



# Municipal Alcohol Policy

**ADM-07-07**

**As approved by Council December 17, 2007**  
**Replaces: Alcohol Risk Management Policy approved on September 27, 2004**

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# 1. Policy statement

The Municipality of Grey Highlands is committed to providing safe and enjoyable municipally owned premises to its residents and visitors, and recognizes that an effective alcohol policy supports the following objectives:

- creates a safe environment at Municipal premises for the general public and staff, thus enhancing enjoyment of events by both drinkers and non-drinkers;
- protects the public and staff against bodily injury and property damage caused by alcohol abuse;
- contributes to the well being of the community and reduces the risk of ill health caused by alcohol abuse;
- reduces opportunities to engage in high risk drinking;
- reduces the Municipality's and Sponsors' exposure to risk by requiring Sponsors to procure third party liability insurance coverage and use trained alcohol servers;
- increases the general public's awareness in regard to their responsibilities and obligations under the Liquor Licence Act;
- communicates the importance of responsible alcohol management and drinking practices advocated by the Municipality;
- provides the public and staff with Municipal guidelines and prevention tools aimed at reducing the potential of alcohol related incidents;

Therefore, this Policy establishes a series of reasonable conditions, which all persons will be required to follow where the consumption of alcohol is permitted on Municipal premises.

# 2. Definitions and short forms

In this Policy the following definitions apply:

Alcohol - means spirits, wine or beer, or any combination thereof and includes any product of fermentation or distillation in a form appropriate for human consumption as a beverage, alone or in combination with another matter.

Municipal/Municipality - means the Corporation of the Municipality of Grey Highlands, as of January 1, 2001

Premises - means all of the Municipality of Grey Highlands owned buildings, structures and parks, or any of them.

Sponsor - means any person 19 years of age or over seeking to hold an event involving the serving of alcohol at Municipal premises.

Designate (Responsible Alternate) - a person(s) appointed by the Sponsor, and acceptable to the Municipality, who is over the age of 19 and who has satisfactorily proven to the Sponsor that she/he will act in accordance with the M.A.P.

Trained Server - a paid/volunteer person(s) appointed by the Sponsor, who is over the age of 19 and who has satisfactorily proven to the Sponsor that she/he has been trained by a recognized alcohol server training course to include Smart Serve.

Monitor - a paid/volunteer person(s) appointed by the Sponsor, who is over the age of 19 and who has satisfactorily proven to the Sponsor that she/he will act in accordance with the MAP.

Facility Representative - Municipal official, or designate, having operational jurisdiction over a Municipal premise.

The Standard Drink - means,

12 oz or 341 ml. of beer with 5% alcohol 5 oz or 142 ml. of wine with 12% alcohol 1 ½ oz or 43 ml. of spirits with 40% alcohol

M.A.P. - refers to the Municipality of Grey Highland's Municipal Alcohol Policy

Policy (M.A.P.) - means the Municipality of Grey Highlands Municipal Alcohol Policy set out herein.

Special Occasion Permit (S.O.P.) - means a permit issued by the Alcohol and Gaming Commission of Ontario pursuant to the Liquor Licence Act, which is required any time alcohol is served in a non-private place.

Publicly Advertised - an event which is made generally known to the public, utilizing advertisement sources such as flyers, newspaper, radio or formal announcements.

Good Standing - a Sponsor holding an event in good standing is one who:

- operates in compliance with M.A.P and related Municipal/County By-laws, Policies, and Procedures, Terms and Conditions and Standards;
- has no prior unresolved issue of non-compliance to the M.A.P. or related By-laws, Policies and Procedures, Terms and Conditions and Standards;
- operates in compliance with the Liquor Licence Act.

### **3. Terms and Conditions**

A sponsor holding an event must:

- be in good standing with the Municipality
- comply with the requirements set out in the M.A.P.
- comply with the regulations of the Liquor License Act,
- comply with all rules and regulations, standards, policies and procedures of the Municipality, all By-laws including, but not limited to the Noise By-law and the County of Grey Smoking By-law, and comply with all Federal, Provincial and Municipal laws that apply to the use of the premises or holding of the event.

#### **4. Where the M.A.P. applies**

- Events occurring on Municipal premises
- Grey Highlands events held at any location
- Events sanctioned by the Municipality that are held on premises owned by third parties

#### **5. Event category criteria guideline**

A sponsor holding an event must meet the passive, moderate, high risk and major event criteria detailed in the Category Criteria Guideline outlined in Appendix 'A'.

#### **6. Events not eligible for special occasion permits**

All events involving a majority of participants under the legal drinking age of 19 years of age shall be designated as Non-Special Occasion Permit events and no alcohol can be distributed or sold.

