian. Municipal staff will be required to document all information.

- 2nd infraction: Individual will be turned over to a parent or guardian. If a parent or guardian is not available, the police will be called. A registered letter will be sent by the Municipality to the parent/guardian. Individual may be suspended from Municipal facilities for up to one year. Municipal staff will be required to document all information.
- Where underage youth are found to have been served alcohol on Municipal property, the authorities may be called and/or the following procedure will be followed:
 - 1st infraction: Event Organizer/Permit Holder will be spoken with, informed of incident and a warning issued. Event Organizer/Permit Holder **MUST** immediately deal with violation and ensure all event staff involved are informed of violation. Event Organizer/Permit Holder to take immediate steps to ensure the adherence to the rules and regulations as set forth by the AGCO. The offending server will be removed from the bar and will not be allowed to serve for remainder of the event. Depending on severity or governing agencies involved, the Event Organizer/Permit Holder may be asked to stop service.
 - 2nd infraction: Event Organizer/Permit Holder will be ordered to stop bar service immediately and authorities may be called.

SECTION 8: ROLES AND RESPONSIBILITIES

EVENT ORGANIZER/PERMIT HOLDER – Prior to Event

Event organizers of SOP Events held within Municipal facilities will be required to understand the conditions of the SOP, as well as the MAP prior to renting the facility. A copy of the MAP be available from Municipal staff or designate at the time of booking the facility and will also be available on the Municipality of Central Huron website at www.centralhuron.com

A checklist for Event Organizers will be provided by the Municipality at the time of booking. This checklist and other forms are to be completed by the Event Organizer and returned to the Municipality or designate at least fifteen (15) days prior to the event. Signatures from both the Event Organizer and the municipal designate staff person are required on the forms.

In order to be eligible for a facility rental for an SOP function, the Event Organizer must demonstrate that there are sufficient controls in place to prevent unauthorized, intoxicated or rowdy people from entering or remaining at the event and that the intoxicated participants will be refused services and removed from the event.

As part of the Municipal Rental Agreement and/or Special Event Agreement, it is the responsibility of the Event Organizer/Permit Holder to:

- Provide proof to the Municipality that the appropriate Special Occasion Permit had been secured fifteen (15) days prior to the event date.
- Provide a list of all servers to the Municipality as well as provide the individual Smart Serve Certificate Numbers fifteen (15) days prior to the event date.
- Submit to the Municipality a copy of a valid Insurance Certificate for General Liability Insurance or Special Occasion Host Liquor Liability Insurance in the amount of not less than two million dollars (\$2,000,000.00), clearly denoting the Municipality of Central Huron as an “additional insured” fifteen (15) days prior to the event.
- During Buck and Does, or at the discretion of the Municipality of Central Huron Facility Manager or designate, proof of a valid Insurance Certificate for General Liability Insurance or Special Occasion Host Liquor Liability Insurance in the amount of not less than five million dollars (\$5,000,000.00) clearly denoting the Municipality of Central Huron as “additional insured” must be submitted fifteen (15) days prior to the event.

- The Event Organizer/Permit Holder shall comply with all regulatory agencies having jurisdiction over the event, including local fire services, local building department, OPP, AGCO, and Huron County Health Unit.
- Arranging/hiring of trained event workers, including but not limited to the following:
 - Floor monitor(s)
 - Door monitor(s)
 - Server(s)
 - Bartender(s)
 - Ticket seller(s)
 - Security (if required)
- Prior to event doors opening post the SOP in a conspicuous place such as at the bar
- Arrange safe transportation options (e.g. designated drivers, taxis).
- All alcohol brought into the facility or property under a special occasion permit must be authorized by the AGCO.

EVENT ORGANIZER/PERMIT HOLDER – During Event

- The Event Organizer/Permit Holder must remain on site at all times since they are responsible for decisions regarding the actual operation of the event.
- The Event Organizer/Permit Holder and the person renting the facility are responsible to ensure that the event is properly supervised and must provide enough staff to fulfill this obligation.
- The Event Organizer/Permit Holder and Event Workers/Volunteers must ensure that all controls and service be consistent with the provisions of the AGCO and its sections and shall also abide by all the rules of the MAP.
- The Event Organizer/Permit Holder and Event Workers/Volunteers listed must attend the event and be sober and not consume alcohol before, during, and after the event including any clean-up activities.
- The Event Organizer /Permit holder and Event Workers/Volunteers must be clearly identified during the event. The means of identification to be used by event workers must be detailed and deemed acceptable by the Facilities Manager and/or designate.

