



## **Municipal Alcohol Policy**

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### **Purpose**

To define the conditions for Special Occasion Permit (SOP) events and establish procedures to ensure a safe and managed approach for the consumption of alcohol at events held on municipal property and for enforcing violations of the Alcohol Policy and relevant procedure.

### **Goal Statement**

The Township of East Zorra-Tavistock is committed to providing a safe environment to residents and visitors, and wants people to enjoy the various facilities and parks available. In order for the Township to ensure the health and safety of the public, and the protection of municipal staff and facilities, a policy for the orderly use of alcohol during events and functions has been developed. The following document outlines these regulations.

### **Objectives**

- a. To ensure proper operation and supervision of Special Occasion Permit events by providing education in prevention and intervention techniques and in effective management procedures. This will lower the risk of liability to event organizers, participants, volunteers, the Township and its staff.
- b. To reinforce responsible drinking practices for consumers through appropriate operational procedures, controls, training and education.
- c. To honour the decision of designated drivers not to drink alcohol and to encourage their participation by providing alternative, non-alcoholic beverages.
- d. To provide a balanced use of alcohol through Special Occasion Permits so that alcohol becomes a responsible part of a social function, rather than the reason for it.
- e. To provide a balance of licensed and non-licensed programs to ensure that consumers, abstainers, adults, youth and families will be adequately served and protected.

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## 1.0 Procedure

Any municipal property for which a licence has been obtained from the Alcohol and Gaming Commission of Ontario and for which the facility user/ permit holder of such event has signed a Booking Requirements at Township Facilities agreement with the Township, setting out the conditions of the municipality and the Alcohol and Gaming Commission of Ontario, is deemed suitable for Special Occasion Permit events, unless otherwise specified in this procedure.

The Manager of Public Works, or designate, having operational jurisdiction over a facility has the authority to approve or deny a proposed Special Occasion Permit event at a location(s) within or on the grounds of the municipal property under their jurisdiction.

Rules and conditions for the provision/consumption of alcohol may vary, and are dependent upon the type of facility or event as well as conditions that the Township of East Zorra-Tavistock may include from time to time. The Township reserves the right to vary or introduce additional conditions or restrictions at its absolute discretion.

## 2.0 Definitions

**AGCO** – Alcohol and Gaming Commission of Ontario. The AGCO is responsible for the administration of the Liquor Licence and Control Act.

**Event** – Any gathering held at municipal premises at which alcohol will be served and/or sold. The duration of the event includes event setup, operation and cleanup.

**Event Organizer** – A person, 19 years of age or over, seeking to hold an event involving the selling and/or serving of alcohol on municipal premises. For events under a Special Occasion Permit, the permit holder is the event organizer.

**Event Worker** – Any paid/volunteer person who is involved in safe alcohol service at an event. Event workers must be 18 years of age or over and either Smart Serve trained or Server Intervention Program (SIP) certified. Event workers may include the following positions related to safe alcohol service:

- a. **Floor Monitor** – Walks with participants, monitors patron behaviour, monitors for intoxication and underage drinkers, responds to problems and complaints, notified the event organizer and security personnel of any potential problems and of individuals showing signs of intoxication, assists door monitors when necessary, promotes safe transportation options, arranges safe transportation.
- b. **Access Point Monitor** – Monitors attendance and limits entry to the licensed venue nearing capacity to ensure capacity is not exceeded and ensures alcohol is not taken out of the licensed area. Checks for signs of intoxication, denies admissions to troublesome individuals, denies admission to uninvited individuals for private events, monitors for those showing signs of intoxication when leaving the event and arranges for safe transportation, promotes safe

transportation options, notifies event organizer and security personnel of any potential problems and of individuals showing signs of intoxication. Will check identification as required. Will provide wrist bands as required.

- c. **Licensed Security** – Security Personnel must be licensed in accordance with the Private
- d. **Bartender** – Checks identification, accepts tickets for alcoholic drinks, serves drinks, monitors for intoxication and underage drinkers, refuses service when patron appears to be intoxicated or near intoxication, offers non-alcoholic beverages as a substitute, and co-ordinates with event staff. Notifies a floor worker when patrons may need safe transportation options.
- e. **Bar Ticket Seller** – Sells drink tickets to guests and monitors for underage drinkers and intoxication and refuses to sell to patrons at or near intoxication. Shall check identification. May issue wrist bands at certain events.