#### **7. Acceptable premises**

Acceptable premises suitable for serving alcohol include:

- those premises for which the Municipality has granted approval to a S.O.P.;
- those premises known as
  - Kinplex Community Hall (Flesherton)
  - Centre Grey Recreation Complex (Markdale)
  - Osprey Recreational Centre (Feversham)
  - Euphrasia Memorial Community Centre (Rocklyn)
  - Stothart Hall (Priceville)
  - Maxwell Community Centre (Maxwell)
  - Flesherton Arena (Flesherton)
  - Kimberley Community Hall (Kimberley)
- outdoor premises, provided the area is defined by a barricade that is at least 0.9 metres high and that makes the premises readily distinguishable from adjacent premises to which the permit does not apply.

The following favourable park guidelines are provided to staff for consideration during the decision making process when a park is being considered as an acceptable location to serve alcohol:

- Adequate parking is provided to accommodate the nature of the event.
- The temporary outdoor area used for the serving of alcohol is installed a minimum of 100 meters distance from any residential property.
- The park is primarily used for community and municipal events.
- The park offers special attractions and/or is the site of several major sporting facilities.
- A municipal premise, with amenities to include a community centre, located on site.
- The park location is easily accessible by Emergency Services in the event of an emergency.

## **8. Youth admittance to events**

Each rental group will be responsible to select a strategy on allowing youth to their event. In all cases the events allowing individuals under the age of majority and with over 250 patrons will be required to identify those persons over the age of majority. Sponsors shall choose either stamps or wristbands to identify persons over the age of majority. It is understood that underage participants will not be provided or served alcohol directly or indirectly at the event.

## **9. Signs**

During events, where alcohol is to be served, an approved sign with the following wording shall be displayed in a prominent location immediately within each licensed area where alcohol is to be sold or distributed in any manner.

**"IT'S THE LAW" SERVERS ARE PROHIBITED FROM SERVING ALCOHOL TO PARTICIPANTS UNDER 19 YEARS OF AGE AND INTOXICATED PERSONS, OR TO SERVE ANYONE WHO APPEARS TO BE AT THE POINT OF INTOXICATION ASK YOUR SERVER ABOUT SAFE TRANSPORTATION OPTIONS!**

The original S.O.P. must also be posted/displayed in a conspicuous location in the licensed/server area by the Sponsor for the duration of the event.

Rooms within Municipal premises where alcohol infractions have been an issue, to include all arena change rooms, will be equipped with signs affixed to walls in a visible location stating:

**CONSUMPTION OF ALCOHOL IS NOT PERMITTED ON THE PREMISES, UNLESS THE MUNICIPALITY HAS GRANTED APPROVAL AND A SPECIAL OCCASION PERMIT HAS BEEN POSTED ON THE SITE**

## 10. Event servers and monitors

The following guideline sets out the ratio of event servers and monitors to event participants. However, the requirements may be increased or decreased at the discretion of Council depending on crowd dynamics and type of event.

The Sponsor must use at least one (1) Smart Serve Certified bartender. The Sponsor shall ensure all event workers are over the age of 19. Door and entrance monitors are encouraged to monitor the door for a minimum of 1.5 hours following the advertised admission time and for a minimum of 1.5 hours prior to the advertised departure time.

Passive, moderate, high risk and major event classifications (Appendix “A”) are determined by Municipal staff based on event dynamics.

Event	Trained Servers (or as stipulated by AGCO)	Monitors	Recognized Licensed Security
Passive	1 * At each designated bar area	N/A -The Sponsor is responsible to monitor the entrance to the room	N/A “ <b>Stag and Does</b> ” <b>Require Security</b>
Moderate	0 - 299 people 1 300 - 599 people 2 *At each designated bar area	<b>Entrance</b> - 1 at the entrance to the room <b>Floor</b> - 1 + 1 per every additional 200 participants	0 - 299 people 0 300 - 599 people 2 *Or as directed by AGCO, OPP, Security ***“ <b>Stag and Does</b> ” <b>Require Security</b>
High Risk/Major	2 + 1 for every additional 200 participants *At each designated bar area	<b>Entrance</b> - 1 per every entrance to the room <b>Floor</b> - 1 + 1 per every additional 200 participants	0 - 299 people 2 300 - 599 people 4 600 - 1200 people 6 *Or as directed by AGCO, OPP, Security ***“ <b>Stag and Does</b> ” <b>Require Security</b>

**Please note: Stag and Does, regardless of proposed attendance are considered under the High Risk/Major Event Category**

Smart Serve training is available on-line. You will have 30 days to complete the course. The training includes a two-hour test with 25 multiple-choice questions. You receive your results immediately and if you were successful a certification card is mailed to your home. If you have questions or require information regarding the on-line course (and Smart Serve Training Kits) call Smart Serve Ontario, toll-free at 1-877-620-6082 or visit their website a [www.smartserve.ca](http://www.smartserve.ca).

## 11. Security/operational plan

The Sponsor, if determined necessary by the Municipality, through Council, shall submit a security/operational plan when an event is classified as a high risk or major event. Such security/operational plan may be approved by Council in consultation with Police, Fire, EMS and the Liquor License Inspector. All costs associated with the security/operational plan shall be borne by the Sponsor.

