

ALCOHOL MANAGEMENT POLICY

PURPOSE OF THE POLICY

The Town of Saugeen Shores owns and manages various facilities where alcohol consumption may be permitted under the authority of a Liquor License Board- Special Occasion Permit.

This alcohol Management Policy addresses the prevention of alcohol consumption related problems in municipal facilities through responsible control and service of alcohol at Special Occasion Permit events. The policy shall also assist to ensure a safe and enjoyable environment exists for facility users; and that violating individuals or organizations do not jeopardize the ability of the Town of Saugeen Shores to provide facilities that can be licensed to other individuals and organizations.

OBJECTIVES

To ensure proper operation and supervision of the Special Occasion Permits that involves Liquor License events by providing education in prevention and intervention techniques and effective management procedures. This will lower the risk of liability to the Town of Saugeen Shores.

1. To reinforce responsible drinking practices for consumers through appropriate operational procedures and controls.
2. To honour the decision of abstainers not to drink alcohol and to encourage their participation by providing alternative non alcoholic beverages.
3. To provide a balanced use of alcohol through Special Occasion Permits that alcohol becomes a responsible part of a social function rather than the reason for it.
4. 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.

A RANGE OF PROBLEMS CAN OCCURE DUE TO IRRESPONSIBLE ALCOHOL CONSUMPTION, WHICH MATY AFFECT OTHER PERSONS ATTENDING THE EVENT, OTHER ORGANIZATIONS WISHING TO UTILIZE THE FACILITY IN THE FUTURE, THE PUBLIC AND THE OF SAUGEEN SHORES. THESE PROBLEMS INCLUDE:

- Injuries to intoxicated persons or others
- Liability actions arising from alcohol consumption, against the Town of Saugeen Shores

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- Liquor License Act charges against the Town of Saugeen Shores and/or Special Occasion Permit holder
- Suspension of Special Occasion Permits being issued at specific facilities
- Withdrawal of participation by person concerned about alcohol consumption

BY REDUCING ALCOHOL INTOXICATION, DRINKING UNDER THE LEGAL AGE AND THE POSSIBILITY OF DRIVING A VEHICLE WHILE IMPAIRED, THE ABOVE INDICATED PROBLEMS WILL CORRESPONDINGLY DIMINISH.

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SECTION 1 – SPECIAL OCCASION PERMIT PERMITTED FACILITIES

1.1 FACILITIES WHERE ALCOHOL MAY BE PERMITTED

1.1.1. The following facilities are designated suitable for Special Occasion Permit Events pending the analysis of specific information for each requested event. Town of Saugeen Shores Council may alter designations at any time, at its discretion.

- Southampton Coliseum Main Floor
- Southampton Coliseum Green Room
- Southampton Annex Lounge
- Southampton Annex Main Floor
- Southampton Town Hall
- Saugeen Shores Plex Main Floor
- Saugeen Shores Rotary Hall
- Cameron Ball Diamonds (Special Events Only)
- Lakeview Ball Diamonds (Special Events Only)
- Pioneer Park (Special Events Only)
- Northshore Park (Special Events Only)
- Jubilee Park (Special Events Only)

1.1.2 Special Occasion Permit holders will be required to provide a copy of the permit, plus proof of adequate liability insurance prior to each event receiving approval to operate from the Town of Saugeen Shores. All approved events under the auspices of a S.O.P. will be subject to all regulations and requirements of the Town of Saugeen Shores and the L.L.B.O.

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SECTION 2 – SPECIAL OCCASION PERMIT CONDITIONS

2.1 CONDITIONS ALCOHOL WILL BE PERMITTED

2.1.1 Individuals wishing to serve alcohol at a designated facility must agree in writing to all Town of Saugeen Shores conditions for having alcohol served (see Appendix B), in addition to having a L.L.B.O. Special Occasion Permit. Further, the Town of Saugeen Shores reserves the right to deny an applicant permission to operate an alcohol licensed event on Town of Saugeen Shores property.

2.2. CONDITIONS: SERVING CONTROLS

2.2.1 The operation of a Special Occasion Permit event at Town of Saugeen Shores owned facilities requires a minimum of one alcohol server trained in the “Smart Serve Ontario” program or other L.L.B.O. certified courses. This person must either be the permit holder or be designated as the individual responsible for all alcohol service. The Town of Saugeen Shores may appoint a Smart Serve trained server to any S.O.P. hosted event at its discretion (see Section 4.1)

2.2.2 All S.O.P. event hosts must either provide Smart Serve trained persons or have them appointed from the Town of Saugeen Shores, as per the following guests/servers ratio required for various sized events. This ratio does not reflect the number of persons required for bar services assistance and/or event security.

| <u>ATTENDANCE</u> | <u>MINIMUM TRAINED SERVERS</u> |
|-------------------|--------------------------------|
| 300 OR LESS | 1 SERVER |
| 301-500 | 2 SERVERS |
| 501-800 | 3 SERVERS |
| 801-1200 | 4 SERVERS |

2.2.3 Events utilizing more than one bar service area must provide a minimum of one Smart Serve trained server per bar service area. No persons assisting with event bar services are to be under the influence of alcohol at any time during the event.

2.2.4 All servers of alcohol will only accept Age of Majority cards, photo driver’s license or a passport as identification for legal alcohol purchase or consumption. The permit holder or trained designate is responsible for ensuring servers do not provide alcohol to under-age, intoxicated disorderly or unauthorized person at the event.

2.2.5 Individuals under the age of majority will not be allowed to consume alcoholic beverages. Anyone serving individuals under the age of majority will be required to leave the event and will be charged by the appropriate authorities. People consuming alcohol under the age of majority will be required to leave the event, and will be charged by the appropriate authorities.