- The Event Organizer/Permit Holder and Event Workers/Volunteers must ensure that the bartenders and servers do not serve alcohol to anyone under age, showing signs of intoxication, or acting in an inappropriate manner.
- Entry to the event must be monitored by responsible person(s) meeting the age of majority requirements at all times. These person(s) shall further observe for individuals that may be attempting to enter the premises and that appear to be intoxicated or have a history of causing problems at events.
- The Event Organizer/Permit Holder or Event Workers/Volunteers/Staff has the right to deny entry to any individual. Entry to public functions must be denied to:
 - Intoxicated or unruly individuals
 - Individuals carrying unsealed alcoholic beverages
 - Individuals previously turned away from the event

The Event Organizer/ Permit Holder will also ensure the following conditions are observed;

- During a SOP event within the Municipal Facility the following is prohibited
 - Drunken individuals
 - Illegal gambling
 - Violent or disorderly conduct (fights, etc.)
- All entertainment within the facility shall cease at 1:00am.
- The only exception to the 1:00am closing time is during New Year's Eve when bar service will cease serving at 2:00 am. In this case, Event Organizers must ensure that patrons have vacated the facility by 2:30 am.
- To assist staff and to ensure that no incidents occur on the premises, patrons must vacate the facility by 1:30am. (Exception: New Year's Eve). The Event Organizer/Permit Holder has to ensure that all evidence of the service and consumption of liquor is removed within 45 minutes after the expiry of the special occasion permit as per terms of the A.G.C.O.
- Failure to comply with the above could prevent the Event Organizer/SOP from further renting of any Municipality of Central Huron facility and where appropriate, O.P.P. and AGCO may be advised.

BARTENDER – The Bartender is required to;

- Check identification and verify age.
- Accept tickets for purchase of alcoholic drinks.
- Serve only standard size drinks or less than standard drink size.
- Serve no more than a maximum of two standard size drinks per patron per visit, no doubles.
- Monitor for intoxication
- Refuse service when patron appears to be showing signs of intoxication.
- Offer non-alcoholic substitutes.

TICKET SELLER – The Ticket seller is required to;

- Check identification and verify age.
- Monitor for intoxication.
- Sell no more than a maximum of five (5) tickets per patron at one time.
- Refuse sale of tickets to patrons showing signs of intoxication.
- Cease selling tickets at 12:45 a.m.
- Refund tickets on request whenever the bar is open

DOOR MONITOR – The Door monitor is required to;

- Be present to ensure that each entrance/exit of the premises is monitored for the duration of the event and until the premises have been secured at the end of the event.
- Check identification and verify age.
- Monitor for signs of intoxication and immediately notify the Event Organizer/Permit Holder.
- Monitor attendance and limit entry to venue nearing capacity to ensure the capacity of the venue is not exceeded.
- Refuse admission to intoxicated and troublesome individuals.
- If applicable, ensure that participants are clearly marked using wristbands or other form of identification if there are minors in attendance at the event.
- Ensure that participants are clearly marked using wristbands or other form of identification for a re-entry policy for a ticketed event to support the facility no smoking policy.
- Suggest safe transportation options.

FLOOR MONITOR – The Floor monitor shall;

- Monitor patron behavior and crowd control.
- Monitor for signs of intoxication and immediately advise the Event Organizer/Permit Holder.
- Identify potential problems and make these known to the Event Organizer/Permit Holder and security.
- Suggest safe transportation alternatives.

LICENSED SECURITY/PAID DUTY POLICE – Licensed security will;

- Patrol the licensed area and immediate area outside the licensed area such as washrooms and parking lot, scanning for potential trouble and monitoring for infractions of the AGCO regulations.
- Be prepared to terminate the event should it be determined there is a risk to public safety or the facility.
- Ensure alcohol remains within the licensed area.
- Notify Event Organizer/Permit Holder of potential incidents.
- Help in handling disturbances.
- Assist the Event Organizer/Permit Holder in vacating the premises.
- Summon Police when requested by the Event Organizer/Permit Holder, Municipal Representative, or as deemed as necessary.
- Check identification and verify age.
- Assist in monitoring for signs of intoxication.
- Assist in monitoring for signs of minors consuming alcohol.