Any worker roles may be amended or changes at the discretion of the Township based on the event risk assessment. Please note each of these roles represents an individual position.

**Liquor Licence and Control Act**, 2019, S.O. 2019, c. 15, Sched. 22 means the law regarding the sale and service of alcohol. See <https://www.ontario.ca/laws/statute/19l15b> for more information.

**Municipal Significance** – means an event with a designation by the Township. Applications must be accompanied by a municipal letter from the Township Clerk advising that the Township of East Zorra-Tavistock Council has designated the event as municipally significant.

**Smart Serve** – the program offered by Smart Serve Ontario, designated to train staff and volunteers who work in areas where alcohol is sold and/or served. The Smart Serve training program is the only server training program recognized by the AGCO.

**Special Occasion Permit** – A type of liquor licence issued by the AGCO for one-time social events where alcohol will be sold and/or served. All Special Occasion Permits (SOPs) are managed and controlled by the AGCO and not the Township. SOPs may be issued for four types of events, as defined by the AGCO.

- a. **Private Event** – are limited to invited guests only and may not be publicly advertised such as on social media or through any other medium. There can be no intent to gain or profit from the sale of liquor at the event.
- b. **Public Event** – are open to the public. These events can be advertised and fundraising and/or profit from the sale of liquor at the event is permitted. Public events include events of provincial, national or international significance, or events designated by a municipal council or its delegate as an event of municipal significance.

### **3.0 Township Facilities Eligible for Special Occasion Permits**

Tavistock Arena (Upper Hall; Curling Club Lounge; Arena Floor when ice is removed, not including stands)

Tavistock Memorial Hall (Main Hall)

Innerkip Community Centre

Township Administration Building Community Room

### **3.1 Township Facilities Not Eligible for Special Occasion Permits or Consumption of Alcohol at Any Time**

#### **Arena Dressing Rooms**

**Rationale:** Alcohol is not permitted in Arena Dressing Rooms as it encourages skaters to be on the ice surface under the influence of alcohol thus leading to safety concerns. As well, drinking alcohol following the game increases the risk of impaired driving. Illegal consumption of alcohol will not be tolerated in these areas.

#### **Curling Club and Arena Ice Surfaces**

**Rationale:** The Curling Club and Arena Ice Surfaces are not suitable for a Special Occasion Permit event due to the obvious safety concerns. Permitting patrons under the influence of alcohol on the ice surface and in the seating area is a potential safety hazard. A Special Occasion Permit will only be considered if properly constructed boards are placed over the ice surface.

#### **Areas with Tiered Seating**

**Rationale:** The consumption of alcohol is prohibited in areas of municipal facilities with temporary or fixed tiered seating. Tiered seating such as bleachers and auditorium style seating increases the risk of injuries at events.

**Exceptions:** Any person wishing to hold a Special Occasion Permit event in a location not listed in this policy must apply to Council for approval. From time to time the Township may allow for the service of alcohol in municipally owned parks, pavilions, or other facilities at the discretion of Council and staff.

### **3.2 Events Not Eligible for Special Occasion Permits**

#### **Youth Events**

In order to be eligible to rent a municipal facility for youth or minor sports events, including banquets, the sponsor(s) must agree that these will not be special occasion permit events. Alcohol is not allowed at events targeted exclusively to youth under 19 years of age on Township property.

**Rationale:** These events are intended for young people under the age of majority. Non-

consumption by participating adults provides a positive example for young people. Since adults supervise and drive young people to and from these events, alcohol consumption does not provide a positive example regarding drinking and driving.

#### **4.0 Mandatory Signs**

##### **4.1 Statement of Intoxication**

These signs will be provided by the Township in duplicate, to be placed in the bar area.

“It is against the Liquor Licence and Control Act (Ontario) and its regulations to serve customers to intoxication. For this reason, servers in our facilities are required to obey the law and not serve anyone to intoxication. We are also pleased to offer non-alcoholic beverages.”

##### **4.2 Accountability**

This sign will be supplied in quadruplet by the Township. This sign will be posted at the bar and main entrance of all Special Occasion Permit functions. This sign will inform patrons where to direct concerns regarding the manner in which the function has been operated. In addition to naming the sponsor of the event, the sign should include the name, address, and telephone numbers of the East Zorra-Tavistock Parks and Recreation Department, local Ontario Provincial Police Detachment and Alcohol and Gaming Commission of Ontario.

