

# POLICY

**POLICY NO.:** GG.1.6  
**SECTION:** GENERAL GOVERNMENT – COUNCIL  
**TITLE/SUBJECT:** ALCOHOL RISK MANAGEMENT POLICY  
**ADOPTED DATE:** February 23, 2000  
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March 21, 2012

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## **Purpose and Objective:**

The Municipality of Kincardine owns and manages facilities where the consumption of alcohol is permitted under the authority of a Special Occasion Permit or Liquor License. The Municipality has developed an Alcohol Risk Management Policy in order to prevent alcohol-related problems within its facilities and to promote a safe and enjoyable environment for those who use these facilities. There is a need to protect the municipality and its ratepayers from the risks caused by alcohol use.

These risks include:

- vandalism and destruction of property;
- police being called to municipal property;
- injuries to drinkers or other individuals;
- liability action against the municipality and/ permit holder;
- increased insurance rates arising from alcohol-related injuries or deaths;
- loss of insurability, should the insurer's risk assessment escalate;
- charges laid against the municipality or the Special Occasion Permit (SOP) holders under the Liquor Licence Act;
- suspension or loss of alcohol permit privileges by the Liquor License Board of Ontario;
- loss of enjoyment by non-drinkers, moderate drinkers, and children;
- complaints lodged by offended parties regarding noise or other matters;
- loss of revenue due to reduced participation;
- and increased public concern about excessive alcohol consumption

Starting in 2006, The Municipality of Kincardine initiated a Smart Serve Program. In 2011, The Police Services Board in coordination with Municipal staff initiated a review of the Alcohol Risk Management Policy. The review was based on comparison of the Municipality of Kincardine's Policy to 'best practices' in surrounding Municipalities. The policy revised in 2011 and adopted on March 21, 2012 is the result of this review.

## **Section 1**

### **Areas Designated for Conditional Use of Alcohol**

The following facilities are currently designated for alcohol use under the authority of a Special Occasion Permit or Liquor License. Municipal Council may change the designation of any site at its discretion.

#### **1.1 Indoor Facilities for Licensed Events :**

Davidson Centre<sup>1</sup>

Kincardine Centre for the Arts

Connaught Park Pavilion

Municipal Administration Centre

Kincardine and Tiverton Fire Halls

Kincardine Pavilion

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<sup>1</sup> Note: As per current contract with the Municipality of Kincardine (2011-2014) all auxiliary beverages served at the Davidson Centre must be Pepsi® products.

Women's Institute Hall, Armow  
Whitney Crawford Community Centre  
Tiverton Lions Hall  
Tiverton & District Sports Centre  
Underwood Community Centre  
Brucedale Community Centre  
Other areas to be authorized by Council

Bruce Township Community Centre  
Kincardine Library  
Tiverton Library  
Bruce Telecom  
Kincardine Airport

The serving of alcohol at indoor facilities is restricted to identified permitted areas. Alcohol may not be consumed or sold at any other non-permitted location (e.g., dressing rooms, washrooms, tiered seating and food service areas).

1.2 Outdoor Facilities for Licensed Events:

Connaught Ball Park  
Tiverton Ball Park  
Reunion Park  
Victoria Park  
Rotary Park  
Area North of the WCCC

The serving of alcohol at outdoor facilities is restricted. A site plan must be submitted to show where fencing, security, washrooms and other amenities will be located.

**Section 2**

**Conditions for Licensed Events**

Anyone wishing to serve alcohol at a designated site must obtain a Special Occasion Permit. The Special Occasion Permit holder must ensure that all the conditions of the Liquor Licence Act, Municipal By-Laws, the Fire Services, the Police Service and the Health Unit are adhered to at the event. The municipality reserves the right to refuse an applicant permission to run a licensed event on its property.

Any person who wishes to serve alcohol at a designated site must complete an agreement form that stipulates the conditions under which alcohol may be served. This will be done by signing a rental contract and the rental agreement checklist (see Appendix A).

\*\*\*\*During a licensed event, the license holder must ensure that the appropriate number of event staff are present (including bartender, ticker seller, cashiers, servers, floor and dance monitors and sufficient security) and adhere to Liquor License Act requirements for Smart Serve training.