## 12. Important facts about alcohol and controlling consumption

Non-alcohol beverages must be made readily available throughout the duration of the event and at a cost significantly lower than drinks containing alcohol.

Sponsors must ensure that a variety of low-alcohol 'lite' beverages are available. Low-alcohol beverages are the 'smart choice' to help control and prevent intoxication. They provide responsible patrons with an opportunity to consume less alcohol and avoid becoming intoxicated at an accelerated rate. For example, a patron consuming a regular beer at 5% alcohol would have to drink two 'extra light' beer at 2.5% alcohol to ingest the same amount of pure alcohol. 'Lite' beer at 4% alcohol represents a 20% reduction in pure alcohol intake than a regular beer.

The Municipality supports the serving of a 'standard drink' as a measure to gauge alcohol consumption.

### ***The Standard Drink***

12 oz or 341 ml. of beer with 5% alcohol 5 oz or 142 ml. of wine with 12% alcohol 1  
½ oz or 43 ml. of spirits with 40% alcohol

Each of these standard drinks has 0.6 ounces or 17 ml. of pure alcohol that has similar effects on the body.

Many alcohol products contain a higher pure alcohol content than a 'standard drink'. These products are considered to be 'fortified'. Sponsors and servers are strongly discouraged from serving 'fortified' alcohol products and must be aware of the following:

- Beer products with more than 5% alcohol, wine products with more than 12% alcohol and spirits with more than 40% alcohol, are considered 'fortified' alcohol products.
- Many coolers and beer products are 'fortified', check the pure alcohol content before serving.

- Fortified' products have a greater alcoholic content and patrons must be made aware these products will lead to accelerated adverse alcohol effects on the body.
- You are responsible to closely monitor and limit the consumption of 'fortified' alcohol products by patrons.

Controls to limit consumption:

- If alcohol beverage tickets are sold, the sale of a maximum of five (5) tickets per person will be permitted at one time.
- The Sponsor shall allow the redemption of unused tickets for cash on demand at any time during the event.
- Sponsors are encouraged to limit the number of free drinks provided to guests during an 'open bar' event to two (2) drinks per person.
- That a maximum of two (2) drinks be sold/served to one person at any one time.
- Prohibit 'last calls' and announcements prior to the end of the event that advise patrons the bar is about to close, in order to control drink stocking within the last minutes of the event.
- Better quality premium drink brands encourage guests to sip and savour their drink rather than ordering multiple lesser-priced drinks.
- In order to reduce the risk of intoxication and the rate of consumption, Sponsors must supply food sufficient to serve the persons attending the event. Serving food is one of the best ways to lower the risk of becoming intoxicated. Not only does food delay the absorption of alcohol into the blood, but it generally takes longer to drink while you are eating. Sponsors are strongly encouraged to offer food throughout the event, rather than just a buffet at midnight, to ensure your guests are not drinking on an empty stomach. Pizza slices, sandwiches, soups, vegetable dishes, hot dogs or hamburgers are considered substantial food types. Snacks such as chips, pretzels, and peanuts are not considered food and due to salt intake increase the rate of consumption.

Prior to the event, the Sponsor will be requested to provide the Municipality with a copy of the S.O.P.

### 13. Insurance

Event	Minimum Third Party Liability Insurance Required	Insurance	Endorsement Required	Confirmation of Insurance
	Passive and Moderate Events \$1,000,000	Sponsors are strongly encouraged to advise their Insurance Broker that they will be serving/selling alcohol at an event away from their residence in order that their < Personal Liability Home Owners or Tenants and Condominium Owners Liability can be extended.	For your protection, ask your Insurance Broker to endorse your Personal Liability Home Owners or Tenants and Condominium Owners Liability policy to include: * Host Liquor Law Liability, or ** Liquor Law Liability	The Municipality may request a Certificate of Insurance, evidencing the coverage.
	High Risk/Major Event \$2,000,000	Sponsors are strongly encouraged to advise their Insurance Broker that they will be serving/selling alcohol at an event away from their residence in order that their < Personal Liability Home Owners or Tenants and Condominium Owners Liability can be extended.	For your protection, ask your Insurance Broker to endorse your Personal Liability Home Owners or Tenants and Condominium Owners Liability policy to include: * Host Liquor Law Liability, or ** Liquor Law Liability endorsement adding the Municipality of Grey Highlands as an additional insured.	The Municipality may request a Certificate of Insurance, evidencing the coverage.

It should be noted Personal Liability Home Owners, Tenants or Condominium Owners Liability insurance coverage provides protection to the sponsor only.

\*Host Liquor Law Liability endorsement is when alcohol is not sold.

\*\* Liquor Law Liability endorsement is when alcohol is sold.