**Rationale:** Having these signs visible to participants eliminates any confusion on who to contact for information or to lodge complaints regarding an event.

##### **4.3 No Last Call**

A sign stating “Last Call Will Not Be Announced”, to be placed in the bar area. This sign will be provided by the Township of East Zorra-Tavistock.

##### **4.4 Ticket Sales**

A sign shall be posted at the alcohol ticket sales table outlining the number of tickets sold at one time, when ticket sales end, and that any unused tickets can be redeemed for cash prior to the end of the event.

**Rationale:** This sign supports the ticket sellers, discourages large numbers of drinks (which can result in intoxication), prevents over drinking, reduces the buying of table rounds which can result in overdrinking, and having limits on the number of tickets purchased allows for greater observation of intoxication of guests. Refunding guests/patrons for unused tickets will decrease pressure to use their drink tickets which can increase the number of drinks consumed in a short period of time at the end of the night.

#### **4.5 Legal Drinking Age**

The only acceptable proof of age is valid government issued photo identification. Valid types of identification include:

- A driver's licence issued by the Province of Ontario with a photograph of the person to whom the licence is issued
- A Canadian passport
- A Canadian citizen ship card with a photograph of the person to whom the card was issued
- A Canadian Armed Forces identification card
- A secure certificate of Indian status issued by the Government of Canada
- A photo card issued by the Liquor Control Board of Ontario
- A permanent resident card issued by the Government of Canada
- A photo card issued under the Photo Card Act, 2008. O. Reg. 389/91, s. 29 (5); O. Reg. 561/96, s.1; O. Reg. 66/98, s. 7; O. Reg. 182/11, s. 13.

#### **4.6 Alcohol Ineligible areas**

"No alcohol beyond this point".

The Township will ensure that alcohol ineligible areas of municipal facilities are signed.

#### **4.7 No Alcohol During Pregnancy, "Sandy's Law"**

A sign stating that drinking alcohol during pregnancy can cause birth defects and brain damage to your baby. This sign will be posted at the bar.

#### **4.8 Safe Transportation**

A sign shall be posted indicating safe transportation alternatives available and indicating that RIDE programs are in our communities.

**Rationale:** This sign informs people that they have other means to get home safely if they have been drinking. Ensures participants are aware that police perform road side checks for drinking and driving. Supports non-drinking behavior and designated drivers.

#### **5.0 Safe Transportation**

Only individuals, groups or organizations implementing a safe transportation strategy will be permitted rental/ use privileges for Special Occasion Permit functions. The permit holder is responsible for promoting safe transportation options for all the drinking participants.

#### **Possible Strategies:**

- A designated driver provided by the sponsoring group
- Designated Drivers Program – to be advertised at the event so that all patrons are aware this program is available. The designated driver should be supplied with low cost or free soft drinks/coffee during this function.
- Impaired individuals will be driven home by a sober friend, and/or call a relative, or taxi.
- A taxi paid either by the sponsoring group or the participant



- Inform patrons through advertising of the available Taxi service.

The sponsor is to decide which option of Safe Transportation will be provided during their event. Please indicate what strategy you are using on the “Checklist for Renters” form.

**Rationale:** The risk of liability is high when an impaired driver leaves an event where alcohol is served. Event organizers must assume responsibility for promoting safe transportation for all patrons consuming alcohol.

### **6.0 Youth Admission to Licensed 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:

- All identification must be checked before anyone is allowed into the event/facility if persons appear to be under 25 years of age.
- In the event of service or provision of alcoholic beverages to any person under the legal drinking age, the person serving or providing such alcoholic beverage will be required to leave the event.

**Rationale:** To ensure that persons under the legal drinking age do not consume alcohol.

### **7.0 Security**

The permit holder shall 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 Act are observed.

- In determining whether security is sufficient, the permit holder shall consider the nature of the event, the size of the premises, and the age and number of persons attending the event in accordance with Section 10.
- At least one municipal representative with authority to demand correction and/or to shut down an event on behalf of the Corporation will be available for all Special Occasion Permit Events.
- Security measures will be determined on a case by case basis in consultation with the Municipality and the Ontario Provincial Police. The permit holder is responsible for any expenses incurred for security requirements.
- Licensed, paid security does not need to be Smart Serve trained.
- The Township of East Zorra-Tavistock reserves the right to approve or deny security that is hired.