2.1 Category: Controls Prior to Events

Renters of Municipal Facilities will be required to understand and follow the Alcohol Risk Management Policy prior to renting:

- i) A copy of the Alcohol Risk Management Policy will be provided by the Municipal staff person or designate at the time of booking. If any questions or concerns arise from this policy contact the Director of Parks and Recreation for clarification.
- ii) A rental agreement checklist form and a rental contract will be provided by the Municipality at the time of booking. These forms are to be completed by the Renter/Lessee and returned to the municipal staff at least two weeks prior to the event.
- iii) The municipal staff will endeavour to maintain a current list of Smart Serve trained persons who have indicated that they may be available to assist at events where the renter/lessee does not have the required Smart Serve trained personnel. The permit holder or their designate, must attend the event, and be responsible for decisions regarding the actual operation of the event.
- iv) All events must provide their own insurance. The license holder shall obtain a minimum of two million dollars liability insurance, name the Municipality of Kincardine as an additional name insured and must supply proof of insurance to facility staff prior to event, and a copy must be attached to the rental agreement checklist. ” – Appendix “A”.

**Note: Providing the Municipality with a copy of Liability Insurance is Mandatory!**

- v) Event sponsors shall be required to demonstrate to the satisfaction of the municipality that a safe transportation strategy be implemented. This strategy will include a designated driver program or additional alternative home transportation options such as providing taxis, etc.

**2.2 Category: 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:

- i. Anyone who appears to be under the age of 25 years will be required to show I.D. before they are allowed into the event/facility.
- ii. Two (2) extra floor monitors will be required if persons under the age of majority are allowed to enter the event.
- iii. Individuals under the age of majority will not be allowed to consume alcohol beverages. Anyone serving individuals under the age of majority will be required to leave the event.
- iv. 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 wrist bands to identify persons over the age of majority.

- v. Individuals under the age of majority will not be allowed to attend any Stag & Does. The event organizer who applies for an S.O.P. will include this restriction.
- vi. Individuals under the age of majority will not be allowed to attend any licenced area after 8:00 p.m. except during hockey games at which time individuals under the age of majority will not be allowed to attend any licenced event after the end of the game. In the case of a dance taking place during a hockey game individuals under the age of majority will not be allowed to attend any licenced area after 8:00 p.m.
  - a. Exception: Private events by invitation only.

### 2.3 Category: 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 Licence Board.

#### 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 underage patrons.

### **Section 3**

#### **Controls During the Event**

- i) All controls and service must be consistent with the provisions of the Liquor Licence Act of Ontario and its regulations:
- ii) The entrance to the event must be monitored by responsible person(s) meeting the age requirements at all times. They must not allow persons under 19 years of age to be admitted to events where the permit does not allow such access. Intoxicated persons will not be permitted entrance to the event and if necessary will be removed from the premises.
- iii) 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.
- iv) The permit holder, license holder or lessee of the License, renting the facility is responsible to ensure that the event is properly supervised and will provide enough staff to fulfill this obligation (see Section 3.1)
- v) The bar area within the premises shall be closed no later than 1:00 am, or the time specified on the license and no service of alcoholic beverages will be allowed after this time.

- vi) The permit holder must cover each exit with an additional monitor, aged 19 or over. This allows the permit holder to take reasonable steps to prevent impaired people from driving.
- vii) The permit holder will ensure that event staff must be age of majority and do not serve alcohol to underage, intoxicated, rowdy or unauthorized people at the event. Permit holders ensure minors do not consume alcohol on the licensed premises.
- viii) Monitors and servers/bartenders will not consume alcohol during the event, nor will they be under the influence of any alcohol consumed before the event.
- ix) Monitors and servers/bartenders while on official capacity at the event must wear an I.D. name tag or some type of identification that states they are a monitor or server/bartender.
- x) The permit holder shall ensure that the occupancy load for the facility is not exceeded during the event.
- xi) The permit holder will be responsible for recognizing the need for assistance during the event, and requesting it from the appropriate Municipal staff and/or Ontario Provincial Police.
- xii) The person signing the Special Occasion Permit, trained servers/bartenders, and monitors must be present for the entire event, or their designate (who shall be named) by the person responsible for the entire event.