Recognizing signs of Intoxication

There are many signs of intoxication. These may vary from person to person, and include:

- Inappropriate speech volume
- Increase or decrease in the pace of speech
- Slurred words
- Deterioration of gross motor control; a person may stagger or fall
- Deterioration of fine motor control; causing inability to pick up coin etc.
- A decrease in alertness
- Red or glossy eyes and/or heavy eyelids
- Excessive sweating
- Noticeably shallow breathing
- Strong smell of alcohol from the person

SECTION 9: EVENT SERVERS & MONITORS

The following guideline sets out the ratio of event servers and monitors to event participants. The requirements may be increased or decreased by the Municipality of Central Huron or designate having operational jurisdiction over the premises depending on crowd dynamics and type of event.

Trained servers must be Smart Serve certified

The Event Organizer/Permit holder shall ensure all Trained Servers, Door/Entrance Monitors, Floor Monitors, Bar Ticket Sales Persons, and Security Personnel are at least nineteen (19) years of age.

If the event’s attendance will exceed 600 people, a meeting to determine suitable numbers is required.

Attendance	Bartenders	Floor/ Door Monitors	Ticket Sales
Up to 100	1 Trained	2	1 Trained
101-299	2 Trained	3	1 Trained
300-399	3 trained	4	2 Trained
400-599	4 Trained	5	2 Trained
600-999	Based on a municipal meeting	Based on a municipal meeting	Based on a municipal meeting

SECTION 10: EVENT CONDITIONS AND SERVICE OF ALCOHOLIC BEVERAGES

The Event Organizer/Permit holder shall adhere to the following rules and regulations:

- Practices which may encourage excessive consumption of alcohol are prohibited, including, but not limited to, “shooters”, “funnels” and sale or provision of energy drinks
- Contests or games involving the consumption of liquor are prohibited.
- Gambling: Games of chance or mixed chance and skill (i.e. poker, crown & anchor, raffles, 50/50 draws, etc.) are prohibited unless the proper license has been obtained from the province or municipality. Such licenses are only issued to eligible organizations with charitable or religious purposes.

- No “Last Call” will be announced prior to the end of the event/sale of alcohol.
- Tickets for alcohol must be purchased from designated ticket sellers and can only be redeemed at the bar. A maximum of five (5) tickets may be sold to any person at one time. Tickets for alcohol can be redeemed for cash until fifteen minutes after the close of the bar area.
- 30% of all available alcohol containing beverages must be low-alcohol content drinks
- Discounts will not be offered for volume purchase of tickets when tickets are sold for alcoholic beverages. Guests cannot be required to purchase a minimum number of drinks (or drink tickets) to enter or remain at the event.
- Bartenders and servers are required to ensure no glass bottles are served across the bar. All glass bottles must be poured into plastic or paper disposable cups at the bar. All bottles are to be kept behind the bar.
- Single drinks only will be served (no more than one shot in one glass).
- A maximum of 2 standard drinks will be served at one time. The Standard Drink means:
 - 12 oz. or 341 ml. of beer with 5% alcohol, OR
 - 5 oz. or 142 ml. of wine with 12% alcohol, OR
 - 3 oz. or 85 ml. of fortified wine with 14.9 or more % alcohol, OR
 - 1 oz. or 29 ml. of spirits with 40% alcohol
- All signs of sale and service must be cleared from the premises within 45 minutes of the end time stated on the permit. This includes the removal of all partially consumed and empty bottles, cans, and glasses that contained liquor.
- The bar area within the premises shall be closed no later than 1:00am and no service of alcoholic beverages will be allowed after this time. (Exception- New Year’s Eve based on SOP end-time)
- Leftover liquor must be removed from the premises at the end of the event.
- Only bartenders, event workers and Municipality staff are permitted behind the bar
- 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
- Bartenders cannot serve alcohol to anyone under 19 years of age – Proper I.D. must be presented to event staff when requested

- You can only be served a maximum of two alcoholic drinks at one time
- You may redeem unused tickets for cash anytime during the event
- There will be no last call
- No more than five (5) tickets per person may be purchased at a time.
- Only single tickets will be sold after midnight. All ticket sales will stop at 12:45am.
- Unused tickets may be redeemed for cash while the bar is open.
- No more than two (2) tickets per person can be redeemed at the bar at any one time.

