

Municipality of Middlesex Centre



Municipal Alcohol Policy

Effective March 2007

DRAFT MUNICIPAL ALCOHOL POLICY – MARCH 2007

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1. **PURPOSE**

The purpose of this policy is to provide a safe, enjoyable environment with our facilities for our users, and to minimize the liability risk associated with alcohol-related events. This policy consists of a range of measures designed to prevent alcohol-related problems, reduce the risk to the township and the general public, and to assist in the reduction of risk for providers of alcohol that rent our facilities.

2. **BACKGROUND**

The Municipality of Middlesex Centre owns and operates facilities where the consumption of alcohol is permitted under the authority of a Special Occasions Permit (SOP), and facilities where alcohol consumption is not permitted. This policy is being created to reduce our risk of liability and to outline the reasonable rules for alcohol consumption within facilities owned by the municipality.

A range of problems can arise from the consumption of alcohol. These problems can affect not only the consumers, but also others who use our facilities.

These problems include:

- Vandalism
- Personal injury
- Liability action and increased insurance premiums
- Loss of insurability should risk assessment escalate
- Charges against the Municipality under the Liquor License Act
- Complaints by offended parties
- Loss of revenue due to reduced participation
- Increased public concern regarding alcohol consumption

The majority of these problems will arise from drinkers who engage in four specific drinking practices:

- Drinking to intoxication
- Drinking and driving
- Underage drinking
- Drinking in prohibited areas

This policy development is not intended to stand in opposition to responsible drinking.

3. AREAS DESIGNATED WHERE ALCOHOL IS PROHIBITED

The Liquor License Act prohibits the consumption of alcohol in public places unless a Special Occasions Permit is acquired. In accordance with the Liquor License Act, the consumption of alcohol is prohibited in a majority of municipally owned facilities, with the exception of those specifically designated in Section 4.

Violators of this policy will face a variety of possible consequences, from verbal and/or written warnings up to and including outright bans from any or all municipal facilities, depending on the infraction.

At any time, council may change the list of buildings where special occasion permits can be issued. Users who seek permission to use these facilities with a Special Occasions Permit will be asked to sign an agreement stipulating the conditions of use.

4. FACILITIES FOR SPECIAL OCCASIONS PERMITS

- Bryanston Community Centre
- Coldstream Community Centre
- Delaware Community Centre
- Ilderton Arena
- Ilderton Curling Club
- Ilderton Community Centre
- Komoka Community Centre

5. CONDITIONS FOR SPECIAL OCCASIONS PERMIT EVENTS

- The permit holder will ensure that a proper Special Occasions Permit is purchased for all alcohol purchases and consumption. The SOP will be posted in plain sight during the entire event and be adhered to according to Liquor License Act and township guidelines. All liquor receipts must be available upon request. In addition, the signer must complete an agreement form that stipulates the conditions under which alcohol may be served.
- The permit holder will ensure that all servers have read and fully understand this policy and the risk of being a provider of alcohol. At least one bartender with a Smart Serve designation must be on duty at all times.
- The permit holder, or identified designate as indicated on the SOP, must be in attendance at all times, and be responsible for making decisions about the event, based on the Liquor License Act and this policy.
- The permit holder will ensure that underage, intoxicated or unauthorized persons are not served alcohol at the event. Only government issued photo identification cards will be accepted for age of majority requirements.

CONDITIONS FOR SPECIAL OCCASIONS PERMIT EVENTS
(cont'd)

- There will be at least one monitor per 150 participants, to supervise the event and encourage legal and moderate alcohol consumption at the event. In order to provide a safe environment and control behaviour, monitors and event organizers must supervise entrances and exits. By controlling entry, underage, intoxicated, rowdy or unauthorized persons can be prevented from entering or exiting an event, thus considerably reducing the likelihood of an alcohol related problem.
- The license holder, bartenders, ticket sellers and monitors will not consume alcohol or be under the influence of alcohol while on duty during the event. All of the above must be at least 18 years of age, and will also be encouraged to obtain a Smart Serve designation before the event to assist in determining how to avoid and diffuse alcohol related situations.
- A range of menu selections must be available during the event. Snacks such as chips, peanuts or popcorn are not suitable alternatives to menu selections.
- The township reserves the right to demand that security officers must be hired at any event. The cost of the security will be borne by the applicant.

6. SALE OF ALCOHOL

- When tickets are sold for alcoholic beverages, there will be a limit of four tickets per person at one time.
- At no time will the bartenders serve more than two drinks per person.
- No volume discounts, oversize drinks, booze draws, drinking games, double shots, or shooters of any kind will be allowed.
- Proper signs will be posted with each event, identifying the procedure for the sale of alcohol and the fact that intoxicated, under-aged or unauthorized persons will not be served.
- No 'Last Call' will be announced. If it is announced at an event, the bar will be required to close immediately upon the announcement.
- The permit holder will refund any unused tickets at any time during the event, up to and including 15 minutes after the bar has closed.
- Alcohol may be sold and consumed only in the time and areas designated on the permit.