3.1 Category: Security Requirements At Events

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

**PUBLIC EVENT**

**STAFFING REQUIREMENTS**

**50 – 100 PEOPLE**

LOCATION	# SMART SERVE	
	Trained	Untrained
Door	1	1
Bar	1	-
Bar Tickets	1	-
Floor Monitor	*no monitor required unless patrons are not visible to bartenders during the event.	

**100-400 PEOPLE**

LOCATION	# SMART SERVE	
	Trained	Untrained
Door	1	1
Bar	2	1
Bar Tickets	1	1
Floor Monitor	2	2*

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

### **400-600 PEOPLE**

LOCATION	# SMART SERVE	
	Trained	Untrained
Door	1	2
Bar	4	-
Bar Tickets	2	1
Floor Monitor (Dance)	3	3*
Floor Monitor (Other)	2	2*
Exits (Outdoor Only)	-	2 at each

\*4 extra floor monitors are required for events allowing participants under the age of majority.

### **OVER 600 PEOPLE**

LOCATION	# SMART SERVE	
	Trained	Untrained
Door	2	3
Bar	6	-
Bar Tickets	4	-
Floor Monitor (Dance)	4	4*
Floor Monitor (Other)	3	3*
Exits (Outdoor Only)	-	2 at each

\*6 extra floor monitors are required for events allowing participants under the age of majority.

In certain cases the number of people required at the door will be waived at the discretion of the staff person.

### **PRIVATE EVENT**

### **STAFFING REQUIREMENTS**

#### **50 – 100 PEOPLE**

LOCATION	# SMART SERVE	
	Trained	Untrained
Door	1	-
Bar	2	-
Bar Tickets	-	-
Floor Monitor	1	-

#### **Over 100 PEOPLE**

LOCATION	# SMART SERVE	
	Trained	Untrained
Door	1	-
Bar	2	-
Bar Tickets	-	-
Floor Monitor	2*	-

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

3.2 Category: Security Requirements at Events

THE FOLLOWING SITUATION REQUIRES OFF-DUTY POLICE OFFICERS OR A LICENCED PRIVATE SECURITY COMPANY AS PER SCHEDULE:

<u>OUTDOOR EVENT</u>	<u>STAFFING REQUIREMENTS</u>
Up to 200 people	0 Officers/Private Security
200-400 people	2 Officers/Private Security
400-600 people	3 Officers/Private Security
600-800 people	4 Officers/Private Security
800-1000 people	5 Officers/Private Security

THE FOLLOWING SITUATION REQUIRES OFF-DUTY POLICE OFFICERS OR A LICENCED PRIVATE SECURITY COMPANY AS PER SCHEDULE:

<u>INDOOR EVENT</u>	<u>STAFFING REQUIREMENTS</u>
Up to 200 people	0 Officers/Private Security
200-400 people	2 Officers/Private Security
400-600 people	3 Officers/Private Security
600-800 people	4 Officers/Private Security
800-1000 people	5 Officers/Private Security

TIME PERIOD REQUIRED: 9:00 p.m. – 2:00 a.m.

\*Officers/Private Security are not required if the function is private (not open to public). A letter from participating agency confirming the number of personnel and time period must be submitted with application.

3.3 Category: Alcohol Service

A. Low Alcohol Drinks

In order to be eligible for a facility rental involving a Special Occasion Permit, the renter must demonstrate to the satisfaction of the Facility Manager, or municipal representative that a minimum of 30% of the alcohol beverages available at the event are of low alcohol concentration level. Sales receipts should be made available to the Facility Manager if requested to verify this percentage. Non alcohol beverages should be made available at a significantly lower price or free. 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.



### Control of Alcohol Service

- i. All drinks to be served in plastic or paper cups and all bottles and cans to be retained in the bar area. Alcoholic and Non-Alcoholic drinks are to be served in different cups.  
Exception: Private events by invitation only.
- ii. Renters will agree not to use marketing practices such as: availability of oversized drinks, double shots, pitchers of beer, drinking contests, shooters, volume discounts or tickets including a free bar, as these practices encourage increased alcohol consumption.
- iii. Tickets for alcohol must be purchased from designated ticket sellers and must be redeemed at the bar.
- iv. Consumption of food should be encouraged throughout the event. Food must be available.
- v. There will be no self-serve events, even “Wine and Cheese” functions require a bartender.
- vi. No games of chance or raffles will be held without the appropriate license.
- vii. Alcohol is only permitted to be served out of one bar. Multiple bars are NOT allowed.