SECTION 11: FOOD REQUIREMENTS

The Event Organizer/Permit holder must supply an adequate supply of food and encourage the consumption of food. Sandwiches and other light meals are considered appropriate.

Snacks such chips, peanuts or popcorn are not an acceptable substitute for this requirement.

SECTION 12: SAFE TRANSPORTATION

The Event Organizer/Permit Holder will assume responsibility for promoting safe transportation for all participants that will be consuming alcoholic beverages. The risk of liability is especially high when an impaired driver leaves an alcohol-related event. Safe transportation options are essential since the only way to sober up an impaired person is with time. Only individuals or groups that implement a safe transportation strategy will be considered for rental privileges of facilities for SOP events.

The Event Organizer/Permit Holder shall identify the strategies on the “Checklist for Event Organizers” form. The Event Organizer/Permit Holder shall implement and encourage a Designated Drivers Program. This program shall be advertised at the event so that all patrons are aware this program is available.

In order to provide a successful Designated Driver Program, the following is recommended:

- The Designated Driver is supplied with free soft drinks/coffee during the function. The Event Organizer shall advertise or announce the availability of this program during and, if possible, prior to the event.

- Advertise the use of taxi service – The Event Organizer shall advertise or announce the availability of a taxi service to attendees of the event. Attached is a suggested list of local taxi companies (appendix D). The Event Organizer shall ensure that appropriate signage is posted at the facility which includes the telephone number and/or use their best efforts to obtain any attendee a taxi upon request.

SECTION 13: SECURITY REQUIREMENTS AT SPECIFIC EVENTS

The Event Organizer/Permit Holder must provide security sufficient to ensure that unauthorized persons do not attend the event and to ensure that the conditions of the permit and requirements of the Liquor License Act are observed.

During events deemed high risk, Security personnel monitoring entrances and patrolling licensed areas must be licensed under the Private Security and Investigative Services Act. During passive events, licensed security is not required unless previously determined by the municipality, however persons acting as security during the event must be identified on the “checklist for event organizers”.

The time period security is required will vary but will extend a minimum one hour past the end of alcohol service.

All costs associated with security will be the responsibility of the Lessee.

The Municipality of Central Huron reserves the right to request additional security or police as deemed necessary.

In order to determine whether security is sufficient, the Event Organizer/Permit Holder in conjunction with Municipal staff shall consider:

- a) The nature of the event;
- b) The size of the premises; and
- c) The age and number of persons attending the event.

Event	Security Requirements
PASSIVE (weddings or anniversary, fundraisers, dances or family events)	Up to 150 – No security 151-300 – 2 security 301-500 – 4 security
HIGH RISK/MAJOR EVENT (Buck and Doe’s or an ice surface arena floor event)	Minimum 4 of either OPP or licensed security (includes a minimum of 2 at main entrance)

If the Event Organizer/Permit Holder demonstrates the need for less security at their event, the required number of security may be reduced or waived at the discretion of the Municipality Facility Manager or designate. However, public safety for the patrons of the event will be paramount.

The purpose of security is to provide security, check I.D. upon entrance to event, ensure AGCO and MAP policies and procedures/rules and regulations are followed and to assist staff when/if necessary. Security must have access to or provide a communication link on site to summon emergency services.

SECTION 14: ADVERTISING

All advertising must comply with the AGCO policies and guidelines. AGCO policy states that an Event Organizer/Permit Holder for a private event special occasion permit is not permitted to advertise or promote liquor or the availability of liquor. In all municipal facilities where children and youth are allowed entry, advertising that promotes alcohol products or brand names are prohibited (e.g. posters, beer company umbrellas, clocks etc.).

SECTION 15: INSURANCE

As previously stated, the Event Organizer/Permit Holder shall obtain a minimum of Two Million (\$2,000,000.00) Dollars liability insurance, or Five Million (\$5,000,000) during a Buck and Doe, or at the discretion Municipality of Central Huron

The Municipality of Central Huron shall be named as an additional insured and the Certificate of Insurance shall be provided to the Municipality of Central Huron at least fifteen (15) days prior to the event.

The Event Organizer/Permit Holder shall Indemnify and save the Municipality of Central Huron harmless from all claims arising from the permit or event.

SECTION 16: OUTDOOR EVENTS/FESTIVALS

Outdoor events are those which take place outdoors or in a temporary structure, such as a tent or marquee. The outdoor area must be clearly defined and separated from unlicensed areas by a minimum 36" high fence or partition.