## **8.0 Alcohol Services**

### **8.1 Control of Alcohol Services**

- a. A maximum of 2 drinks may be purchased by an individual at any one time. Alcohol shall not be left available for self service.
- b. The permit holder shall allow the redemption of unused tickets for cash at any time during the event.
- c. Bartenders reserve the right to refuse service and the permit holder has the right to refuse admittance to persons who are underage, or to an individual who appears intoxicated.
- d. There will be no "last call". Hours of operation of the bar must be posted.
- e. Alcohol can only be sold and served during the hours that are stated on the permit.
- f. All signs of sale and service must be cleared within 45 minutes of the end time stated on the permit. This includes the removal of all partially consumed and empty bottles, and glasses that contain(ed) alcohol.
- g. Non-alcoholic beverages must be provided for designated drivers free of charge.
- h. All prices charged for alcohol must comply with the Liquor Licence and Control Act.
- i. Permit holders or municipal staff on duty will call police to report a driver who is suspected of being impaired.
- j. All facilities must be vacated by 2:00 a.m. unless otherwise negotiated with the Manager of Public Works or designate. If a later closing time is pre-approved, the closing time will be adjusted accordingly. A \$50 surcharge will be applied every hour that the facility is not vacated.
- k. All event workers must wear a form of identification as supplied by the event sponsor/permit holder.
- l. Marketing practices which encourage increased consumption, such as oversize drinks, double shots or spirits, drinking contests, and volume discounts are not permitted.
- m. Free alcoholic drinks shall not be advertised.
- n. All cans must be opened before being served.
- o. All bottles must be served in plastic or paper cups, and all bottles are to be retained in the bar area.
- p. For formal occasions, glass can be used until 10:00 p.m. Non- breakable containers can be used after 10:00 p.m. Bottles will be permitted on tables for weddings and other formal events at the discretion of the Township staff approving the event.
- q. Sufficient food shall be available and served throughout the duration of the event.

**Rationale:** By following the above guidelines we will reduce the risk that sponsor's automatically assume when running an event. These practices are designed to discourage heavy alcohol consumption.

### **8.2 Alcohol and Non-Alcoholic Drinks**

Non-alcoholic beverages shall be made available. The permit holder must ensure that only standard drinks will be served. Standard drinks are as defined by *O.Reg. 746/21 under the Liquor Licence and Control Act, 2019, S.O. 2019 c.15, Sched.22.*

**Rationale:** These measures will help to prevent adverse consequences related to alcohol, such as intoxication, alcohol poisoning and impaired driving. Non-alcoholic beverages must be available for designated drivers and those who do not wish to drink alcohol. Event organizers are encouraged to offer low alcohol content beverages (i.e., beer that has less than 5% alcohol content). An individual consuming a regular beer (at 5% alcohol) could drink two “extra light beers” (2.5% alcohol) and ingest the same amount of alcohol. Similarly, “light beer” (at 4% alcohol) represents a 20% reduction of alcohol intake.

### 8.3 Prohibited Activities

The following activities are not permitted at Municipal Facilities:

- a. Alcohol raffles
- b. Drinking games
- c. Discounted Drinks
- d. Alcohol as a prize

Raffle Definition: RAFFLE means a lottery scheme where tickets are sold for a chance to win a prize at a draw and includes 50/50 draws, elimination draws, calendar draws, sports raffles and rubber duck races.

## 9.0 Controls Prior to the Event

### 9.1 Responsibilities of the Permit Holder

The permit holder must:

- a. Complete an ‘application for a Special Occasion Permit’ form to the Alcohol and Gaming Commission of Ontario and pay the applicable fee. This application must be completed at an LCBO SOP Service store. Applications need to be completed at least 2 weeks prior to a ‘Private SOP’, 30 days for a ‘Public SOP’ under 5000 people, and 60 days for a ‘Public SOP’ over 5000 people.
- b. Upon obtaining the required SOP, obtain the necessary Municipal Facility and Property Rental Agreement, Rules and Regulations from the Township.
- c. Sign and have witnessed the Agreement Form.
- d. 100% of Event Staff, as defined in “Section 9: Event Workers/Server Training”, must be Smart Serve trained.
- e. Attend the event and ensure the operation is in accordance with the rules of the Liquor Licence and Control Act, applicable regulations, policy and procedures.
- f. Be on duty to ensure the physical setting is safe at all times. Any unsafe condition must be reported to the facility representative and addressed appropriately. If permit holder has to leave, a designated back-up must sign the back of the permit to act as permit holder.
- g. Ensure that no-one under the age of 19 is served alcohol and that Government issued photo identification or identification in accordance with the Liquor Licence and Control Act is shown when requested.

