



The Corporation of the Municipality of  
**Central Elgin**

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# **MUNICIPAL ALCOHOL POLICY**

## **For Special Occasion Rentals**

**Contact Information: Recreation Department  
(519) 631-4860**

**Revised Date:  
Approved Date:**



# MUNICIPALITY OF CENTRAL ELGIN

## MUNICIPAL ALCOHOL POLICY

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## **MISSION STATEMENT**

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

## **GOALS**

The Municipality of Central Elgin wants residents and visitors to enjoy the various facilities and parks available. 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 CENTRAL ELGIN

## MUNICIPAL ALCOHOL POLICY

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### REGULATION #1:

### MUNICIPAL FACILITIES ELIGIBLE FOR SPECIAL OCCASION PERMIT EVENTS

- A. Port Stanley Arena and Community Centre – Auditorium ( Maximum 300 persons)
- B. Port Stanley Arena and Community Centre – Arena Floor ( Maximum 800 persons)
- C. Belmont Arena and Community Centre – Auditorium ( Maximum 200 persons)
- D. Belmont Arena and Community Centre – Arena Floor ( Maximum 1,000 persons)
- E. Sparta Ball Diamond
- F. Union Ball Diamond
- G. Selbourne Park – Port Stanley
- H. Belmont – Ball Park Complex
- I. Port Stanley Arena and Community Centre- Lobby (Maximum 88 persons)
- J. Belmont Arena and Community Centre- Lobby (Maximum 132 persons)

### REGULATION #2:

### MUNICIPAL PARKS AND FACILITIES NOT ELIGIBLE FOR SPECIAL OCCASION PERMIT EVENTS

- A. Arena Dressing Rooms

#### Rationale:

Alcohol is not permitted in this area 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 no longer be tolerated in these areas.

B. Arena Ice Surface

**Rationale:**

The above area is 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 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.

C. 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.

**REGULATION #3:**

**SIGNS**

A. Statement of Intoxication

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

"It is against the Liquor Licence Act (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 alcoholic beverages."

B. Accountability

This sign will be supplied in quadruplet by the Municipality. 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 and address and telephone phone numbers of the Central Elgin 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.

C. 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 Municipality of Central Elgin.

D. Ticket Sales

Ticket sales to end at a specific time designated by the event organizers.

E. Legal Drinking Age

The only acceptable proof of age is photo identification.

F. Alcohol Ineligible areas

“No alcohol beyond this point.”

**REGULATION #4**

**SAFE TRANSPORTATION**

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

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.

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 supplied with low cost or free soft drinks/coffee during this 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 available Taxi service..

**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.



**REGULATION #5:**

**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:

1. All identification must be checked before anyone is allowed into the event/facility if persons appear to under 25 years of age.
2. Two (2) extra floor monitors will be required if persons under the legal drinking age are allowed to enter the event.
3. 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.
4. All participants over the legal drinking age will be identified (i.e. – stamps, wristbands) before entering the event.

**Rationale:**

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

**REGULATION #6:**

**ALCOHOL SERVICE**

A. Alcohol and Non Alcoholic Drinks

Non-alcohol beverages shall be made available. The permit holder must ensure that only standard drinks will be served. A standard drink is: 12 oz. 5% beer; 5 oz. 12% wine; 1 1/2 oz. 40% spirits. No extra strength beer shall be provided (ie.beer that has greater than 5% alcohol).

**Rationale:**

These measures will help to prevent adverse consequences related to alcohol, such as intoxication, alcohol- poisoning and impaired driving. Non-alcohol beverages should be available for designated drivers and those who do not wish to drink alcohol. Event organizers are encouraged to offer low alcohol content beverages ( ie.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.

B. Control of Alcohol Service

1. All drinks to be served in plastic or paper cups and all bottles to be retained in the bar area. 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 Municipal official approving the event.

2. Renters will agree not to use marketing practices such as: availability of oversized drinks, double shots, drinking contests, volume discounts or tickets including a free bar, as these encourage increased alcohol consumption.
3. Food shall be available during the event.
4. It is recommended that no more than 2 drinks per person be served at a time.

**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.

C. **Advertising Events:**

Facility renters must comply with all regulations and terms and conditions applicable to special occasion permits and/or any other permit to sell liquor, 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.

**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 Municipality of Central Elgin to provide a positive example to underage 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 Recreation Department at the time of booking. If any questions or concerns arise from this policy contact the Recreation Department, at (519) 631-4860 for clarification.
2. A "Checklist for Renters" form will be provided by the Municipality of Central Elgin at the time of booking. This form is to be completed by the Renter and returned to the Recreation Department at least one (1) week prior to the event. Signatures from both the Renter and the Recreation Department are required on this form. Please see "Appendix A".
3. The Recreation Department will maintain a current list of persons whom have successfully completed a Server Training Program recognized by the Alcohol and Gaming Commission and have indicated that they may be available to assist at events where the Renter does not have the required trained personnel.
4. 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 Recreation Department.

**REGULATION #8:**

**EVENT WORKERS**

THE FOLLOWING GUIDELINES SHALL BE FOLLOWED REGARDING THE RATIO OF SMART SERVE TRAINED PERSONS TO UNTRAINED PERSONS.