Festivals and events can define an area larger than outside beer tents where people can walk around freely with drinks. AGCO may be involved to discuss public safety issues with the permit holder.

Notification must be made to local municipality, including clerk, police, fire and health department and AGCO 30 days' notice for events where fewer than 5,000 people attend and 60 days' notice for events where 5,000 or more people attend. The Fire Chief and Chief Building Official will determine maximum capacity for outside tents based on exits, floor area, and public safety requirements.

Maximum capacity for all outdoor areas without a designated building or predetermined Fire Department capacity is determined by dividing the size of the permit area by 1.11m² (12 square feet per person).

A meeting with the Municipality Facility Manager or designate will determine the security requirements based on the nature of the event and estimated attendance.

SECTION 17: INFRACTIONS AND FAILURE TO COMPLY WITH POLICY/ ENFORCEMENT PROCEDURES AND PENALTIES

The consumption of alcoholic beverages is prohibited in the majority of parks and facilities within the Municipality of Central Huron without a proper SOP. The Municipality of Central Huron has a zero tolerance policy on the consumption of alcohol on municipally owned property where proper permits have not been obtained.

The Event Organizer/Permit Holder of the SOP must work within the AGCO and the MAP policies. Should difficulties arise and the permit holder is unable to meet these requirements, the event may be stopped and permit cancelled, future rental privileges may be refused and/or the deposit may be withheld.

Any Municipal staff member on duty (under the supervision of the Facilities Manager and/or the Chief Administrative Officer), through the authority of the Council, has the authority and right to cancel events and/or refuse groups that do not abide by the policy guidelines.

1st infraction: Upon detection of consumption of alcoholic beverages in unlicensed areas (parking lots, parks), the staff member, Event Organizer or Event Worker informs patron(s) or user group that consumption of alcohol on the premises is illegal and requests that it be disposed of and/or vacate the premises. The staff member or Event Organizer or Event Worker must record the occurrence and identify user group/patron(s). The verbal warning is given and then followed up with a written warning as to the consequences of further offences. This written

warning will be given to the contract signee and a copy may be forwarded to the Ontario Provincial Police.

2nd infraction: The entire league, group or organization may lose their rental privilege for the next scheduled event (Ice or park). Costs incurred will not be refunded to the league, group or organization.

3rd infraction: The entire league, group or organization will be suspended for the remainder of that rental year and will have to appear before Council for possible reinstatement for the following year. No monies will be reimbursed to the contracted party.

Individuals or groups that hold annual events and violate the policy may lose the privilege of holding the function the following years.

SECTION 18: Municipal Liquor License

The Municipality of Central Huron holds a permanent liquor license at the Central Huron Community Complex. This license is designed to be used at municipally significant events and otherwise can only be used upon written approval of the Municipality of Central Huron Facility Manager or C.A.O.

The requirements detailed in this alcohol policy will be followed when use of this license is approved.

IMPLEMENTATION PLAN

This policy will be effective from **October 1, 2018**.

Event organizers will be provided with an easy to read/understand summary that covers the key information from this policy.

APPENDIX A

Event Organizer / Permit Holder Checklist

Event Organizer/Permit Holder Checklist for Liquor Licensed Events. This checklist must be signed and submitted to the Municipality of Central Huron with all supporting information, at least **15 days** before the event. See the Municipal Alcohol Policy (MAP) for additional information.

1. Name of Event:

2. Location of Event:

3. Date and Time of Event:

4. Estimated Attendance:

5. Will persons under 19 years of age be attending this event?

6. Name of Event Organizer (the person and/or group sponsoring/hosting this event):

Phone:

7. Name of Special Occasion Permit (SOP) holder (if applicable)

SOP Holder Name: _____

Phone: _____

8. If applicable, a copy of the SOP permit has been provided?

Date Received: _____

9. Proof of liability insurance has been provided?

Date Received: _____

10. The safe transportation strategies that will be used at this licensed event are:

a)

b)

c)

d)

11. Type of identification for event workers (please describe):

12. List the names and certification numbers of the Smart Serve trained event workers for this licensed event:

Name	Certification Number

(Proof of certification must be submitted in advance)

13. List the names and security license numbers of the security staff workers for this licensed event (If applicable):

Name	Certification Number

(Proof of certification must be submitted in advance)

14. The undersigned (Event Organizer) has received the Municipal Alcohol Policy and has read and understood the information and requirements contained therein.