- h. Remain sober and accountable, and ensure that bartenders abstain from consuming alcohol.
- i. In the event that attendees are able to walk around the event with alcohol, ensure that the event area where alcohol is being served from (i.e. bar) is secured on all sides by a single fence or wall of a minimum of three feet in height, so that no unauthorized person can access any stored alcohol.
- j. In the event of an approved outdoor 'beer garden', fencing is required for the outdoor designated area. It shall be a double row of fencing, four feet high, with six feet between fences, and be securely erected. Or, alternatively, one six foot high fence. The cost and set up of fencing is the responsibility of the event organizer. Materials and labor can be obtained by the Township if required at an additional cost. Location of the designated beer garden is to be pre-approved by the Manager of Public Works and/or designate prior to the Township Facility and Property Rental Agreement, Rules and Regulations being finalized.
- k. Ensure the guests at the event are properly supervised and also ensure no one consumes alcohol in an unauthorized location.
- l. Ensure that all entrances and exits to the event are supervised at all times.
- m. Ensure that food and non-alcoholic drinks are available at all times. The cost of non-alcoholic drinks must be significantly lower than alcoholic drinks.
- n. The permit holder shall post the levy receipt for the liquor purchased, if any, 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.

The following original documentation and one copy must be provided to the appropriate Township representative, at least two (2) weeks prior to the event. Copies to be maintained by the appropriate Township representative for file purposes:

- a. Special Occasion Permit
- b. A list of Event Workers at the event, along with a photocopy of the "Smart Serve" certificates of all Event Workers, and assurance that there will be a minimum of one bartender for every 100 patrons.
- c. Proof of insurance in accordance with criteria outlined in "Section 13: Insurance".
- d. In the case of a Private Special Occasion Permit, a copy of the invited guest list.

Renters of Township facilities will be required to understand the municipal alcohol policy prior to renting.

1. A copy of the Municipal Alcohol Policy will be available online, and from the Parks and Recreation Department, at the time of booking. If any questions or concerns arise from this policy, contact the Parks Recreation Department at 519-462-2697 for clarification.
2. A "Checklist for Renters" form will be provided by the Township of East Zorra-Tavistock at the time of booking. This form is to be completed by the Renter and returned to the Parks and Recreation Department at least one (1) week prior to the event. Signatures from both the Renter and the Parks and Recreation Department are required on this form. Please see Appendix "B".

3. The signatory of the Special Occasion Permit must attend the event, and be responsible for the decisions regarding the actual operation of the event and must not consume alcohol before and during the event.

**Rationale:** The above is to ensure that there are no misunderstandings of the regulations contained in the Policy. Also, be aware that any required information or assistance of the Renter is available through the Parks and Recreation Department.

## 9.2 Advertising Events

Private Events are for invited guests only and the event must not be advertised to the public, including by way of flyers, newspaper, internet, social media, or radio. The event cannot be open to the public.

## 10.0 Event Works/Server Training

### 10.1 Staffing Requirements

It is required that all event workers related to alcohol sales, service or monitoring be Smart Serve trained. Event workers are defined in Section 2.0: Definitions.

Event Staff must be appropriately identified using some method of visual identification (i.e. t-shirts, hats, vest, etc). A schedule of Event Staff, their roles, and the hours that they will be on duty must be provided to Township staff prior to the event. Event Staff, while on duty, are not to consume alcohol while working at an event.

Attendees	Bartenders	Door Monitors	Floor Monitors	Ticket Sellers	Licensed Security
Up to 150	1	Monitor at each access point	1	0	0
151-300	2	Monitor at each access point	2	1	1
301-450	2	Monitor at each access point	3	2	1
451-600	3	Monitor at each access point	4	2	2
601-750	3	Monitor at each access point	5	3	3
751-900	4	Monitor at each access point	6	3	3
901-1000	5	Monitor at each access point	7	4	4

For every additional 150 guests over 1,000, an additional bartender and floor monitor are required. For every 300 guests over 1,000 an additional ticket seller is also required.

