

THE CORPORATION OF THE MUNICIPALITY OF BAYHAM

MUNICIPAL ALCOHOL POLICY

Working Together For a Safer Community

**“PREVENTION” IS OUR GOAL AND IF WE CAN ACHIEVE THAT,
WE WILL NOT NEED A “CURE”**

Approved by Council By-law 2013-105
December 19, 2013

**THE CORPORATION OF THE
MUNICIPALITY OF BAYHAM**

BY-LAW NO. 2013-105

**BEING A BY-LAW TO
ADOPT A MUNICIPAL ALCOHOL POLICY
AND
REPEAL BY-LAW 99-83
AND ANY AMENDMENTS THERETO**

WHEREAS the Council of the Municipality of Bayham recognizes the need for a clear and concise policy concerning alcohol management in regard to municipal owned facilities and properties;

AND WHEREAS the Council of the Corporation of the Municipality of Bayham deems it advisable that the Municipal Alcohol Policy be confirmed and adopted by by-law;

AND WHEREAS the Council of The Municipality of Bayham did enact By-Law 99-83 on November 4, 1999 establishing a Municipal Alcohol Policy;

AND WHEREAS the Council of the Municipality of Bayham is desirous of repealing By-law 99-83 and any amendments thereto:

**NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE
MUNICIPALITY OF BAYHAM ENACTS AS FOLLOWS:**

1. **THAT** the Municipal Alcohol Policy attached hereto as Schedule "A" is hereby adopted as the policies and practices to be used for alcohol management in regard to facilities and properties owned by the Municipality of Bayham and forms part of this by-law;
2. **THAT** By-law 99-83, being a by-law to establish a Municipal Alcohol Policy, and any amendments thereto, be and is hereby repealed;
3. **AND THAT** By-law 2013-105 shall come into full force and effect upon final reading.

**READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 19TH DAY
OF DECEMBER 2013.**


MAYOR


CLERK

MUNICIPALITY OF BAYHAM

MUNICIPAL ALCOHOL POLICY

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Formation of Municipal Alcohol Policy Committee

In October 1998 Council passed a resolution that a Committee be struck to prepare a Municipal Alcohol Policy for the Municipality of Bayham, including the following: one council member, one administrative staff member, the Managers from the Straffordville and the Vienna Community Centres, one firefighter from the Straffordville and one from the Port Burwell Fire Association, with assistance from the Addiction Research Foundation and the Elgin/St. Thomas Health Unit.

The Appointees who served on this Committee were John Nezezon, Chairman, Lynda Millard, Secretary, Jackie DeClercq, Vicky Wiggins, Rick Garrett, Mark Campbell. This Committee, under the guidance of Janet McAllister, Program Consultant, Centre for Addiction and Mental Health and Michelle Perfect, Public Health Nurse, Elgin St. Thomas Health Unit, developed the Municipal Alcohol Policy for the Municipality of Bayham.

A special thank you is extended to these individuals for their contributions towards this policy.

Please note:

Throughout this document "Smart Serve" trained program will be used to identify the Server Training programs recognized by the Liquor Control Board of Ontario and may include Server Training Program (S.T.P.) or Server Intervention Program (S.I.P.)

BAYHAM HISTORY

The Municipality of Bayham, located in the heartland of Southwestern Ontario with a population in 1999 of 5725 residents was established through an Elgin County Restructuring Order by the Minister of Municipal Affairs effective January 1, 1998. The Order re-established the former Township of Bayham (1850), to once again include the Village of Vienna (1853) and the Village of Port Burwell (1949) as the new Municipality of Bayham.

The economy of the Municipality is driven by nearby manufacturing industries as well as agriculture. Initially a large part of the agriculture in the area was tobacco production, but in recent years has become much more diversified to include vegetables, corn, ginseng and soya beans. Promotion of the tourism industry has become more important as people seek places for recreation and relaxation. Attractions include the Edison Museum of Vienna and the Port Burwell Marine Museum and Lighthouse, the Erie Shores Wind Farm, including 66 wind turbines, located west and east of Port Burwell, the HMCS Ojibwa Submarine, two community centres, various parks and picnic areas, as well as the sandy beaches of Lake Erie's south coast.