#### How to Obtain Insurance Coverage

Contact your Insurance Broker to discuss your insurance options. For the information of Sponsors, the Municipality of Grey Highlands administers a User Group Liability insurance program with a \$2,000,000 limit that can be purchased by the Sponsor directly from the Municipal representative at an affordable premium charge.

### 14. Alcohol Marketing Practices

Marketing practices, which encourage increased or immoderate consumption, such as oversized drinks, double shots of spirits, drinking contests, jello shooters, liquor raffles and volume discounts, are not permitted.

## **15. Safe Transportation**

The Sponsor shall be responsible for promoting safe transportation options for all drinking participants at the event. These safe transportation options may include:

- The requirement to have a designated driver strategy. Your strategy should include information such as the names of the person(s) that will use a personal vehicle to drive impaired participants to a place of safety.
- The promotion of taxis, or other forms of alternate transportation; and/or,
- Call a friend, relative, or taxi to assist intoxicated drivers; and/or,
- If necessary, call police, warn or apprehend the impaired driver.

If an uncontrollable situation develops in relation to intoxicated patrons driving their/others vehicles, the Sponsor, designate, or if present an approved Municipal representative, shall call the Police and request that the intoxicated patrons be apprehended to ensure they do not drive vehicles while intoxicated.

If a taxi service is required, the cost to provide such service shall be the responsibility of the Sponsor.

The Sponsor must remain on the premises until all the patrons have left the premises by a safe and satisfactory means of transportation.

## **16. Controls**

The Sponsor, or acceptable designate, shall sign and have witnessed the document attached to this Policy as Appendix 'B' to verify that they have received, read, understand and will strictly observe and ensure compliance with these controls and policy regulations.

These controls shall include the following:

- Prior to obtaining a S.O.P. from the Alcohol and Gaming Commission of Ontario, the Sponsor shall confirm with a Municipal representative that the premises are available for rental on the date required.
- The event Sponsor must obtain an S.O.P./Catering Endorsement from the Alcohol and Gaming Commission of Ontario and must show proof of this to a Municipal representative prior to the event. Failure to provide this documentation will result in the Sponsor not being permitted to serve alcohol at the event.
- The Sponsor must display the original S.O.P./Licence/Catering Endorsement and levy receipts in a conspicuous location within the immediate area where the alcohol is to be sold or distributed.
- All alcohol permitted on the site must be purchased or approved under the S.O.P. application. Substitute or supplementary alcohol is not permitted.

- Acceptable forms of identification, which include a photo, are: a BYID card issued by the LCBO; Driver's licence; Canadian Armed Forces I.D. card; Canadian Citizenship Card, or a Canadian passport. Such identification shall be inspected before admitting and serving a person, apparently under the age of 19.
- The Sponsor or designate, must attend the event for the entire duration, including the post event clean up, and be responsible for making decisions regarding the operation of the event and safe transportation.
- Sponsor, Monitors, Servers will not consume alcohol during the event, nor will they be under the influence of any alcohol consumed before the event.
- The Sponsor shall permit Municipal representatives to enter the event at all times.
- The Sponsor is responsible for providing and paying for (if required) the ticket taker and seller and for crowd control and security.
- The event Sponsor, and staff if present, must ensure the physical setting is safe for drinkers and non-drinkers. All exits must be kept clear of obstruction.
- Should the event Sponsor or staff become aware of a situation that could lead to injury or property damage they must take immediate and decisive action to prevent patrons from engaging in activities or conduct that is drunkenness or riotous, quarrelsome, violent or disorderly which could harm themselves or others, or could result in property damage.
- The event Sponsor will be available upon request to event workers who require assistance in managing a person who is refused a sale or becomes unmanageable.
- The Sponsor shall ensure liquor that is sold or served on the premises is not removed from the premises, or brought into an unacceptable area, by a person attending the event.
- All bottles must be retained within the licensed bar area. All beverages must be served in unbreakable cups except for formal dinners and catered events. Alcoholic and non-alcoholic drinks are to be served in different cups.
- The serving of alcohol will cease no later than the hour specified on the S.O.P., Catering Endorsement or Licence.
- The Sponsor shall conceal or remove all evidence of the service and consumption of liquor within forty-five (45) minutes after the end of the period during which liquor may be sold or served under the permit. (When the bar set-up is permanent, as required by Alcohol and Gaming Commission of Ontario regulations, patrons must be cleared from the room within 45 minutes of closing.
- The Sponsor must comply with the regulations of the Liquor Licence Act, to abide by the Municipality of Grey Highlands Municipal Alcohol Policy, Standards, Policies and Procedures, General Terms and Conditions of the Rental Agreement, Municipal By-laws including but not limited to the Noise By-law and County of Grey Smoking By-law and Federal, Provincial and Municipal laws that apply to the use of the premises and holding of the event.
- Representatives who have reason to believe that the presence of a person on the premises is threatening, the Representative may request the person to leave or forbid the person to enter the premises. The Sponsor shall not permit persons to enter the premises who are or appear intoxicated, are known troublemakers or individuals who could cause overcrowding.