Initial if yes _____

15. I and/or my group will observe and obey all policy regulations during the event

Initial if yes _____

16. If applicable how you will be identifying those that can and cannot be served alcohol (please describe):

(For events that have both “minors” and “of age” . I.E. wristbands, stamps, etc.)

Please note that if there is anything that you do not understand with respect to this Policy **it is your responsibility** to contact the appropriate Municipality of Central Huron staff at phone (519)-482-3997 ext: 1226 to obtain clarification and understanding prior to signing this event organizer checklist.

By signing this Event Organizer Checklist for Liquor Licensed Events, the undersigned hereby agrees, on behalf of itself/himself/herself and on behalf of its/his/her partners, employees, volunteers, agents, executors, administrators and assigns, as the case may be, to comply with all of the obligations, terms and conditions of the Municipal Alcohol Policy of the Municipality of Central Huron Special Occasion Permit holder / Event Organizer:

Date: _____

Name: _____ Print

_____ Sign

Municipality of Central Huron Representative:

Date: _____

Name: _____ Print

_____ Sign

APPENDIX B

IDENTIFICATION REQUIREMENTS

In order to be valid, identification must:

- Have been issued by a government;
- Be current (expired ID is not valid);
- Include the person's photograph; and
- Include the person's birth date.

Note: by law, no one can be required to produce the Ontario Health Card, nor can the health number be collected.

Some forms of acceptable ID include:

- Ontario Driver's License;
- LCBO BYID card;
- Canadian Armed Forces Identification Card;
- Photo card issued under the Photo Card Act;
- Canadian Citizenship Card with photograph;
- Canadian Passport;
- Permanent Resident Card (Canadian);
- Secure Indian Status Card (Canadian).

Tips for Checking ID

- Ensure you are in a well-lighted area;
- Take your time and examine the ID closely. At the very least, check the photo, date of birth, and the expiry date;
- Never accept ID without a photo. Hold the ID in your hands, rather than allowing the patron to flash it at you. If it is in any sort of case, take it out;
- Feel for extra thickness around the photo and the edge of the lamination. This may be an indication of a second photograph placed on top of the original and re-laminated;

Effective January 1, 2013, a new identifier on Ontario driver's licenses and photo ID cards issued to individuals aged 16 to 18 will clearly show when the cardholder turns 19. The cards will have an "AGE 19" banner followed by the exact date the card holder turns 19.

APPENDIX C

LOW RISK ALCOHOL DRINKING GUIDELINES & STANDARD DRINK SIZES

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

One serving of alcohol contains 13.6 grams of pure alcohol. Since the alcohol content varies from beverage to beverage, the size of a standard drink will be different for each type of beverage depending on its alcohol content.

1 standard drink equals:

- 341 ml (12 oz.) of 5% alcohol content (beer, cider or cooler)
- 142 ml (5 oz.) of wine with 12% alcohol content
- 29 ml (1 oz.) serving of 40% distilled alcohol content (such as rum, rye, gin or vodka)

Safer Drinking Tips

- Drink slowly. Have no more than 2 drinks in any 3 hours;
- for every alcoholic drink, have one non-alcoholic drink (this is called a 'spacer' drink);
- Eat before and while you're drinking alcohol;
- Always consider your weight, age, body weight and health problems that might suggest lower limits.

Drinking is a personal choice, and most people drink responsibly most of the time. These guidelines are intended to help people make smart choices about their alcohol consumption to reduce their risk of disease and injuries associated with alcohol consumption:

- Women: no more than 2 drinks per day, 10 drinks per week;
- Men: no more than 3 drinks per day, 15 drinks per week;
- Plan at least 2 non-drinking days per week to avoid developing a habit;
- Reduce your risk by drinking no more than 3 drinks for women and 4 drinks for men on any single occasion.

Do not drink when you are:

- Driving a vehicle or using machinery and tools;
- Taking medicine or other drugs that interact with alcohol;
- Doing any kind of dangerous physical activity;
- Living with mental or physical health problems;

- Living with alcohol dependence;
- Pregnant or planning to be pregnant;
- Responsible for the safety of others;
- Making important decisions.

