



MUNICIPAL ALCOHOL POLICY

Yours To Explore

POLICY STATEMENT AND RATIONALE

The Corporation of the Municipality of Highlands recognizes that events and/or activities are held on municipal properties where the serving of alcohol is desired by the renter and/or by the Municipality.

To allow for the full and safe enjoyment of such events held by renters and/or participants and to ensure the health and safety of all residents, the Municipality recognizes its responsibility to make renters aware of the potential liability of operating alcohol-related events and to reduce the Municipality's exposure to alcohol-related liabilities.

This policy has been developed to establish responsible management practices for all functions or occasions where alcohol is served, at, in or on the Municipality of Highlands East facilities or properties.

SCOPE

This policy applies to renters of Municipal facilities or properties at, in, or upon which alcohol may be served.

SPECIAL OCCASION PERMITS - FACILITIES AND PROPERTIES

Alcohol may only be served in, at or on Municipal facilities licensed by the Liquor License Act, R.S.O. 1990, Chapter L.19, as amended from time to time and regulations made there under or, in circumstances where a Special Occasion Permit has been issued to an event sponsor by the Liquor License Board of Ontario, for a specific event and location, and as designated as a facility or property designated for these purposes as determined by Council.

Currently, the following Municipal facilities and/or properties are considered eligible locations for obtaining a special occasion permit:

FACILITIES:

1. Lloyd Watson Memorial Centre (LWMC)
License Number: 3673
Seating Capacity: Hall & Lounge 225
2. Monmouth Arena
License Number: 3674
License Capacity: 800 - 1125 (Max)



MUNICIPAL ALCOHOL POLICY

Yours To Explore

3. Cardiff Community Centre
Capacity: 133
5. Gooderham Community Centre
Capacity: 200
6. Highland Grove Community Centre
Capacity: 60

PROPERTIES:

Council may authorize an event on municipal-owned properties and/or facilities not outlined in this document, but only through permission of council.

A Special Occasion Permit authorizes individuals to serve alcoholic beverages during an occasion that is judged unique or does not occur on a regular basis. Recognizing that it is possible for any number of individual Special Occasion Permits to be granted to different permit holders for the same facility, the Municipality reserves the right to refuse an applicant permission to run an licensed event of its property.

Notwithstanding the above, Council may authorize an event on Municipal owned properties not outlined within this document, but only through permission of Council.

EVENTS AND PERSON NOT ELIGIBLE

Youth events and minor sports events including youth banquets and community picnics are not eligible for a Special Occasion Permit. No alcohol shall be consumed at these events.

Where a Special Occasion Permit has been issued, underage youth (persons not yet nineteen years of age) may enter licensed areas as long as they are easily identifiable (i.e. hand stamp) and accompanied at all times by an adult. Measures shall be taken to ensure that underage attendees are not provided alcohol.

AGREEMENT AND RESPONSIBILITIES



MUNICIPAL ALCOHOL POLICY

Yours To Explore

Every person (the applicant) wishing to serve or to provide alcohol at any designated Municipal facility or property must obtain their own Special Occasion Permit and a copy of this permit must be delivered to the Municipal Office prior to the event.

INSURANCE

An application to the PAL insurance program will be obtained and certification of proof of insurance shall be submitted to the Municipal Office no later than **Five (5)** days prior to the event. A minimum insurance coverage of at least \$1,000,000, naming the Municipality of Highlands East, as an additional insured party must be obtained.

Only the liquor, wine and beer purchased on the permit may be sold or served on the premises.

All glass containers are to be retained within the bar area. Drinks should be served in disposable cups.

When tickets are being used, they must be purchased from a designated ticket seller only and they must be redeemed at the bar.

A maximum of five (5) tickets per purchase by one individual is allowed.

Unused tickets shall be redeemable for cash at any time tickets are being sold during the event.

NON ALCOHOLIC DRINKS AND FOOD

Non alcoholic drinks must be available for the patrons of the event at a lower cost than drinks containing alcohol. Food must be available for the patrons of the event.

SIGNAGE

A "Statement of Intoxication" sign conveying the following information shall be posted at each Permit event:

No person shall be served to the point of intoxication or beyond.

No person suspected of being under the age of 19 will be served alcohol.

Low alcohol, non-alcoholic beverages and food are available.

SAFE TRANSPORTATION

It shall be the responsibility of the event holder to ensure that alternate transportation options are available to drivers of vehicles who appear to be impaired.



MUNICIPALITY OF
HIGHLANDS EAST

MUNICIPAL ALCOHOL

POLICY

Yours To Explore

Transportation options that may be available to event holders are:

- ✓ Call a friend, relative or taxi to assist intoxicated driver.
- ✓ If necessary, call police.
- ✓ Warn impaired driver of possible circumstances that may occur if he/she drives.

SERVER TRAINING

All alcohol servers must have received and successfully completed the Addiction Research Foundation S.I.P. or Smart Serve Training.

Applicants wishing to rent a municipal facility must demonstrate to the municipality, that the prerequisite number of servers have taken certified training through an L.L.B.O. recognized server intervention training program. **The municipality will maintain a list of names and corresponding certificate number(s) of licensed servers.**

The name(s) and certificate numbers of licensed servers shall be documented on the permit holder agreement. This information shall be provided not less than **FIVE (5)** days in advance of the event.

It is also recommended that trained persons be required to take a refresher course should the program be updated.

A ratio of trained servers is required at Special Occasion Permit events as follows:

# of people in attendance	# of trained servers in attendance
1 - 100	1 trained server 1 door monitor
101 - 300	2 trained servers 1 ticket seller (recommended) 1 door monitor (ticket and door monitor may be combined for smaller events)
300 and over	3 trained servers 1 ticket seller (recommended) 2 door monitors

CONTROLS



MUNICIPAL ALCOHOL POLICY

Yours To Explore

A Special Occasion Permit event holder must:

- ✓ Provide controls to prevent under age, intoxicated and or rowdy people from entering the premises.
- ✓ Refuse service of alcoholic beverages to intoxicated individuals and remove them from the event.
- ✓ Ensure that the entrance is monitored by a person nineteen (19) years of age or over and is a person of responsibility of the permit holder group.
- ✓ Ensure that the only acceptable form of identification shall be a Driver's License with photo or another piece of photo identification and must be presented upon request.
- ✓ Be responsible for the decision making should a problem occur and must be present for the entire event.
- ✓ Ensure that those responsible for the event and the event workers refrain from consuming alcohol while the event is in progress.
- ✓ Ensure that bar operations close at 1:00 a.m.
- ✓ Ensure that all alcohol is removed from the facility by 1:45 a.m.
- ✓ Ensure that entertainment is completed by 1:30 a.m. and facilities are vacated by 2:30 a.m.

NON COMPLIANCE OF CONTROLS

Individuals and/or groups who fail to comply with this policy shall be held responsible for the consequences as decided by the Environmental/Property Supervisor or his/her designate.

ACCOUNTABILITY

The Environmental/Property Supervisor or his/her designate has the authority to demand corrections to and/or shut down an event on behalf of the Municipality, should the need arise, and no refund of the rental fee will be granted.