- If drunkenness, riotous, quarrelsome, violent or disorderly conduct could lead to an uncontrolled situation and the troublemaker refuses to leave, the Sponsor, designate, event worker or Municipal staff will:
  - first ask the person to leave, and
  - if the individual refuses to leave, call the Police.

## **17. Revoking a permit**

The Municipality reserves the right to revoke a permit to hold an event or disallow the serving of alcohol at an event on Municipal premises without notice:

- When the sponsor does not comply with the terms and conditions of the M.A.P. or fails to perform or fails to conduct its activities in a manner acceptable to the Municipality.
- If the Municipality becomes aware of an individual or group that promotes views, ideas or presentations which are likely to promote discrimination, contempt or hatred to any person on the basis of race, national or ethnic origin, colour, religion, age, sex, marital status, sexual preference, or disability, gratuitous sex and violence.

## **18. Failure to comply**

Municipal staff and/or Security has the authority to demand correction and/or to shut down an event on behalf of the Municipality of Grey Highlands.

Sponsors, individuals and groups who fail to comply with any portion of the M.A.P. will be subject to the following consequences:

- Loss of their entire, or a portion, of their deposit, shall pay for corrective action, additional costs or damages, and/or
- Suspension, for a specific period, from booking Municipal premises. < Such other action, including long term or indefinite suspension of future rental privileges, as may be determined by the Council (and/or designate) having operational jurisdiction over the premises.
- Deposit amounts can be increased at the discretion of the Municipality when prior infractions occurred that resulted in substantial property damage costs.

The Municipality will report any unresolved infractions of this policy to authorities, including the Alcohol and Gaming Commission of Ontario, whenever they believe such action is required.

When individuals are found to be consuming alcohol in restricted areas without obtaining a S.O.P./Licence/Catering Endorsement, staff will report the infraction to the booking authority having operational jurisdiction over the premises and, if necessary, will call the Police. Known violators will receive a letter advising them of the permit revoking consequences for failure to comply with the M.A.P.

## **19. Enforcement**

When Monitors, Security or Municipal staff become aware of a Policy infraction, such violation shall be immediately documented and brought to the attention of the Sponsor with a request to rectify the situation. Monitors or Staff should not attempt to rectify a violation that could lead to a confrontation resulting in personal injury or property damage. In such cases, the police shall be alerted.

## **20. Policy monitoring**

The Clerks Department is responsible to monitor the M.A.P. for required amendments to reflect legislated changes, etc.

## **21. Policy deviations and amendments**

Amendments to the M.A.P. will be recommended to Municipal Council for consideration.

## **22. Planning guide, acknowledgment statement and contacts list**

Guideline documents summarizing the M.A.P. requirements, attached as Appendix 'C', will be provided to Sponsors who apply to hold an event on Municipal premises. Sponsors must complete, sign and return the 'Acknowledgment Statement', which forms part of Appendix 'C', to the Municipality prior to holding the event.

A current list identifying staff contacts for emergency and essential services will be the responsibility of and maintained by the Public Works department having operational jurisdiction over the premises. A list identifying Alcohol and Gaming Commission of Ontario representatives will be maintained by the Clerks Department and provided to Facility Managers as a quick reference guide.

## **23. Indemnification**

The Sponsor shall indemnify and save harmless the Municipality of Grey Highlands from any and all claims, demands, causes of action, losses, costs or damages that the Municipality of Grey Highlands may suffer, incur or be liable for, resulting from the Sponsors', event workers' and agents' performance, actions and negligent acts or omissions in connection with the holding of an event involving the serving of alcohol on Municipal premises.

Grey Highlands Municipal Alcohol Policy ADM-07-07 Appendix "A"  
**Event Category Guideline**

Primary Considerations	<input checked="" type="checkbox"/>	Passive Risk	<input checked="" type="checkbox"/>	Moderate	High Risk/Major Event
Age group and maturity of participants		An adult/senior booking an event that will be <b>predominately</b> attended by persons <b>over 25</b> years of age		An adult booking an event that will be <b>predominately</b> attended by persons <b>under 25</b> years of age	Events which are <b>predominately</b> attended by persons <b>under 25</b> years of age. Held on arena floors. 'Stag and Does'
Attendance Numbers		Under 100		Approximately 101 - 300	Over 300
Rental History		Well known Sponsor		Sponsor has frequent organization experience	Unknown
Incident History		No prior incidents		Minor resolved prior incident	Prior incident history requiring security or Police action to be taken, which was either severe or frequent; or Police assistance required in the past.
Event Dynamics		ie: <ul style="list-style-type: none"> <li>• Stage performance</li> <li>• Community or family dinner/banquet held inside the facility</li> <li>• Wedding Reception</li> </ul>		ie: Open outdoor public gathering	When the event dynamics <b>substantially</b> increase the level or risk or threat to include activities that require care and skill or have elements of physical danger
Invitation		Closed event by personal invitation		Closed event by personal invitation that has advanced ticket sales	Open with general admittance