APPENDIX D

TAXI SERVICE

HURON TAXI (CLINTON) (519) 482-1100

CLINTON TAXI (CLINTON) (519) 482-7433

B & B TAXI (GODERICH) (519) 524-9052

SHORELINE TRANSFER (GODERICH) (519) 524-3459

GODERICH TAXI (GODERICH) (519) 524-6594

Please note these are just suggestions and may not be a comprehensive listing of all services within the area.

APPENDIX E (must be posted at event)



Warning:

Drinking alcohol during pregnancy can cause birth defects and brain damage to your baby.

1-877-FAS-INFO • www.alcoholfreepregnancy.ca



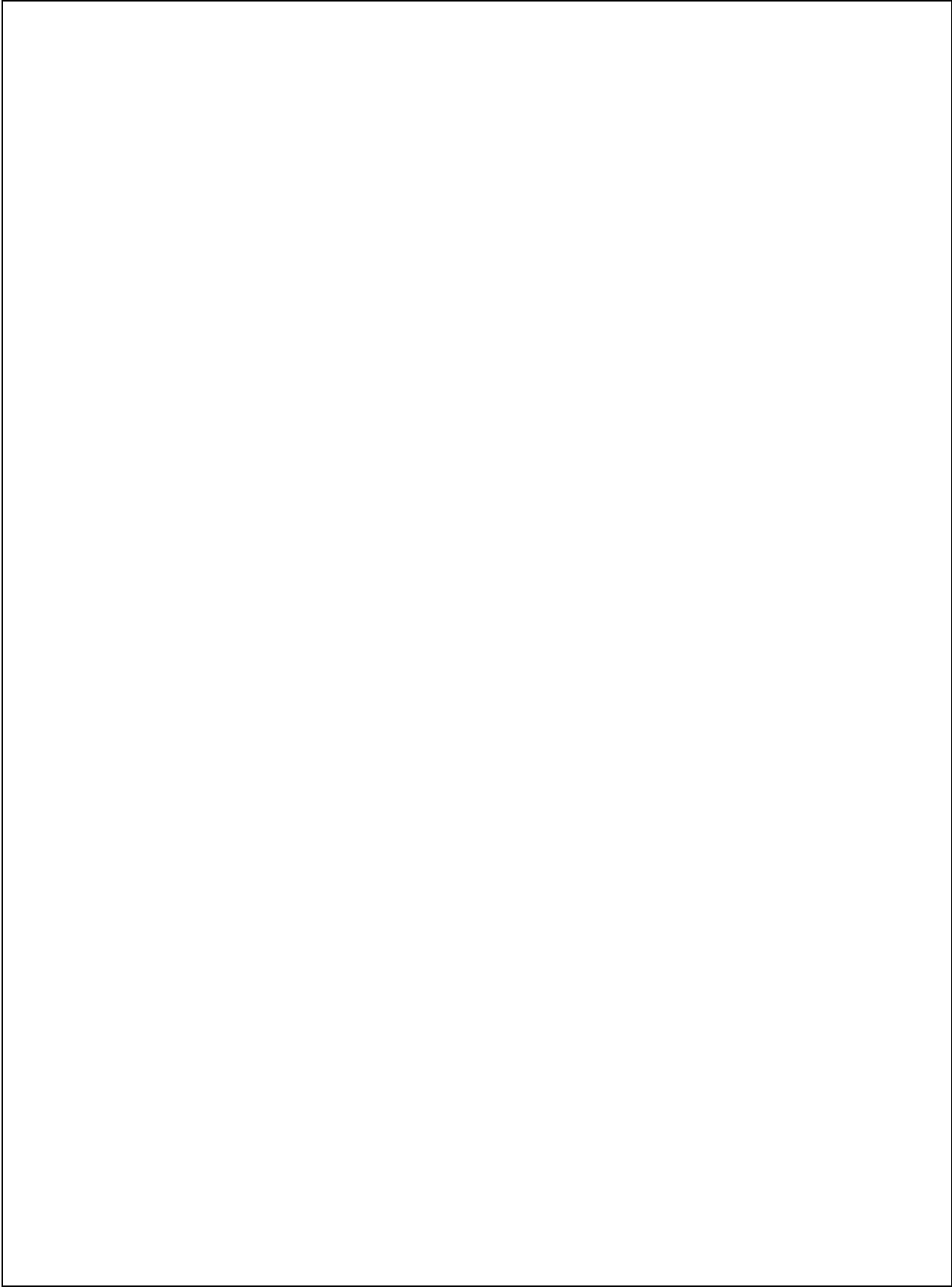
APPENDIX F

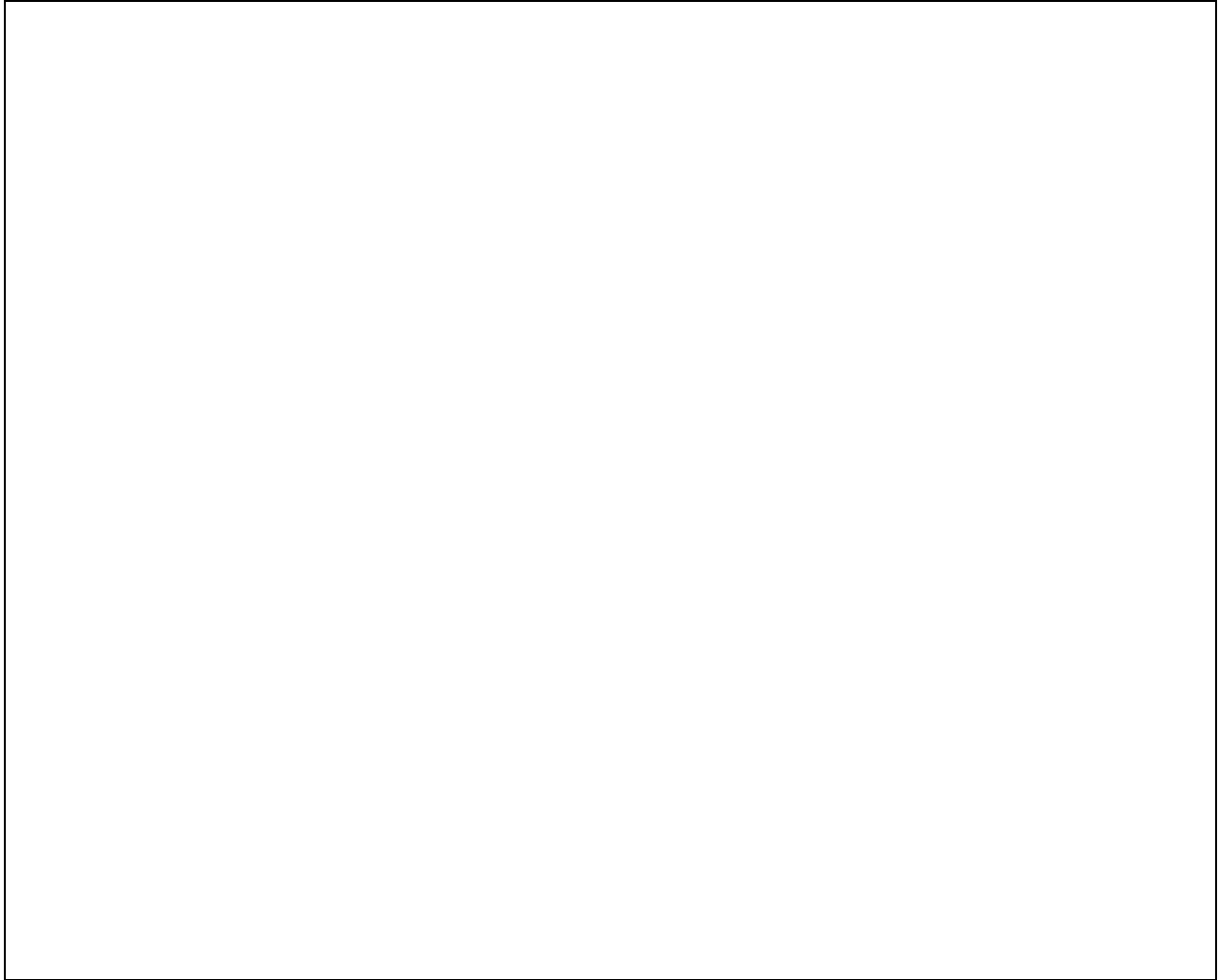
Incident Report

In the event of a disturbance or situation that alcohol consumption may have contributed negatively to, please use this form to detail.

Date	
Facility	
Event	
Event Contact	
Permit Holder	

Describe the situation in detail. Include witness's names and contact information





Incident form received by (Municipal Staff):