In the past, there has been a fairly relaxed attitude toward alcohol consumption at social and sporting events in the Municipality. Some problems have occurred at these events from time to time, but no more so than in any other Municipality in this area. These problems were considered normal, and were handled locally by the event organizers, and were not seen as a major concern by the local Council.

Rulings by the Provincial Court System, however, combined with updated Legislation regarding alcohol consumption in public or private places, have heightened Council's awareness to their liability position.

In October 1998 Council of the Municipality of Bayham passed a resolution that a Committee be struck to prepare a Municipal Alcohol Policy, with assistance from the Addiction Research Foundation (ARF) and the Elgin/St. Thomas Health Unit for Council's consideration.

Server Training Sessions were held to provide instruction for members of local service clubs and individuals interested in becoming qualified to serve at local functions where alcohol would be served. 51 persons attended these sessions, with 48 taking the certification examination.

Council has since directed the annual review of the Municipal Alcohol policy to the Bayham Community Centres Committee who may recommend changes to the policy for Council's consideration and approval.

MISSION STATEMENT

"PREVENTION" is our goal and if we can achieve that we will not need a "CURE".

GOALS

The Municipality of Bayham wants residents and visitors to enjoy the various facilities and parks available. Through the efforts of the people, the Municipality offers a variety of recreational experiences for people of all ages. In order for the Municipality to ensure the health and safety of its participants and the protection of municipal facilities, a policy for the orderly use of alcohol during events and functions has been developed. The following document outlines these regulations.

OBJECTIVES

1. 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 Municipality and its staff.
2. To reinforce responsible drinking practices for consumers through appropriate operational procedures, controls, training and education.
3. To honour the decision of abstainers not to drink alcohol and to encourage their participation by providing alternative, non-alcoholic beverages.
4. 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.
5. To provide a balance of licensed and non-licensed programs to ensure that consumers, abstainers, adults, youth and families will be adequately serviced and protected.

MUNICIPALITY OF BAYHAM
MUNICIPAL ALCOHOL POLICY

REGULATION # 1: **MUNICIPAL FACILITIES ELIGIBLE FOR SPECIAL OCCASION PERMIT EVENTS**

- A. Bayham Community Centre in Straffordville - The main floor area of the building.
- B. Straffordville Fire Hall - all areas except office areas.
- C. Edison Museum of Vienna - building only
- D. Vienna Community Centre - building only
- E. Port Burwell Fire Hall - all areas except office areas.

REGULATION # 2: **MUNICIPAL PARKS AND FACILITIES NOT ELIGIBLE FOR SPECIAL OCCASION PERMIT EVENTS**

- A. All Municipal properties not listed in Regulation # 1
- B. Exceptions

Any person wishing to hold a Special Occasion Permit event in a location not listed in this policy, must apply to the Council of the Municipality of Bayham for approval, subject to meeting requirements as deemed appropriate.

- C. Requirements

The applicant is responsible for obtaining/meeting any applicable Municipal, Provincial, and/or Federal requirements, including police, fire, health and building regulations. See Checklist for Applicants to Council for use of Facilities Appendix "B".

MUNICIPALITY OF BAYHAM
MUNICIPAL ALCOHOL POLICY

REGULATION # 3: SIGNS

A. Statement of Intoxication

This sign will be provided by the Municipality and will be a minimum of 8 1 / 2' X 11", to be placed in the bar area.

"It is against the Liquor Licence Act of Ontario for licensed establishments 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 alcohol beverages."

B. Accountability

Signage will be supplied by the Municipality and shall be a minimum of 8 1 / 2" x 11". These signs will be posted at the bar and/or main entrance (*near telephone*) of all S.O.P. functions.

(a) **Telephone Area** (Main entrance) One sign will inform patrons where to direct concerns regarding the manner in which the function has been operated and should include the name, address and telephone number of the facility, the name, address and phone numbers of the Municipal Representative for the facility, Police Department and The Alcohol and Gaming Commission of Ontario (AGCO) at 1-800-522-2876.
(*Taxi service telephone number(s) may be added to this listing.*)

(b) **Bar Area** In addition, a changeable sign providing the name, address and telephone number of the *sponsor of the event* is to be supplied and posted.