Attendees are based on the total number of people attending a licensed area. Where an event has a licensed and non-licensed area, the attendees are based on the total number of people in the licensed area.

**Rationale:** In order to provide a safe environment and control behaviour, Event Organizers must supervise entrances and exists of their rented space. By controlling entry, underage, intoxicated, rowdy or unauthorized people can be prevented from entering an event. This will reduce the likelihood of problem occurring.

## **11.0 Controls During the Event**

All controls and service must comply with the provisions of the Liquor Licence and Control Act (Ontario) and its regulations.

1. All entrance and exits to the event must be monitored by at least one responsible person meeting the legal drinking age requirement.
2. Only identification bearing a photograph, and issued by the Province of Ontario, the Government of Canada or photographic identification issued by another Province, State or Country shall be accepted as a bona-fide proof of age.
3. The holder of the Special Occasion Permit and the person renting the facility are responsible to ensure that the event is properly supervised and will provide enough staff to fulfill this obligation.
4. In the event of a masquerade party taking place in any premise owned by the Township of East Zorra-Tavistock the permit holder is responsible to check ALL patrons I.D. to ensure they are of appropriate age. Any person under the legal drinking age will not be allowed into a masquerade event.
5. The type of identification to be worn by event workers must be stated in the "Checklist For Renters" form. See Appendix "A".
6. All entertainment within the facility shall cease at 1:00a.m.
7. All signs of consumption and service of alcohol including empty glasses shall be removed from sight in a prompt and orderly fashion, but no later than 45 minutes after the permit ends.
8. To assist municipal staff and ensure that no incidents occur within the premises, the facility must be vacated by 2:00a.m. Event attendees must vacate the premises by 1:30 a.m., and event organizers must be gone by 2:00a.m. A \$50.00 surcharge will be charged to the event organizer every hour that the facility is not vacated.
9. Failure to comply with the above requirements may result in disqualification of the renter, permittee, or related organization from future rental of any municipal facility and, where appropriate, police authorities may be contacted and appropriate charges laid.

**Rationale:** To ensure the safety of all persons and to promote orderly conduct during events.

### **11.1 Advertising Alcohol at Events**

Facility renters must comply with all regulations and terms and conditions applicable to Special Occasion Permits, including but not limited to the prohibition against advertising of liquor or the availability of liquor except with the approval of the Registrar of Alcohol and Gaming Commission. This includes, but not limited to, advertising on banners, cups, coasters, etc.

**Rationale:** Alcohol advertising is designed to encourage and promote the consumption of alcohol. It is illegal for people under the age of 19 to consume these products. It is also the desire of the Township of East Zorra-Tavistock to provide a positive example to underage patrons.

### **11.2 Games of Chance**

Games of chance or mixed chance and skill (raffles, 50/50 draws, etc) are not permitted

unless the proper licence has been obtained from the province or municipality. Licences are only issued to eligible organizations with charitable, non-profit, or religious purposes.

## **12.0 Storage of Alcohol in Municipal Facilities**

Storage of alcohol in Township facilities is not permitted at any time outside of the hours stated on the permit. This includes early delivery of alcohol for an event. Facility users must hold a multiple day Special Occasion Permit and keep alcohol secured.

### **12.1 Multiple Day Events**

Facility users may apply for a Special Occasion Permit identifying multiple events if:

- a. Each event is one in a series of events
- b. The application for the permit is for all of the events (dates)
- c. The nature, purpose, location and target audience of each of the events (dates) are the same (e.g. service club monthly meeting); and
- d. As a result of doing so, the permit holder is not operating an ongoing business, or does not appear to be doing so.

Alcohol may be stored between event days under certain circumstances. Police and AGCO Inspectors must have full, authorized access to the location.

**Rationale:** To protect the Township and user from liability, and prevent unauthorized alcohol consumption.

## **13.0 Insurance**

The event organizer must submit an original Certificate of Insurance to the Township representative at least fourteen (14) days prior to the event.

The certificate of Liability Insurance shall include proof of a minimum of five million dollars in Commercial General Liability Insurance.

The Certificate of Insurance must be in effect for the date(s) where municipal premises are being used or occupied by the event organizer including, without limitation, the time period for set-up and take-down. Failure to provide the proof of insurance will void the rental.

