



# The Corporation of the Township of Emo

<b>Subject:</b> Municipal Alcohol Policy	<b>Approval Date:</b> May 9, 2017	<b>Resolution:</b> No. 5
---	--------------------------------------	-----------------------------

## 1. GOAL

The Township of Emo wishes to provide a policy for responsible management practices at Special Occasion Permit events held in or on the Township of Emo facilities. The Township also wishes to reduce and/or avoid alcohol related problems that could result in litigation being directed towards the Corporation, its staff, community organizations, volunteers and participants.

### IN THIS POLICY:

- A. **Event Sponsor** means the person who signs the rental agreement for the facility.
- B. **Licence Holder** means the person who signs the Special Occasion Permit, therefore holding the liquor licence.
- C. **Facility Manager of Designate** means for the:
  - Emo-LaVallee Community Centre – Arena Manger
  - Emo Curling Rink – Curling Rink Manger
- D. **Main Entrance** means for the:
  - Emo-LaVallee Community Centre:
    - auditorium – southeast entrance
    - ice surface – east entrance
  - Emo Curling Rink – west entrance
- E. **The Corporation** means the Township of Emo
- F. **AGCO** means Alcohol and Gaming Commission of Ontario

## 2. OBJECTIVES

- A. To provide appropriate procedures and education to individuals or groups wishing to hold Special Occasion Permit events in municipally-owned facilities in order to ensure that all Alcohol and Gaming Commission of Ontario legislation pertaining to Special Occasion Permits is properly understood and strictly complied with.

- B. To ensure proper supervision and proper operation of Special Occasion Permit events in order to protect the organizers, the participating public, volunteers, the Corporation and its staff from liability by providing education in prevention and intervention techniques and through effective management procedures.
- C. To encourage and reinforce responsible, moderate drinking practices for consumers through the development of appropriate operational procedures, controls and education.
- D. To honour decision of abstainers not to drink alcohol and to encourage their participation by providing alternative non-alcoholic drinks.
- E. To provide for 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.
- F. To provide a balance of wet and dry facilities and programs in order to ensure that consumers, abstainers, adults, youth and families will be adequately serviced and protected.

### 3. **MUNICIPAL FACILITIES ELIGIBLE FOR SPECIAL OCCASION PERMITS**

The following Municipal facilities/areas are designated as eligible for Special Occasion Permits:

- A. Emo-LaVallee Community Centre
  - Auditorium
  - Ice Surface (when ice is out)
- B. Emo Curling Rink
- C. Emo Sportsfield
- D. Emo Canada Day Event

### 4. **MUNICIPAL FACILITIES NOT ELIGIBLE FOR SPECIAL OCCASION PERMITS**

The following facilities/areas are designated as not eligible for Special Occasion Permits:

- A. All Municipal Parkland

5. **EVENTS NOT ELIGIBLE FOR SPECIAL OCCASION PERMITS**

A. Youth Events:

That in order to be eligible to rent/use a municipal facility for youth or minor sports events, including banquets, the event sponsor(s) or designate must agree that these will not be Special Occasion Permit events.

6. **YOUTH ADMISSION TO ADULT EVENTS**

That in order to be eligible to rent/use a municipal facility for a Special Occasion Permit event, the event sponsor(s) or designate must agree that persons under the legal drinking age shall not be admitted to adult social events being held in these facilities except:

- A. In the case of a family occasion such as a wedding or anniversary;
- B. In the case of a Bonspiel at the Emo Curling Rink;
- C. In the case of a Beer Gardens during adult hockey games during the afternoon (until 8:00 pm)

7. **SIGNS**

A. Statement of Intoxication

Permanent signage in regard to serving intoxicated persons will be placed in the bar area of municipal facilities that allow Special Occasion Permit events. The sign should read:

“Our servers are required by law not to serve an intoxicated person or to serve anyone to the point of intoxication, we are pleased to provide non-alcoholic beverages.”

B. Sober Driver Spot Check (ie. R.I.D.E.)

A wall sign to be located by the entrance to make people aware of drinking and driving:

“The local detachment of the O.P.P. thanks you for helping to reduce impaired driving. We look forward to personally thanking you at one of our **R.I.D.E.** spot-checks for leaving this event a **Sober Driver.**”

C. Ticket Sales

That a sign be posted at the alcohol ticket sales table outlining the regulations (maximum 4 tickets per purchase per person; ticket sales ending at 12:30 a.m.)

D. Proof of Age

Signs are to be posted near main entrances to the designated Special Occasion Permit areas and which read:

“You must be 19 years of age or older to attend a Special Occasion Permit event. The only acceptable proof of age is a government issued document with photo identification; driver’s license or passport.”

**8. SERVER TRAINING**

When renting a municipal facility, it is mandatory the event sponsor(s) or designate, event servers, and floor supervisors have attended a server training course that is recognized by the L.L.B.O. (ie. Smart Serve or S.I.P.) and have been trained in responsible server techniques. Copy of smart serve cards must be deposited at the Emo Municipal Office prior to event.

**9. PROVISION OF LOW-ALCOHOL AND NON-ALCOHOLIC DRINKS**

In order to be eligible to rent a municipal facility, the event sponsor(s) or designate must demonstrate to the satisfaction of the facility manger that low-alcohol beverages to be made available. Non-alcoholic beverages must be available at no charge or at a cost significantly lower than that of drinks containing alcohol.

**10. STANDARD ALCOHOL CONTENT DRINKS**

In order to be eligible to rent a municipal facility, the event sponsor(s) or designate must demonstrate to the satisfaction of the facility manager that there will be no selling of high alcohol content beer over 5%.