Rationale:

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

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C. No Last Call

There will be no "Last Call Will Not Be Announced" signage. Sponsor and Disc Jockey are to be advised that this is not to be announced.

D. A sign stating "All Ticket Sales End at 12:30 a.m." will be provided by the Municipality and will be placed in the bar area at a minimum size of 8 1/2" x 11".

E. Bar Closing

A sign stating "Bar closes at 1:00 a.m., Tables cleared by 1:30 a.m." will be provided by the Municipality and will be placed in the bar area at a minimum size of 8 1/2" x 11".

F. A sign stating "No Minors Served" will be provided by the Municipality and will be placed in the bar area at a minimum size of 8 1/2" x 11".

G. A sign stating "You may be required to show identification" will be provided by the Municipality and will be placed in the bar area at a minimum size of 8 1/2" x 11".

H. A sign stating "No drinks beyond this point" will be placed appropriately at the discretion of the Municipal Representative.

I. Signage providing a telephone number(s) for taxi service is to be placed near the main entrance by the telephone. See "B(a)"

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REGULATION # 4

SAFE TRANSPORTATION

Only individuals, groups or organizations implementing a safe transportation strategy will be permitted rental/use privileges of facilities for Special Occasion Permit functions.

The sponsor is to decide which option(s) of Safe Transportation will be provided during their event. Please indicate what strategy(ies) you will be using on the "Checklist for Renters" form.

Possible Strategies:

- a) **Designated Drivers Program** - to be advertised at the event so that all patrons are aware this program is available.

The designated driver should be provided with non-alcoholic beverages during the function.

- b) Impaired individuals will be driven home by a sober friend, and/or call a relative, or taxi.
- c) Inform patrons through advertising of the Taxi service available.
- d) Promote O.P.P. RIDE Program

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.

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REGULATION # 5: YOUTH ADMISSION TO ADULT 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:

1. The following I.D. with picture and date of birth must be checked before anyone is allowed into the event/facility:
Health Card, Age of Majority, Driver's License, Military Card, Passport
2. Two (2) extra floor monitors will be required if persons under the age of majority are allowed to enter the event.
3. Individuals under the age of majority will not be allowed to consume alcohol beverages. Any one serving individuals under the age of majority will be required to leave the event.
4. All participants over the age of majority will be identified by a stamp on the back of the right hand, or by the placing of a wrist or arm band, before entering the event. The events at which this will occur will be at the discretion of the Municipal Representative. The stamp or band will be provided by the Municipality of Bayham.

Rationale:

To ensure that persons under the age of majority do not consume alcohol.

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REGULATION # 6: **ALCOHOL SERVICE**

A. **Low Alcohol Drinks**

In order to be eligible for a facility rental involving a Special Occasion Permit, the renter must provide low and non alcohol beverages. Free non alcohol beverages will be at the discretion of the permit holder.

Rationale:

Low alcohol beverages help prevent intoxication by providing consumers with an opportunity to consume less alcohol. An individual consuming a regular beer (at 5% alcohol) could drink two "extra light beers" (at 2.5% alcohol) and ingest the same amount of alcohol. Similarly, "light beer" (at 4% alcohol) represents a 20% reduction in alcohol intake.

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B. Control Of Alcohol Service

- 1) All drinks may be served in plastic or paper cups and all bottles and/or cans retained in the bar area at the discretion of the Municipal Representative.
- 2) Sponsor(s) and disc jockey will be advised by the Municipal Representative that "Last Call" is not to be announced."
- 3) Renters will agree not to use marketing practises such as: availability of oversized drinks, double shots, pitchers of beer, drinking contests, volume discounts or tickets including a free bar, as these practises encourage increased alcohol consumption.
- 4) Tickets for alcohol must be purchased from designated ticket sellers, with a maximum of 8 tickets per purchase.
- 5) Ticket sales must end at 12:30 a.m. and the bar close at 1:00 a.m. Tables are to be cleared by 1:30 a.m. and the facility vacated by 2:00 a.m. Signage to this effect will be supplied by the Municipality of Bayham.
- 6) Consumption of food should be encouraged throughout the event.
- 7) There will be no self-serve events, even "Wine and Cheese" functions require a bartender.