The Certificate of Liability insurance provided to the municipal representative must include the following:

- a. Policy number
- b. Company name and broker contact information
- c. Expiry date
- d. Coverage type and amount of Insurance coverage
- e. The Corporation of the Township of East Zorra-Tavistock shown as an additional insured to the Policy
- f. Coverage for bodily injury and property damage liability
- g. A Liquor Liability endorsement

- h. Tenants Liability endorsement
- i. Products and Completed Operations Liability
- j. Personal Injury Liability
- k. Advertiser's Liability
- l. Cross Liability and Severability of Interest Provision
- m. 30 Day Notice of Cancellation Provision

The Sponsor shall indemnify and save harmless the Corporation of the Township of East Zorra-Tavistock from any and all claims, in connection with the holding of an event involving the serving of alcohol at Township properties. Such claims include but are not limited to demands, causes of action, losses, costs or damages that the Township of East Zorra-Tavistock would otherwise suffer, incur or be liable for, resulting from the Sponsors', event workers', and agents' performance, actions, negligent acts or omissions.

**Rationale:**

1. Special Occasion Permit holders, hall owners, club executives and volunteers could all be named in a law suit.
2. Municipalities can be held jointly liable and could end up paying the predominant share of an award to a plaintiff should the sponsor be uninsured.

**14.0 Policy Monitoring and Provisions**

The Municipal Alcohol Policy will be reviewed yearly from the date initially approved by Council. After reviewing the Policy each year, the Parks and Recreation Department, if necessary will provide recommended changes to Council.

**Rationale:**

1. Policy to be monitored and reviewed on a yearly basis which will ensure that the policy remains up to date and effective.
2. This will ensure that the public will remain involved in the process of review and revamping of the existing policy.

**15.0 Consequences for Failure to Comply**

1. If the Municipal Alcohol Policy is violated, or any law is broken, there will be consequences for the permit holder, up to and including withdrawal of privileges to hold future events at municipal facilities or properties. Municipal staff may at their discretion close down the event immediately and/or refuse to issue future facility permits to the event organizers.
2. A violation occurs when the Special Occasion Permit holder fails to comply with the conditions of the Liquor Licence and Control Act and its regulations, or the Municipal Alcohol Policy and Procedure
3. Intervention can be initiated by the Township of East Zorra-Tavistock staff designate, event staff, a member of the Ontario Provincial Police, or AGCO Inspector.
4. As a member of the organizing group, the permit holder is encouraged to intervene by informing the offending individuals of the policy violation and ask



that it stop.

5. Contravention of the Municipal Alcohol Policy and Procedures may result in prohibition of future use of Municipal property.
6. Should a violation of the policy or procedure occur, municipal staff will follow the procedures as listed below:
  - a. First Minor Offence: The Manager of Public Works or designate will advise the event sponsor in writing of the violation and that no further violation shall be tolerated and that charges/costs may be incurred (i.e. loss of security deposit)
  - b. First Serious Offence: Rental privileges shall be revoked immediately for any serious altercations (i.e. serving without a proper license, loss of control, total neglect of the facility, etc.) An investigation will also take place to gather all information.
  - c. Second Offence: Should the Special Occasion Permit holder violate the policy a second time, the organizers and/or organization will be suspended for a minimum of one year at the discretion of the Township. The Special Occasion Permit holder will be advised in writing of the suspension.
7. It is the responsibility of the Special Occasion Permit holder to ensure the proper management of an event. Permit holder must be present for duration of any event. If a designate must be assigned, the permit must be signed by the designate and municipal staff on duty must be notified of the change.
8. Facility staff will report any infraction of this policy to their supervisor whenever they believe such action is required.
9. Should a situation arise where an event may have to be shut down, the Recreation Department or designate will evaluate the situation on behalf of the Township of East Zorra-Tavistock in consultation with the Special Occasion Permit Holder. Police will be called by staff if a situation deems necessary to do so.
10. Any infraction of the Municipal Alcohol Policy will be reviewed by the Recreation Department. A registered letter describing the problem will be sent by the Recreation Department to the sponsor. The Department may refuse future rental privileges to the sponsor.
11. Where adults and/or youth engages in disruptive behavior as a result of consumption of alcohol at social events, authorities may be called and/or the following procedure will be followed:
  - a. First Infraction: A verbal warning will be given to the individual(s) by staff in charge or head of the function. Individual(s) may be banned at the discretion of Township staff. If individual(s) do not adhere to this warning the Authorities will be called. A registered letter will be sent to the individual(s) by the Township.
  - b. Second Infraction: Individual(s) will be banned from attending all functions held in any Township facility for a period of 3 months, or indefinitely, at the discretion of Township staff. A registered letter will be sent by the Township.
  - c. A registered letter will be sent by the Township notifying the individual(s)

that they are banned indefinitely from the facility. The individual(s) must appeal to the Township for written reinstatement.