#### 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.

### 3.4 Category: Signs

- i. Signs must be posted during the event and are part of setting up the bar. Signs are supplied by the Municipality.
- ii. Serving Practices – These signs will be provided by the Municipality, to be placed in the bar area. “It is against the Liquor License 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.”
- iii. No Last Call – a sign stating “Last Call Will Not Be Announced”, to be placed in the bar area.
- iv. Unused Tickets – A sign stating the permit holder's decision on unused tickets must be posted.

- v. Individuals Under the Age of Majority – a sign stating “Individuals Under the Age of Majority are not permitted on the premises after 8:00 pm. Private Events are by invitation only.” If the licensed event allows minors, then this sign does not need to be posted.
- vi. Ticket Sales Stop at 12:45 am – a sign stating that “Ticket sales will stop at 12:45 am.”
- vii. Maximum 2 Tickets Per Person Sold After 11:00 pm – a sign stating that “After 11:00 pm, only two tickets per person will be sold”, by the ticket booth.
- viii. “No Alcohol Beyond this Point.” These signs to be posted to define limits of the licensed area.
- ix. The copy of the Liquor License Permit and all invoices must be on hand at the event.

### 3.5 Category: 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 shall identify the strategies which will be used on the “Checklist for Renters” form. The sponsor shall implement and encourage a Designated Drivers Program. This program shall be advertised at the event so that all patrons are aware this program is available. This program shall consist of the following:

The designated driver shall be supplied with free soft drinks/coffee during the function. The sponsor shall advertise or announce the availability of this program during and, if possible, prior to the event.

In addition, the sponsor shall do the following:

- a. Advertise the Use of Taxi Service – The sponsor shall advertise or announce the availability of a taxi service to attendees of the event.

#### 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.

## **Section 4**

### **Enforcement Procedures for Policy Violation**

#### 4.1 Category: Consequences For Failure To Comply

##### **A. Facilities/Areas Where Alcohol is not allowed**

- i. All permit applications for use of municipal controlled facilities or areas may be required to pay a compliance/security deposit in relation to the Alcohol Policy. The amount of the deposit is \$100. The deposit will be returned at the end of the permitted use, provided that the terms and conditions of the Municipality of Kincardine Alcohol Policy have been met. The Director of the Recreation and Parks Department may waive the compliance/security deposit where circumstances warrant (for example, activities which only involve young children).
- ii. A violation of the Alcohol Policy is deemed to occur when individuals consume alcohol in a facility or area where alcohol consumption is prohibited. Group organizers or members, municipal staff, or the Ontario Provincial Police (OPP) will intervene if there is a policy violation.
- iii. A group organizer or member will intervene by informing the offending individual(s) that the Alcohol Policy prohibits alcohol consumption and ask that the violation stop. Group members should feel encouraged to intervene in this way because a response by other authorities could result in a loss of privileges, deposit, fine and/ or legal charges. Should difficulties arise from such interventions, the organizer or group member will seek assistance from a municipal staff person and/or from the OPP.
- iv. If a violation of the Alcohol Policy is observed, municipal staff members, as agents for the Town and/or permit holders are authorized to take steps to ensure that the violation stops. Staff members can ask that the consumption of alcohol stop, and/or they can ask the individual or group to leave the facility or area, depending on the circumstances and the nature of the violation (e.g. if there is the potential for harm/ injury, for loss of enjoyment by non-drinkers, or for complaints). Should the individuals or group members fail to comply, the staff member will call the local Police for enforcement.
- v. Members or organized groups which have violated the Alcohol Policy, and have been so notified at the time of the violation, will receive a registered letter indicating that no further violations will be tolerated. The letter will specify penalties as follows:

\*\*If a specific individual or individuals can be absolutely identified as being in violation of the policy, a compliance/security deposit of \$100/per individual, cash or certified cheque, will be required if not already on file, prior to the next scheduled use. Should a violation be deemed to have occurred and a specific individual or individuals are not

be absolutely identified, a compliance/security deposit in the amount of \$500 cash or certified cheque will be required from the team/league if not already on file, prior to the next scheduled use.