Rationale:

By following the above guidelines we will reduce the risk that sponsors automatically assume when running an event. These practices are designed to discourage heavy alcohol consumption.

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C. Advertising Events:

Renters must follow the Liquor Licence application regulations regarding alcohol advertising which states that groups cannot advertise the brands or the cost of the alcohol to be served unless application is made to the Liquor Control Board of Ontario.

Rationale:

Alcohol advertising is designed to encourage and promote the consumption of alcohol. Since it is illegal for people under the age of 19 to consume these products, it is preferred that alcohol advertising is not used. It is also the desire of the Municipality to provide a positive example to under-age patrons.

REGULATION # 7: **CONTROLS PRIOR TO EVENTS**

RENTERS OF MUNICIPAL FACILITIES WILL BE REQUIRED TO UNDERSTAND THE MUNICIPAL ALCOHOL POLICY PRIOR TO RENTING.

1. A copy of the Municipal Alcohol Policy will be available from the Municipal Representative at the time of booking. If any questions or concerns arise from this policy contact the Municipal Representative for clarification.
2. A "**Checklist For Renters**" form will be provided by the Municipality at the time of booking. This form is to be completed by the Renter and returned to the Municipal Representative **at least two (2) weeks prior to the event**. Signatures from both the Renter and the Municipal Representative are required on this form. Please see **"Appendix A"**.
3. The Community Centre Managers will maintain a current list of persons who have successfully completed a Server Training Program recognized by the Liquor Control Board of Ontario and have indicated that they may be available to assist at events where the Renter does not have the required trained personnel.

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4. The signatory of the S.O.P. must attend the event, and be responsible for decisions regarding the actual operation of the event. This person and all event workers must refrain from alcohol consumption 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 Municipal Representative.

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REGULATION # 8: EVENTWORKERS/SERVER TRAINING

THE FOLLOWING GUIDELINES ARE TO BE FOLLOWED REGARDING THE RATIO OF SERVER TRAINED PERSONS TO UNTRAINED SERVER PERSONS.

<u>PUBLIC EVENT</u>	<u>STAFFING REQUIREMENTS</u>		
Under 50 people	Location	# Server Trained	# Server (Untrained)
	Door	-	-
	Bar	1	-
	Bar Tickets	-	-
	Floor Monitor	no monitor required	-
50 - 100 people	Location	# Server Trained	# Server (Untrained)
	Door	1	1
	Bar	1 or 50 %	-
	Bar Tickets	1	-
	Floor Monitor	no monitor required	-
100 – 250 people	Location	# Server Trained	# Server (Untrained)
	Door	1	1
	Bar	2 or 50 %	-
	Bar Tickets	1 or 50 %	1
	Floor Monitor	1	2*
	*2 extra floor monitors are required for events allowing participants under the age of majority (19).		

MUNICIPALITY OF BAYHAM**MUNICIPAL ALCOHOL POLICY****PUBLIC EVENT****STAFFING REQUIREMENTS**

250 - 400 people	Location	# Server Trained	# Server Untrained
	Door	1	1
	Bar	2	-
	Bar Tickets	1	1
	Floor Monitor	2	2*

*2 extra floor monitors are required for events allowing participants under the age of majority (19).

Note: Worker numbers for events may increase or decrease and adequate volunteer or paid security personnel may be requested at the discretion of the Municipal Representative.