**\*\* Stag and Does - regardless of proposed attendance require mandatory Licensed Security**



ACKNOWLEDGMENT STATEMENT

I, the Sponsor for the described Special Occasion Permit understand that as the Permit Holder, I, or my group, can be held liable for injuries and damages arising from failure to adhere to the Liquor Licence Act of Ontario. These infractions include serving someone to intoxication, serving someone who is already intoxicated, serving minors, and failing to prevent impaired individuals from driving.

I acknowledge, by signing this form, that the 'Your Planning Guide for Hosting An Event', provided to me by the Municipality of Grey Highlands has been received, read and understood and that I must strictly observe and ensure compliance with the requirements and controls detailed in the 'Your Planning Guide for Hosting An Event'.

RELEASE OF LIABILITY, WAIVER OF CLAIMS AND ASSUMPTION OF RISKS AND INDEMNITY AGREEMENT

Please read carefully before signing, then submit this completed signed Acknowledgement Statement form to the Municipal representative responsible for the facility/premises you are booking.

I, the Sponsor of the following described event,

Event (describe): \_\_\_\_\_

Location: \_\_\_\_\_

Date of Event: \_\_\_\_\_

shall indemnify and save harmless the Municipality of Grey Highlands from any and all claims, demands, causes of action, loss, costs or damages that the Municipality of Grey Highlands may suffer, incur or be liable for, resulting from the Sponsors', event workers' and agents' performance, actions and negligent acts or omissions in connection with the holding of the described event involving the serving of alcohol on Municipal premises.

I agree to comply with the regulations of the Liquor Licence Act, to abide by the Municipality of Grey Highlands Municipal Alcohol Policy, Standards, Policies and Procedures, General Terms and Conditions of the Rental Agreement, Municipal By-laws including but not limited to the Noise By-law and County of Grey Smoking By-law and Federal, Provincial and Municipal laws that apply to the use of the premises and holding of the described event.

I am the full age of 19 years. I am aware of the nature and effect of the RELEASE OF LIABILITY, WAIVER OF CLAIMS AND ASSUMPTION OF RISKS AND INDEMNITY AGREEMENT that I am signing. I am executing this Release and Waiver of Liability Agreement freely and without any compulsion on the part of the Municipality of Grey Highlands. I acknowledge to having read this entire Acknowledgement Statement prior to having signed it. Intending to be legally bound, I have signed this RELEASE OF LIABILITY, WAIVER OF CLAIMS AND ASSUMPTION OF RISKS AND INDEMNITY AGREEMENT

this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

Sponsor, please print your name: \_\_\_\_\_

Signature of Sponsor: \_\_\_\_\_

Sponsor's mailing address: \_\_\_\_\_

Sponsor's telephone number: \_\_\_\_\_

Signature of Witness: \_\_\_\_\_ Dated: \_\_\_\_\_

Personal information contained on this form is collected under the Authority of the Municipal Act, RSO1990, cM.45, s.207 (45). This information is collected for the administration and management of the Municipality of Grey Highlands Municipal Alcohol Policy. Questions about the collection and use of this information should be directed to the Municipal Clerk, Municipality of Grey Highlands, 206 Toronto Street S., Unit 1, Markdale, ON N0C 1H0 519-986-1216 Ext. 233



## Your Planning Guide for Hosting an Event

The Municipality of Grey Highlands promotes the health and safety of guests at events held on Municipal premises. If you're holding an event on Municipal premises, you have many responsibilities. For example, when you apply for a Special Occasion Permit (S.O.P.) you agree to be held legally responsible for the safety and sobriety of your guests. As the Sponsor, you and your group can be held liable for injuries and damages arising from failure to adhere to the Liquor License Act of Ontario. These infractions include serving someone to intoxication, serving someone who is already intoxicated, serving minors, and failing to prevent impaired individuals from driving. This step-by-step Planning Guide will help you plan and run your event, provide you with information to control liability, prevent dangerous situations from occurring and how to promote low-risk drinking practices.

***The Municipality of Grey Highlands wants your event to be a successful celebration.***

If there are any discrepancies between the provisions provided in this Guide and the Municipal Alcohol Policy, the Municipal Alcohol Policy will prevail.

### Things to do before your event

Before you obtain a Special Occasion Permit from the Alcohol and Gaming Commission of Ontario (AGCO), confirm with a municipal representative that the premises are available for rental on the date of your event.