7. LOW OR NON-ALCOHOLIC OPTIONS

In consultation with the permit holder, they will be asked to provide a minimum of 25% of the alcoholic beverages offered consisting of low alcohol options, where possible. Non-alcoholic beverages must be made available at no more than 50% of the cost of the lowest priced alcoholic beverage.

8. SAFE TRANSPORTATION

The permit holder will be responsible for promoting safe transportation options for all the drinking participants. Examples of safe transportation include designated drivers, taxi or bus service.

9. SIGNS

The following signs will be posted at each Special Occasions Permit event:

- No last call will be announced
- Limit of four tickets purchased per person
- Limit of two drinks served to each person at one time
- Government issued photo identification needed for age of majority
- No alcohol past this point

10. ENFORCEMENT PROCEDURES FOR POLICY VIOLATION

- A violation of this policy occurs when the Special Occasion Permit holder fails to comply with the conditions of the Liquor License Act or this Municipal Alcohol Policy.
- A member of the organizing group, monitor or municipal staff may intervene by informing the offending individual(s) of the policy violation and ask that it cease. Group members should feel encouraged to intervene in this way because intervention at other levels could result in loss of privileges and, in some cases, further litigation.
- A municipally-hired security official will attend each SOP event (except when waived by mutual consent), and at such time will take steps to ensure that any policy violations are dealt with. They have the authority to ask any offending individual(s) to leave the facility or area (depending on the circumstances and nature of the violation). Should the individual(s) fail to comply, staff should call the police for assistance.
- In any violation of the Liquor License Act, police can lay charges under the legislation and they have the right to seize any alcohol used during any infraction.
- Where an individual(s) has violated the policy and has been notified, they may receive a registered letter stating the violation, indicating that no further violations will be tolerated.
- The individual may also receive notification under the Trespass to Property Act, prohibiting entry to all facilities or part facilities that the municipality owns.
- Special Occasion Permit holders who violate this policy will not be permitted to hold further functions in our facilities for a period of one year. This notification will be done under the Trespass to Property Act. Further violations will result in a complete prohibition from using our facilities.

11. PROOF OF INSURANCE

The permit holder will provide proof of insurance worth a minimum One Million Dollars, with the Municipality of Middlesex Centre named as an additional insured. This insurance must accompany the signed rental agreement a minimum 30 days prior to the event.

12. OTHER

This Municipal Alcohol Policy shall take effect March 7, 2007. The Municipality reserves the right to introduce other conditions from time to time at its discretion. This policy will be reviewed annually or when necessary.

APPENDIX A

SPECIAL OCCASION PERMIT HOLDER AGREEMENT

As Special Occasion Permit holder for the _____
(event)

held on _____ at the _____
(date) (facility)

_____, I certify that I have received and reviewed with a Municipality of Middlesex Centre staff member a copy of the Municipal Alcohol Policy, and I agree to adhere to the conditions of this policy and the Liquor License Act of Ontario. I understand that failing to comply with these conditions could result in the termination of my event, suspension from use of Middlesex Centre facilities for myself and my group/organization, and charges for infractions covered by the Liquor License Act of Ontario or other relevant legislation.

NAME: _____ **DATE:** _____

SIGNATURE: _____

MUNICIPAL STAFF MEMBER: _____

VOLUNTEER JOB DESCRIPTIONS AND RESPONSIBILITIES

Event staff works as a team. This provides support for all team members and ensures that any potential problems are quickly identified and dealt with.

Permit Holder

- Signs the alcohol permit, is the general manager of the event and assumes responsibility for the operation of the event.

Event Sponsor

- Attends the event, ensures the adequate server-trained staff is available, coordinates and helps staff, asks for help from security if necessary.

Bartenders

- Accepts tickets for the purchase of alcohol drinks, serves drinks properly, monitors for intoxication, refuses service when patron appears to be intoxicated or near intoxication and offers non-alcohol substitute.

Door Monitor

- Checks for signs of intoxication upon entry, keeps out intoxicated and troublesome individuals, monitors for those showing signs of intoxication when leaving the event, and recommends safe transportation options.

Event Monitor

- Chats with participants, monitors patron behaviour, monitors for intoxication, responds to problems and complaints, refuses service, removes intoxicated persons, and suggests safe transportation alternatives.

Ticket Seller

- Checks identification, sells alcohol tickets to a maximum of four per person per purchase, monitors for intoxication, refuses sale to patrons at or near intoxication, refunds tickets upon request.

Special Security

- Patrols the event, scans for potential trouble, notifies event staff and permit holder of potential incidents, helps event staff in handling disturbances.

Identified Designate

- The person as identified on the Special Occasions Permit who assumes responsibility for the operation of the event when the permit holder is absent.