PRIVATE EVENT**STAFFING REQUIREMENTS**

Under 50 people	Location	# Server Trained	# Server Untrained
	Door	-	-
	Bar	1	-
	Bar Tickets	-	-
	Floor Monitor	no monitor required	-

50 - 100 people	Location	# Server Trained	# Server Untrained
	Door	-	-
	Bar	2	-
	Bar Tickets	-	-
	Floor Monitor	1	-

MUNICIPALITY OF BAYHAM**MUNICIPAL ALCOHOL POLICY****PRIVATE EVENT****STAFFING REQUIREMENTS**

	Location	# Server Trained	# Server Untrained
Over 100 people	Door	-	-
	Bar	2 or 50 %	-
	Bar Tickets	-	-
	Floor Monitor	2	-

MUNICIPALITY OF BAYHAM**MUNICIPAL ALCOHOL POLICY****REGULATION # 9****CONTROLS DURING EVENT**

ALL CONTROLS AND SERVICE MUST BE CONSISTENT WITH THE PROVISIONS OF THE LIQUOR LICENCE ACT OF ONTARIO AND ITS REGULATIONS.

1. The entrance to the event must be monitored by at least one responsible person meeting the age of majority requirements for public functions with under 100 persons in attendance, two responsible persons meeting the age of majority requirements for public functions with 100 or more persons in attendance.

These persons shall further observe for individuals that may be attempting to enter the premises and that appear to be impaired.

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 bona-fide proof of age.
3. The holder of the Special Occasion Permit shall be the person renting the facility and is responsible to ensure that the event is properly supervised and will provide enough staff to fulfill this obligation, at his/her cost.
4. In the event of a masquerade party taking place in any premise owned by the Municipality of Bayham, the permit holder is responsible to check ALL patrons I.D. to ensure they are of legal drinking age. Any person under the age of majority will not be allowed into a masquerade event.
5. The type of identification to be worn by the event workers must be stated on the "Checklist For Renters" form. See Appendix "A". (Example Stick-on I.D. labels or other distinguishing I.D. at the discretion of the Municipal Representative)
6. The bar area within the premises shall be closed promptly at 1:00 a.m. and NO SERVICE of alcoholic beverages will be allowed after this time.
7. All entertainment with the facility shall cease no later than 1:00 a.m.

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8. All signs of the consumption and service of alcohol including empty glasses shall be removed from sight within 30 minutes of the expiry of the Special Occasion Permit or by 1:30 a.m., whichever time is earliest.
9. To assist staff and ensure that no incidents occur within the premises, and **the facility must be vacated by 2:00 a.m.**

The only exception to the 1:00 a.m. closing time would be during a New Years Eve event when the Special Occasion Permit indicates the expiry time of 2:00 a.m. Relative deadlines would be extended by one (1) hour as appropriate.

Rationale:

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

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REGULATION # 10: INSURANCE

The sponsor(s) of a special occasion permit event being held in a municipally owned facility is required to provide a certificate of insurance, naming the Municipality of Bayham as an additional insured, in the minimum amount of one million dollars, at least fourteen (14) days prior to the event.

Rationale:

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

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MUNICIPAL ALCOHOL POLICY

REGULATION # 11: POLICY MONITORING AND REVISIONS

The alcohol management policy for the Municipality of Bayham, as approved by Council, will be reviewed annually by the Bayham Community Centres Committee, which will discuss any potential changes and recommend to Council for consideration and approval. A form will be given to all renters soliciting comments on their rental in relation to this policy. See Appendix "C".

Rationale:

- i) Monitoring and review of the Policy on a yearly basis will ensure that the policy remains up to date and effective.
- ii) Solicitation of public comments will allow the public to remain involved in the process of review and update of the existing policy.

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MUNICIPAL ALCOHOL POLICY

CONSEQUENCES FOR FAILURE TO COMPLY

Individuals and/or groups who fail to comply with the Municipal Alcohol Policy shall be subject to the following consequences:

1. Although the Police will be called if a situation deems it necessary to do so, it is the responsibility of the Special Occasion Permit Holder to ensure the proper management of an event.
2. Special Occasion Permit holder / event workers / volunteers will report any infraction of this policy to legal authorities whenever they believe such action is required. Where a minor infraction occurs they will notify the sponsor of the event.
3. Should a situation arise where the Municipal Representative deems it necessary to notify the sponsor of an infraction, and upon so doing the sponsor fails to comply, an event may be immediately shut down.
4. Failure to comply with the above could prevent the Licence Holder or Organization from further renting any Municipal facility and where appropriate, the Police will be advised and charges could be laid.
5. Any infraction of the Municipal Alcohol Policy will be reported by the Community Centre Manager or appropriate Municipal Representative to the Council or designated committee at their next meeting. Should Council or the designated committee chose to do so, an appropriate letter may be sent describing the problem to the sponsor. The Council or designated committee may refuse future rental privileges to the sponsor, giving notice of same by sending an appropriate letter.