- Obtain an S.O.P./Catering Endorsement from the AGCO and show proof of this to the Municipal Booking Representative prior to the event. Failure to provide this documentation will result in you not being permitted to serve alcohol at your event.
- The AGCO will advise you when Grey Highlands departments require notification of your event. If the AGCO advised you to contact any of the following departments, the following contact information is provided to assist you:

#### **Municipality of Grey Highlands**

206 Toronto St. S., Unit 1, Box 409

Markdale, ON N0C 1H0 Fax: 519-986-3643

**Municipal Clerk** -Debbie Robertson [robertsond@greyhighlands.ca](mailto:robertsond@greyhighlands.ca)

**Chief Building Official** – John Acres [acresj@greyhighlands.ca](mailto:acresj@greyhighlands.ca)

**Grey Highlands Fire Chief** – Rod Leeson [fire@greyhighlands.ca](mailto:fire@greyhighlands.ca)

#### **Ontario Provincial Police**

Attention: Sergeant Dave Roulston

317057 6 & 10 Highway

P.O. Box 307, R.R. #2 Chatsworth, ON N0H 1G0

Fax: 519-794-3966

- If the AGCO advised you to contact the Municipality of Grey Highlands you must, at least 21 days prior to the event, write to the Municipal Clerks office and include:
  - A copy of your Special Occasions Permit (SOP) application.
  - A detailed sketch showing the dimensions of the area for which the permit will apply
  - Clearly indicate what type of event it is, where it is being held, when it is being held, during what hours alcohol will be served, what type of entertainment is planned, if it is an outdoor event and most importantly what type of letter you require from the Municipal Clerk (letter of non-objection to extent a current license, of a letter of support for the event, or a letter of designation of the event.)
- On the day of the event, display your original S.O.P./Licence/Catering Endorsement and levy receipts in a conspicuous location within the immediate area where the alcohol is to be sold or distributed.
- All alcohol permitted on the site must be purchased and approved under your S.O.P.
- Submit a security/operational plan when your event is classified by the Municipality of Grey Highlands as a high risk or major event. All costs associated with the security/operational plan shall be borne by the Sponsor.
- The Sponsor is responsible for providing and paying for (if required) the ticket taker and seller and for crowd control and security.
- The Municipality encourages Sponsors to arrange for and maintain third party liability insurance coverage. For your information the Municipality of Grey Highlands administers an affordable third party liability insurance program that you can purchase directly from the Municipality.
- Complete, sign and return the attached Acknowledgment Statement to the Municipal Booking Representative booking your event.

### **Important facts about alcohol and controlling consumption**

**Non-alcohol** beverages must be made readily available throughout the duration of the event and at a cost significantly lower than drinks containing alcohol. Ensure that a variety of low-alcohol 'lite' beverages are available. Low-alcohol beverages are the 'smart choice' to help control and prevent intoxication. They provide responsible patrons with an opportunity to consume less alcohol and avoid becoming intoxicated at an accelerated rate. For example, a patron consuming a regular beer at 5% alcohol would have to drink two 'extra light' beer at 2.5% alcohol to ingest the same amount of pure alcohol. 'Lite' beer at 4% alcohol represents a 20% reduction in pure alcohol intake than a regular beer.

The Municipality supports the serving of a 'standard drink' as a measure to gauge alcohol consumption.

Each of these standard drinks has 0.6 ounces or 17 ml of pure alcohol that has similar effects on the body.

Many alcohol products contain a higher pure alcohol content than a 'standard drink.' These products are considered to be 'fortified' alcohol products and must be aware that:

<p style="text-align: center;"><b>The Standard Drink</b> <i>12 oz or 341 ml of beer with 5% alcohol</i>  <i>5 oz or 142 ml of wine with 12% alcohol</i>  <i>1 ½ oz or 43 ml of spirits with 40% alcohol</i></p>
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- Beer products with more than 5% alcohol, wine products with more than 12% alcohol and spirits with more than 40% alcohol, are considered 'fortified' alcohol products
- Many coolers and beer products are 'fortified', check the pure alcohol content before serving.
- 'Fortified' products have a greater alcoholic content and patrons must be made aware these products will lead to accelerated adverse alcohol effects on the body.
- You are responsible to closely monitor and limit the consumption of 'fortified' alcohol products by patrons.

### **Controls to limit alcohol consumption**

- If alcohol beverages tickets are sold, the sale of a maximum of five (5) tickets per person is permitted at one time.
- Allow the redemption of unused tickets for cash on demand at any time during the event.
- Sponsors are encouraged to limit the number of free drinks provided to guests during an open bar event to two (2) drinks per person.
- Only a maximum of two (2) drinks can be served to one person at any one time.
- Prohibit 'last calls' and announcements prior to the end of the event that advise patrons the bar is about to close, in order to control drink stocking within the last minutes of the event.
- Better quality premium drink brands encourage guests to sip and savour their drink rather than ordering multiple lesser-priced drinks.
- In order to reduce the risk of intoxication and the rate of consumption, Sponsors must supply food sufficient to serve the persons attending the event. Serving food is one of the best ways to lower the risk of becoming intoxicated. Not only does food delay the absorption of alcohol into the blood, but it generally takes longer to drink while you are eating. Sponsors are strongly encouraged to offer food throughout the event, rather than just a buffet at midnight, to ensure your guests are not drinking on an empty stomach. Pizza slices, sandwiches, soups, vegetable dishes, hot dogs or hamburgers are considered substantial food types. Snacks such as chips, pretzels, and peanuts are not considered food and due to salt intake increase the rate of consumption.