- vi. Should a second violation of the Alcohol Policy occur, the individual or team/league will be suspended from use of the facility or area for a period of one week or one activity, whichever is greater, and its compliance/security deposit will be forfeited. Should the group be a periodic or intermittent user of the facility or area, the Director of Recreation and Parks may elect to impose an alternate suspension, consistent with actual patterns of use. The offending individual(s), team and league will be notified of this second violation by registered letter. The letter will specify penalties as follows:

\*\*If a specific individual or individuals can be absolutely identified as being in violation of the policy for a second time, a compliance/security deposit of \$200 per individual, cash or certified cheque, will be required prior to the next approved use. Should a second violation be deemed to have occurred and a specific individual or individuals not be absolutely identified, a compliance/security deposit in the amount of \$1,000 cash or certified cheque will be required prior to the next approved use from the team/league. The compliance/security deposits are in addition to the one week suspension for regular users.

- vii. Should a third violation occur, the individual or team/league will have its contract for use of the facility or area cancelled for the remainder of the current season. The second compliance/security deposit will also be forfeited due to the violation. The offending individual(s), team and league will be notified of this third violation and the applicable penalties.
- viii. Should the individual/league or team not be satisfied with the decision made by the Recreation Director, the individual/league or team has the right to appeal to Council.
- ix. A member of the local police will intervene in a violation of this policy if deemed necessary or in response to a request from any public individual. The police may ask that the alcohol consumption stop and lay charges.

## **B. Facilities/Areas Where Alcohol is allowed**

- i. At the time of application, all users of municipal facilities or areas may be required to pay a compliance/security deposit in relation to the Alcohol Policy. The amount of the deposit is \$100. The deposit will be returned at the end of the permitted use, provided that no violations of the Municipality of Kincardine Alcohol Policy occur.

- ii. A violation of the Alcohol Policy is deemed to occur when a Special Occasion Permit holder fails to comply with the conditions of the Liquor Licence Act of Ontario or the Alcohol Policy. Participants, municipal staff, local Police and/or an Inspector of the Liquor Licence Board of Ontario will intervene if there is a policy violation.
- iii. A member of the organizing group or the designated monitor shall intervene by informing the offending individual(s) of the policy violation and ask that it stop. Group members and monitors should feel encouraged to intervene in this way to reduce the potential for injury or because a response by other authorities could result in a loss of privileges or legal charges.
- iv. If a violation is observed, municipal staff members are authorized to take steps to ensure that the policy violation stops. The organizers of the event will be asked to stop the violation, and should they fail to comply, the local Police will be called for enforcement, as deemed necessary by the staff member. If the infraction involves serious disregard for the Alcohol Policy, or involves a substantial risk of injury or damage, the staff member may elect to close the event down, and the police will be called to enforce compliance.
- v. Where Special Occasion Permit holders have violated the Alcohol Policy, they will be sent a registered letter advising of the violation, and indicating that no further violations will be tolerated. Some violations are serious enough to warrant immediate denial of future access. This decision will be made by the Director of Recreation and Parks based on the specific situation. If the permit holder is a single occasion user (e.g. a one- time dance or party), the Director of the Recreation and Parks Department may cause the deposit to be forfeited in whole or part, as determined by the circumstances of the violation.
- vi. Should members of a multiple or regular use group violate the Alcohol Policy a second time, the deposit will be forfeited and the group will be suspended from use of the facility or area for a period to be determined by the Director of the of Recreation and Parks Department.
- vii. Should a third violation of the Alcohol Policy occur, the group will be suspended from further use for a minimum of one year. A registered letter will be sent to confirm this show cause for reinstatement.
- viii. Should the individual/league or team not be satisfied with the decision made by the Recreation Director, the individual/league or team has the right to appeal to Council.
- ix. The Municipality of Kincardine will not be responsible for any refunds, costs or losses incurred by the event sponsor or its patrons if municipal staff deem it necessary to close down an event or impose a suspension from further use.