Continued on next page

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CONSEQUENCES FOR FAILURE TO COMPLY - Continued

6. Where persons under the age of majority are found to have consumed or to be consuming alcohol at Special Occasion Permit or non-Special Occasion Permit events, the authorities may be called and/or the following procedure will be followed by the Municipal Representative:

First Infraction: The individual(s) 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 Council or designate to the parents/guardians.

Second Infraction: The individual(s) will be banned from attending any function held in any municipal facility for a period of 3 months. A registered letter will be sent by the Council or designate to the parents/guardians.

Third Infraction: A registered letter will be sent by the Council or its' designate notifying the individual(s) that they are banned indefinitely from the facility. The individual(s) must appeal to the Council or the designated committee for written reinstatement.

Continued on next page

MUNICIPALITY OF BAYHAM

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CONSEQUENCES FOR FAILURE TO COMPLY - Continued

7. Where adults and/or youth engage in disruptive behaviour at social events, authorities may be called and/or the following procedure will be followed by the Municipal Representative:

First Infraction: A verbal warning will be given to the individual(s) by staff in charge or head of the function. If individual(s) do not adhere to this warning the Authorities will be called. A registered letter will be sent to the individual(s).

Second Infraction: Individual(s) will be banned from attending all functions held in any municipal facility for a minimum period of 3 months. A registered letter will be sent to the individual(s) advising of same.

Third Infraction: A registered letter will be sent notifying the individual(s) that they are banned indefinitely from the facility. The individual(s) must appeal to the Council or designated committee for written reinstatement.

NOTE: Once a sponsor has received verbal notice of any infraction of this policy, the sponsor may be required to pay for the supply of police servicing.

Appendix "A"

MUNICIPALITY OF BAYHAM
Municipal Alcohol Policy
"CHECKLIST FOR RENTERS"

Date of Event(s):

- 1. Location of Event: _____
- 2. Number in Attendance: _____
- 3. Will persons under 19 years of age be attending this event?
 Yes No

Note:*2 extra floor monitors are required for events with attendance over 100 people and allowing participants under the age of majority, and adequate volunteer or paid security personnel may be required.

4. Name of person and/or group sponsoring this event:

5. Type of Identification for event workers _____

6. Has proof of a Special Occasion Permit been provided?
YES NO

7. Has proof of Insurance been provided? YES NO

8. The safe transportation strategy(s) that will be used at this function are:

a) _____

b) _____

c) _____

PLEASE SEE OVER

(2)

"CHECKLIST FOR RENTERS"

9. The names and certification numbers of Smart Serve trained program event workers are:

- 1) Name _____ Certification # _____
- 2) Name _____ Certification # _____
- 3) Name _____ Certification # _____
- 4) Name _____ Certification # _____
- 5) Name _____ Certification # _____
- 6) Name _____ Certification # _____

10. I have reviewed the Municipal Alcohol Policy with a municipal representative. _____ Yes _____ No

11. I understand all the policy regulations.
_____ Yes _____ No

12. I and/or my group will observe and obey all policy regulations during the event.
_____ Yes _____ No

If No, explain: _____

Signature of Special Occasion Permit holder _____

Address _____

Telephone Number _____

Signature of Municipal Representative _____

Date: _____

Appendix "B"

MUNICIPALITY OF BAYHAM

Municipal Alcohol Policy

OUTDOOR SPECIAL OCCASION PERMITS

APPLICATION TO MUNICIPALITY OF BAYHAM COUNCIL

Date of Event(s): _____

Type of Event: _____

1. Location of Event: _____

2. Number in Attendance: _____

3. Will persons under 19 years of age be attending this event?
_____ Yes _____ No

4. Name of person and/or group sponsoring this event:

5. Will there be extra staffing above the guidelines set out by the Municipal Alcohol Policy?
Describe i.e. #, Adequate volunteer or paid security personnel, security company, volunteers (trained or untrained):