**STAFFING REQUIREMENTS**

- Event staff are not to consume alcohol while working at an event
  - 60% of event staff must be Smart Serve trained

**PUBLIC EVENT**

Number of Participants	Bartenders	Floor Supervisors	Door Supervisors	Ticket Sellers
0 - 50	1		1	
51 - 150	2		1	1
151 - 250	3	1	1	1
251 - 300	3	1	2	2
301 - 1000	6	4	4*	2

- \* A minimum of two (2) Door Supervisors must be in attendance at all times. The other two (2) may be used in other areas as demand requires.

**PRIVATE EVENT** (an event where persons are formally invited, eg. weddings, birthday parties)

Number of Participants	Bartenders	Floor Supervisors	Door Supervisors	Ticket Sellers
0 - 50	1			
51 - 100 **	1	1		
101 - 300**	2	1		

- \*\* 2 extra floor monitors are required for events allowing participants under the legal drinking age

For Private Events with more than 300 people in attendance, refer to previous section for Public Events.

**Rationale:** It is assumed that private events would be a lower risk.

**REGULATION #9:**

**CONTROLS DURING EVENT**

ALL CONTROLS AND SERVICE MUST COMPLY WITH THE PROVISIONS OF THE LIQUOR LICENCE ACT ( ONTARIO) AND ITS REGULATIONS.

1. The entrance 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 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 Municipality of Central Elgin 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 on the "Checklist For Renters" form. See Appendix "A".
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 save and except for any New Years Eve event with a Special Occasion Permit allowing service until 2:00a.m..
7. All entertainment with the facility shall cease at 1:00 a.m.
8. All signs of the consumption and service of alcohol including empty glasses shall be removed from sight in a prompt and orderly fashion.
9. To assist arena staff and ensure that no incidents occur within the premises, the facility must be vacated by 2:00 a.m.
10. 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.

**REGULATION #10:****INSURANCE**

That the sponsor(s) of a special occasion permit event held in a municipally owned facility be required to provide proof, at least fourteen (14) days prior to the event, that they have purchased a minimum of five million dollars in liability naming the Municipality of Central Elgin as co-insured.

**Rationale:**

1. Special Occasion Permit permit holders, hall owners, club executives and volunteers could all be named in a law suit. This occurred in Chapis, Quebec when the Chapis Lions Club, club organizers, Lions International and Falconbridge Limited (hall owners) were successfully sued following a New Year's Eve Party where a participant set fire to hall decorations with a cigarette lighter. The ensuing fire resulted in injuries and deaths.
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.

**REGULATION #11:****POLICY MONITORING AND REVISIONS**

The alcohol management policy for the Municipality of Central Elgin as submitted by the Municipal Alcohol Policy Committee will be reviewed yearly from the date initially approved by Council, and by the Recreation Department. After reviewing the policy each year, the Recreation Department, if required, will form a committee consisting of as many of the original committee members as possible to discuss the recommended changes. A form will be given to all renters soliciting comments on their rental in relation to this policy. See Appendix "B".

**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.

**MUNICIPALITY OF CENTRAL ELGIN  
Municipal Alcohol Policy**

**"CHECKLIST FOR RENTERS"**

**Confirmed  
(please initial)**

Date of Event(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

1. Location of Event: \_\_\_\_\_
2. Number in Attendance: \_\_\_\_\_
3. Will person under 19 years of age be attending this event?  
\_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_
4. Name of person and/or group sponsoring this event:  
\_\_\_\_\_
5. Type of Identification to be worn for event workers \_\_\_\_\_  
\_\_\_\_\_
6. Has proof of Special Occasion Permit permit been provided \_\_\_\_\_
7. Has proof of Insurance been provided \_\_\_\_\_
8. 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 ( )  
c) Inform Patrons of Taxi Service ( )  
d) Other ( )

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

1) Name \_\_\_\_\_ Cert # \_\_\_\_\_

2) Name \_\_\_\_\_ Cert # \_\_\_\_\_

3) Name \_\_\_\_\_ Cert # \_\_\_\_\_

4) Name \_\_\_\_\_ Cert # \_\_\_\_\_

5) Name \_\_\_\_\_ Cert # \_\_\_\_\_

6) Name \_\_\_\_\_ Cert # \_\_\_\_\_

7) Name \_\_\_\_\_ Cert # \_\_\_\_\_

8) Name \_\_\_\_\_ Cert # \_\_\_\_\_

9) Name \_\_\_\_\_ Cert # \_\_\_\_\_

10) Name \_\_\_\_\_ Cert # \_\_\_\_\_

10. Are all signs in place: Accountability, Ticket Sales, No Last Call, Statement of Intoxication, Legal Drinking Age, Alcohol Ineligible Area \_\_\_\_\_

11. Method of counting patrons (clicker, tickets,) to ensure maximum allowed \_\_\_\_\_

12. Non-alcoholic beverages and food available \_\_\_\_\_

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

**SIGNATURE OF SPECIAL OCCASION PERMIT HOLDER:**

**SIGNATURE OF MUNICIPAL REPRESENTATIVE:**

\_\_\_\_\_

\_\_\_\_\_

DATE \_\_\_\_\_

DATE \_\_\_\_\_

**MUNICIPALITY OF CENTRAL ELGIN**

**MUNICIPAL ALCOHOL POLICY COMMENT FORM**

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

**Please state the date of your event:** \_\_\_\_\_

**Location of event:** \_\_\_\_\_

**Type of event:** \_\_\_\_\_

**Comments:** \_\_\_\_\_

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**THANK YOU FOR YOUR COOPERATION!**