- x. A member of the local Police or an Inspector from the Liquor Licence Board of Ontario may intervene in a violation of this policy at his or her initiative, or in response to a request from either any staff member or a member of the general public. Depending upon the particulars of the infraction, charges may be laid under the Liquor Licence Act of Ontario or any other relevant legislation. The police have the right to seize any alcohol used in the commission of an offence under the Liquor Licence Act of Ontario

## **Section 5**

### **Insurance**

That the sponsor(s) of a special occasion permit event being 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 two million dollars in liability insurance naming the Municipality of Kincardine as co-insured.

#### **Rationale:**

S.O.P. permit holders, hall owners, club executives and volunteers could all be named in a lawsuit.

**APPENDIX "A" RENTAL AGREEMENT CHECKLIST**

**All material to be supplied two weeks prior to event date:**

Name of Renter: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_

Date of Rental: \_\_\_\_\_

Municipal Facility Renting: \_\_\_\_\_

**Function Type:**

Social Evening (Stag & Doe) for: \_\_\_\_\_

Wedding Reception for: \_\_\_\_\_

Fundraising for: \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_

Will persons under the age of 19 years be attending this event? Yes \_\_\_\_\_ No \_\_\_\_\_

**Security:**

Type of Security to be used:

\_\_\_\_\_

**A letter confirming the number of personnel and time period scheduled for the function from the OPP or Licensed security Company must be provided two (2) weeks prior to the event to the Municipality of Kincardine. Yes \_\_\_ No \_\_\_**

Security Compliant with Policy: Yes \_\_\_\_\_ No \_\_\_\_\_

**Servers:**

List of names for certified servers and monitors with PROOF of a certificate from a recognized Ontario based server program (i.e. Smart Serve or Servers Intervention Program) Yes \_\_\_ No \_\_\_

Type of Identification to be used for event workers: \_\_\_\_\_

**Insurance:**

Has proof of Special Occasion Permit been provided: Yes \_\_\_\_\_ No \_\_\_\_\_

Has proof of Insurance (Proof of Liability and Property damage in an amount not less than \$2,000,000) been provided: Yes \_\_\_\_\_ No \_\_\_\_\_

Liability insurance shall name the Municipality of Kincardine as an additional insured for the event. Yes \_\_\_ No \_\_\_

Set-Up Instructions: \_\_\_\_\_

Caterer Name: \_\_\_\_\_ Arrival Time: \_\_\_\_\_

Decorator Name: \_\_\_\_\_ Arrival Time: \_\_\_\_\_

Event Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Safe transportation strategies to be used at this function are: \_\_\_\_\_

Signed rental contract with damage deposit. (\$100 rental deposit) Yes \_\_\_ No \_\_\_

**AGREEMENT FORM FOR SPECIAL OCCASION PERMIT HOLDERS**

1. I have received and reviewed a copy of the Municipal Alcohol Risk Management Policy. I understand all the policy regulations.
2. I agree to adhere to the conditions of this Policy and the Liquor License Act of Ontario and its Regulations.
3. I understand that if an infraction of the Policy occurs, the Municipality of Kincardine may warn, forfeit the compliance/security deposit, and/or suspend my organization from using the facilities for a minimum period of one year.
4. I understand I can be held liable for injuries and damages arising from failing to adhere to the Liquor Licence Act of Ontario and its' Regulations, or from otherwise failing to take action that will prevent foreseeable harm from occurring.
5. I understand that Ontario Provincial Police and an Alcohol and Gaming Commission of Ontario Inspector can lay charges for infractions of the Liquor License Act of Ontario and its Regulations or other relevant legislation.
6. I agree to obtain the appropriate liability insurance, and to provide written confirmation of the insurance to the Municipality at least 2 weeks prior to the event.
7. I agree to obtain servers and monitors/security as a condition of this policy and provide names to the facility management 2 weeks prior to the event.
8. I understand I must provide a copy of the Special Occasion Permit to the Municipality of Kincardine 2 weeks prior to the event.

Permit Holder

\_\_\_\_\_

Signature

\_\_\_\_\_

Address

\_\_\_\_\_

Phone #

\_\_\_\_\_

Date

\_\_\_\_\_