## 11. SAFE TRANSPORTATION – OPTIONAL

Prior to receiving rental privileges of municipal facilities for Special Occasion Permit events, event sponsor(s) or designate shall be asked to demonstrate to the satisfaction of the facility manager that a safe transportation strategy will be implemented, including:

### Designated Driver Program

- availability of designated driver must be advertised at the event
- designated driver must be identified (i.e.. Tag or button)
- designated drivers shall receive free non-alcoholic drinks

### Alternate Transportation Options

- assist in providing transportation to patron's residence by calling a friend or relative
- arrange for other modes of transportation (i.e.. Hired bus service, designated drivers etc.)

## 12. CONTROLS

In order to be eligible to rent a municipal facility for a Special Occasion Permit event, the event sponsor(s) or designate must demonstrate to the facility manager that the Municipal Alcohol Policy is understood, that the regulations will be observed and that sufficient controls are in place which will assist in ensuring compliance to the policy. Such controls will include the following:

- (1) The event sponsor(s) or designate must obtain a Special Occasion Permit from the Liquor Licence Board of Ontario and must show proof of this to the facility manager at least five (5) days prior to the event. The Rental Agreement must be signed and must contain the Municipal Alcohol Policy.
- (2) The event sponsor(s) or designate must provide a list of event workers at least five (5) days prior to the event to the facility manager, including copies of Smart Serve cards.
- (3) The main entrance will be monitored by two people, 19 years of age or over.
- (4) The event sponsor(s) or designate will receive a list of individuals who are barred from the recreational facility that he/she is renting.
- (5) The only acceptable form of identification is a government issued document that contains a photo and birth date.
- (6) The licence holder must attend the event and be responsible for making decisions regarding the operation of the event (as per L.L.A. regulation 389-91).

- (7) All event workers must wear highly visual identification (i.e.. Shirts or tags).
- (8) The event sponsor(s) or designate is responsible for the event and therefore must refrain from consuming alcohol while the event is in progress.
- (9) All event workers must refrain from consuming alcohol before and during their shift, while the event is in progress.
- (10) The event sponsor(s) or designate and facility staff must ensure that the physical setting is safe for drinkers and non-drinkers.
- (11) The event sponsor(s) or designate and event workers must take reasonable precautions to ensure that patrons do not engage in activities that could harm themselves or others.
- (12) All exits must be monitored to prevent patrons from leaving the premises with alcohol or bringing alcohol into the event.
- (13) Security or a floor supervisor should be available to ticket sellers to assist in managing a person who is refused a sale.
- (14) All drinks are to be retained within the bar area and served in paper/plastic cups in the facility where the event is being held.
- (15) The license holder is to abide by the rules of the Municipal Alcohol Policy.
- (16) No marketing practices, which encourage increased consumption, i.e.. Oversized drinks, double shots, pitchers of beer, drinking contests and volume discounts, will be permitted.
- (17) A minimum of two people will be designated to sell liquor tickets and ticket sales will cease ½ hour before closing time.
- (18) Tickets must be purchased from the designated ticket sellers and redeemed at the bar. There is a maximum of four (4) tickets per person per purchase.
- (19) Unused tickets may be redeemable for cash on demand at any time during the event.
- (20) The facility manager reserved the right to require the presence of two (2) police officers or licenced security guards for the duration of an event, the cost to be borne by the sponsoring group or individual.
- (21) A free bar event should have trained servers and floor supervisors.

- (22) Police are to be notified by the event sponsor(s) or designates of a risky situation before the situation is out of control.
- (23) The event sponsor(s) must have food, low-alcohol and non-alcoholic beverages at the event. Food does not include chips, peanuts or other snacks, but a minimum should include sandwiches, cheese, vegetables, fruit and dip.
- (24) At masquerade events, participants must identify themselves to event staff.
- (25) There will be no last call.
- (26) The bar area is to close after the last patron is served beyond 12:30 a.m. and no later than 1:00 a.m.
- (27) All entertainment is to be completed by 1:15 a.m.
- (28) Facilities must be vacated by patrons by 1:45 a.m.
- (29) The minimal number of event workers designated by the municipality will be as follows (except weddings and family events):

# of Patrons	# of Bartenders	# of Ticket Sellers	# of Floor Supervisors
0 – 100	2	2	2
101 – 200	2	2	2
201 – 250	2	2	3
251 – 300	2	2	5
301 – 350	2	2	9
351 – 400	2	2	11
401 – 450	4	2	13
451 – 500	4	2	15
501 – 550	4	2	17
551 – 600	4	2	17

**13. INSURANCE**

The event sponsor(s) of a Special Occasion Permit event being held in a municipal facility are required to obtain a minimum liability insurance coverage of one million dollars (\$1,000,000.00). This policy is available through most Insurance Companies and must include the Corporation of the Township of Emo as an additional insured and must show proof of this to the municipal representative at least five (5) days before the event.

**14. CONSEQUENCES FOR FAILURE TO COMPLY**

Event sponsor(s) who fail to comply with the Municipal Alcohol Policy will not be permitted to use a municipal facility for a Special Occasion Permit event for a minimum period of eighteen (18) months.

**15. POLICY MONITORING AND REVISIONS**

The policy shall be reviewed annually by the municipality, based on information provided by the municipal facility manager and other invited sources, and reported to council with suggested policy changes if required.

**16. POLICY PROMOTION**

That the Township of Emo design and implement a strategy to orient all community user groups to the policy requirements and promote to the community at large using the Township of Emo website and Municipal Newsletter.

**I hereby declare that I have read and understand the Municipal Alcohol Policy.**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_