## **Things to do during your event and special rules for serving alcohol**

You're the host and you must attend the event for the entire duration, including the post event clean-up and be responsible for making decisions regarding the operation of the event and safe transportation.

- You, or your designate, and event workers must remain sober during the event.
- Check identification before admitting and serving a person who is apparently under the age of 19. Acceptable forms of identification, which include a photo, are: a BYID card issued by the LCBO; Driver's Licence; Canadian Armed Forces I.D. card; Canadian Citizenship Card, or a Canadian passport.
- Permit Municipal representatives to enter the event at all times.
- Marketing practices, which encourage increased or immoderate consumption, such as oversized drinks, double shots of spirits, drinking contests, jello shooters, liquor raffles and volume discounts, are not permitted.
- The serving of alcohol must cease no later than the hour specified on the S.O.P./Licence/Catering Endorsement.
- All bottles must be retained within the licensed bar area. All beverages must be served in unbreakable cups except for formal dinners and catered events. Alcoholic and non-alcoholic drinks are to be served in different cups.

## **Reducing the risk of injury, liability and property damage**

Ensure the physical setting is safe for drinkers and non-drinkers. All exits must be kept clear of obstructions.

- If you become aware of a situation that could lead to injury or property damage you must take immediate and decisive action to prevent your guests from engaging in activities or conduct that is drunkenness, riotous, quarrelsome, violent or disorderly which could harm themselves or others, or could result in property damage.
- Be available upon request to event workers who require assistance in managing a person who is refused a sale or becomes unmanageable.

- ☑ Ensure liquor that is sold or served on the premises is not removed from the premises, or brought into an unacceptable area, by a person attending the event. All bottles must be retained within the licensed bar area. All beverages must be served in unbreakable cups except for formal dinners and catered events.
- ☑ If you, or an event worker, has reason to believe that the presence of a person on the premises is threatening, request the person to leave or forbid the person to enter the premises. Do not permit persons to enter the premises that are or appear intoxicated, are known troublemakers or individuals that could cause overcrowding.
- ☑ If drunkenness, riotous, quarrelsome, violent or disorderly conduct could lead to an uncontrolled situation and the troublemaker refuses to leave, the Sponsor/designate/event worker/Municipal staff will: , first ask the person to leave, and , if the individual refuses to leave, call the Police
- ☑ Persons under the legal drinking age of nineteen (19) should not be admitted to an adult social event held on Municipal premises where alcohol is to be consumed, unless they are accompanied and monitored by an adult 25 years of age. It is understood that underage participants will not be provided or served alcohol directly or indirectly at the event.

### **Event servers and monitors**

The Municipality has established required event workers ratios. Trained Servers must be certified by a recognized alcohol server training course. The Sponsor shall ensure all event workers are over the age of 19. Door and entrance monitors are encouraged to monitor the door for a minimum of 1.5 hours following the advertised admission time and for a minimum of 1.5 hours prior to the advertised departure time. Sponsor, Monitors, Servers will not consume alcohol during the event, nor will they be under the influence of any alcohol consumed before the event.

### **What to do after the event**

Sponsors must conceal or remove all evidence of the service and consumption of liquor within forty-five (45) minutes after the end of the period during which liquor may be sold or served under the S.O.P. When the bar set-up is permanent, as required by Alcohol and Gaming Commission of Ontario regulations, patrons must be cleared from the room within 45 minutes of closing.

## Safe transportation

You must remain on the premises until all the patrons have left the premises by a safe and satisfactory means of transportation. Sponsors are responsible for promoting safe transportation options for drinking guests at the event. These safe transportation options may include:

- The requirement to have a designated driver strategy. Your strategy should include information such as the names of the person(s) that will use a personal vehicle to drive impaired participants to a place of safety
- The promotion of taxis, or other forms of alternate transportation; and/or,
- Call a friend, relative, or taxi to assist intoxicated drivers

If an uncontrollable situation develops in relation to an intoxicated guest driving their/others vehicles, the Sponsor, designate, or if present an approved Municipal representative, shall call the Police and request that the intoxicated guest be apprehended to ensure they do not drive a vehicle while intoxicated.

- If necessary, call police, warn or apprehend the impaired driver.
- The provision of a taxi service alone is not a substitute for a safe transportation driver strategy.

Sponsors must ensure other forms of transportation are also available. If a taxi service is required the cost to provide such service shall be the responsibility of the Sponsor.