6. Government Approvals that are necessary:

OPP Health Unit
Fire Building
Other

7. Transportation Strategies that will be used at this function are:

a) _____

b) _____

PLEASE SEE OVER

2)

OUTDOOR SPECIAL OCCASION PERMITS

APPLICATION TO MUNICIPALITY OF BAYHAM COUNCIL

8. Drawing of service area showing entrances, service area, seating area, fencing etc. Please attach.

9. Type of Fencing (i.e. Single or double fencing, snow fence etc.)

10. Glass or Plastic Glasses to be used?

11. Parking arrangements:

12. Type of identification for event workers:

13. Percent of event workers that will be Smart Serve trained to untrained:

14. The Municipal Alcohol Policy has been reviewed with a municipal representative.

_____ Yes

_____ No

Signature of Applicant _____

Address _____

Telephone Number

Date: _____

APPENDIX "C"

MUNICIPALITY OF BAYHAM

MUNICIPAL ALCOHOL POLICY COMMENT FORM

Please comment on the affects that this policy had relating to your rental.

Date of your event: _____

Location of event: _____

Type of event: _____

Comments: _____

Thank you for your co-operation!

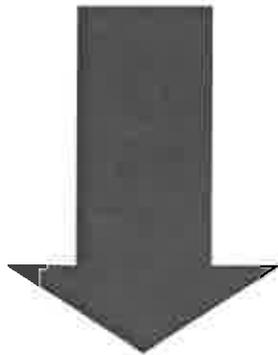
It is against the Liquor
Licence Act of Ontario for
licensed establishments to
serve customers to
intoxication.

For this reason, servers in
our facilities
are required to obey the law
and not serve anyone
to intoxication

We are pleased to offer
non-alcohol beverages

**YOU MAY BE
REQUIRED
TO SHOW
IDENTIFICATION**

**NO
DRINKS
BEYOND
THIS
POINT**



VIENNA COMMUNITY CENTRE

26 Fulton Street, Vienna

Municipality of Bayham

519-874-4019 (Entrance phone)

519-874-1299 (Bar Phone)

Municipal Representative

Name: Jackie Ringland

Address: R.R. # 1, Vienna, Ontario N0J 1Z0

Telephone number: 519-866-3427
If no answer, leave message

Owner of facility

Municipality of Bayham
519-866-5521
(Mon.-Fri. 8:30 a.m. - 4:30 p.m.)

O.P.P., FIRE, AMBULANCE, OTHER EMERGENCY: Dial 9-1-1

Alcohol & Gaming Commission of Ontario (formerly Liquor
Control Board of Ontario) (daytime-or leave message)
1-800-522-2876

Taxi: J & D's Taxi Service (Aylmer) 773-9566
KTN Taxi (Tillsonburg) 519-688-3900

BAYHAM COMMUNITY CENTRE
56169 Heritage Line, Straffordville
Municipality of Bayham
519-866-3491 (Kitchen)
519-866-3104 (Entrance phone)

Municipal Representative

Name: Jackie DeClercq

Address: R.R. # 1 Straffordville, Ontario N0J 1Y0

Telephone number: 519-866-3323

Owner of facility:

Municipality of Bayham

519-866-5521

(Mon.-Fri. 8:30 a.m. - 4:30 p.m.)

O.P.P., FIRE, AMBULANCE, OTHER EMERGENCY: Dial 9-1-1

Alcohol & Gaming Commission of Ontario (formerly Liquor
Control Board of Ontario) (daytime-or leave message)
1-800-522-2876

Taxi: J & D's Taxi Service (Aylmer) 773-9566
KTN Taxi (Tillsonburg) 519-688-3900

SPONSOR OF THIS EVENT

Name: _____

Address: _____

Telephone number: _____

Email address: _____

No Minors
Served

All Ticket
Sales End at
12:30 am

Bar closes
at 1:00 am

Tables cleared
by 1:30 am