12. Where an infraction of this policy has occurred, the Township of East Zorra-Tavistock may require the sponsor to supply municipally approved, additional security at their next function.

### **15.1 Consequences Alcohol Consumption in Arena Dressing Rooms**

The following steps will be taken if any person or groups are found in the possession, or consumption of alcoholic beverages in the above noted areas.

1. First Infraction: The facility attendant will ask the person or group to remove the alcohol from the premises and advise them that a letter will be sent to their organization to inform them of this violation.
2. Second Infraction: A second violation within the same ice season will result in immediate cancellation of their ice time for the remainder of the season. The group will have an opportunity to appeal their case to the Township.

### **15.2 Consequences for Unauthorized Storage of Alcohol in Township Facilities**

The following steps will be taken if any person or groups are found storing alcoholic beverages in the Township facilities.

1. First Infraction: The facility attendant will ask the person or group to remove the alcohol from the premises and advise them that a letter will be sent to their organization to inform them of this violation.
2. Second Infraction: A second violation will result in permission to use the facilities being revoked, and future bookings cancelled. The group will have an opportunity to appeal their case to the Township.

**Appendix 'A'**

Township of East Zorra-Tavistock  
Municipal Alcohol Policy

Special Occasion Permit Holder Agreement

1. have received and reviewed a copy of the Township of East Zorra-Tavistock's "Municipal Alcohol Policy and Procedure" (attached).
2. I understand that I must adhere to the conditions of the Municipal Alcohol Policy and Procedure, and the Liquor Licence Act of Ontario and its Regulations.
3. I understand that if I or other individuals at the event fail to adhere to the Township of East Zorra-Tavistock's "Municipal Alcohol Policy and Procedures", Township staff will take the appropriate action. This action may include eviction, revoking of the Special Occasion Permit and the notification of Police or Alcohol Gaming Commission of Ontario Authorities.
4. I understand that I can be held liable for injuries and damages arising from failure to adhere to the Liquor Licence Act of Ontario.
5. I understand that the Ontario Provincial Police may lay charges for infractions of the Liquor Licence Act and its regulations.

Date of Event \_\_\_\_\_

Event Location \_\_\_\_\_

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Staff Signature \_\_\_\_\_

**Appendix 'B'**

Township of East Zorra-Tavistock  
Municipal Alcohol Policy

“Checklist for Renters”

Date of Event(s):

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Total number of attendees:

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1. Will persons under 19 years of age be attending this event? (please circle)
  - a. Yes
  - b. No
  
2. How will persons under 19 years of age be identified (stamps, arm band, etc)?  

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3. Name of person and/or group sponsoring this event?  

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4. Type of identification to be worn for event workers:  

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5. Has proof of Special Occasion Permit been provided? (please circle)
  - a. Yes
  - b. No
  
6. Has proof of Insurance been provided? (please circle)
  - a. Yes
  - b. No
  
7. The safe transportation strategy(s) that will be used at this function are (please check appropriate strategy(s)):
  - a. Designated Driver Program
  - b. Driven Home by Friend, Relative, Taxi Service
  - c. Inform Patrons of Taxi Service
  - d. Other, please explain:

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8. The name and certification numbers of our Smart Serve trained event workers are:

Name	Smart Serve Certificate Number	Event Role

A photocopy of all Smart Serve cards and a schedule of Event Workers must be provided.

9. Is security being utilized? (please circle)
- a. Yes
  - b. No

10. Method of counting patrons (clicker, tickets) to ensure maximum allowed?

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11. Non-alcoholic beverages available at no charge to designated drivers (please circle)
- a. Yes
  - b. No

12. Will sufficient food be available? (please circle)

- a. Yes
- b. No

13. In the case of a private Special Event Permit, a copy of the guest list will be provided two weeks before the event.

I have reviewed the Municipal Alcohol Policy with a Township representative, and I understand all the policy regulations.

Signature of Special  
Occasion Permit Holder

Signature of  
Township Representative

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Date

Date