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- 2.2.6 Individuals under the age of majority will not be allowed to attend any licensed area after 8:00 PM. Absolutely no minor will be allowed in Stag and Does. Exceptions (a) private function (b) pre-authorized invitations (c) pre-authorized by the Senior Management Team.
- 2.2.7 The permit holder must ensure a minimum of one event monitor over the age of eighteen per 100 persons attending. Monitors must provide event supervision, ensure legal alcohol consumption occurs, refer problems and/or violations to the permit holder or trained designate must communicate problems and appropriate action to the Town of Saugeen Shores personnel on duty.
- 2.2.8 The permit holder, servers and monitors must not be under the influence of alcohol during the event.
- 2.2.9 The permit holder must ensure that persons attending have the opportunity to obtain a refund for unused bar tickets during and at the end of the event, plus that person do not exit the event with alcohol.
- 2.2.10 The permit holder must ensure beverages offered include the options of low alcohol and not alcohol content (i.e. light wine, non-al beer, low alcohol spirits, pop, water or coffee, etc) and that they are available throughout the event.
- 2.2.11 The permit holder must ensure adequate and appropriate food supply is available to persons attending, as per Liquor License Act requirements.
- 2.2.12 The permit holder must ensure all alcohol is removed from guests' access within 30 minutes of the S.O.P. expiry, including no special privileges or access to alcohol by volunteers, organizers or personnel.
- 2.2.13 The Town of Saugeen Shores will provide signs to be placed in the bar area.
“It is against the Liquor License Act of Ontario for licensed establishment to serve customers to intoxication. For this reason serves in our facilities are required to obey the law and not to server anyone to intoxication. We are also pleased to offer non-alcohol beverages”
- 2.2.14 No “Last Call” announcements will be conducted.
- 2.2.15 A maximum of four tickets can be sold at one time.
- 2.2.16 Only single drinks shall be permitted to be sold. Limit of two drinks served per person at one time.
- 2.2.17 All drinks are to be served in plastic or paper cups and all bottles to be retained in the bar area.
- 2.2.18 Absolutely no shooters will be allowed.

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- 2.2.19 A light meal must be available for sale to patrons on the premises.
- 2.2.20 Patrons are not permitted on the dance floor with drinks.
- 2.2.21 Patrons are discouraged to congregate in groups near the bard area, the entrance, and the exits or on the dance floor.
- 2.2.22 All entertainment within the facility shall cease at 1:00 AM.
- 2.2.23 All signs of consumption of alcohol and all signs of service alcohol (including empty glasses) shall be removed from sight by 1:45 AM.
- 2.2.24 Distribution of any form of alcoholic beverage beyond what is purchased and served from behind the bar is illegal and therefore prohibited. This includes wedding favours, prizes, etc.

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2.2.25 SECTION 2 – SPECIAL OCCASIONS PERMIT CONDITIONS

2.3 CONDITIONS: LIABILITY INSURANCE

- 2.3.1 All S.O.P. holders must provide proof of a minimum of two million dollar (\$2,000,000) liability insurance coverage, either through a sponsoring organization, an event specific policy or personal homeowner's policy.
- 2.3.2 All S.O.P. holders must sign an agreement prior to the event that includes a clause to indemnify and save harmless the Town of Saugeen Shores from all claims arising from the operation of their event and/or permit.

2.4 CONDITIONS: SAFE TRANSPORTATION

- 2.4.1 The permit holder is responsible for promoting safe transportation options for all persons consuming alcohol or having consumed alcohol, before or at the event. Safe transportation options include:
 - Do not serve alcohol beyond any persons point of intoxication
 - Promote a designated driver program at the event, including free non-alcohol beverages for designated drivers
 - Provide transportation or easy access to Taxi services to persons having consumed alcohol

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SECTION 3 – POLICY VIOLATIONS

3.1 – POLICY VIOLATIONS

3.1.1. A violation of this Alcohol Management Policy occurs when event operators fail to comply with the conditions of the Liquor License Act and/or this specific policy. Intervention can be initiated by Town of Saugeen Shores personnel, Saugeen Shores Police Services, the L.L.B.O. Inspector or requests to the S.O.P. holder by persons attending.

3.2 – VIOLATION PROCEDURES

3.2.1. Upon violation of this policy or the Liquor License Act Town of Saugeen Shores personnel on duty may request correction of violations immediately, close down the serving of alcohol and/or contact the Saugeen Shores Police Service for assistance, pending severity of the infraction(s).

3.2.2. Upon review of a violation, the permit holder and/or sponsoring organization may be refused further use of municipal facilities for a specified period, at the discretion of the Town of Saugeen Shores of L.L.B.O.

3.2.3. Upon involvement of Saugeen Shores Police Services and/or L.L.B.O. Inspector, a violation may result in charges under the Liquor License Act or other legislation. The S.O.P. holder must provide clear entry and co-operation to Town of Saugeen Shores personnel, Saugeen Shores Police Services and/or the L.L.B.O. Inspector, at all times.

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SECTION 4 – TRAINED SERVERS

4.1 TRAINED SERVERS

4.1.1. Trained Servers shall further ensure the responsible serving of alcohol at Town of Saugeen Shores owned facilities, particularly in regard to the safe consumption, avoidance or illegal consumption and the lawful closure of bar services.

4.1.2 It is the responsibility of the S.O.P. holder to arrange for a trained server in Smart Serve.

4.1.3. It is mandatory that all Smart Serve servers are working for the entire duration of the liquor license and the S.O.P.

4.1.3 Trained Servers responsibilities include:

Supervision of the S.O.P. events in accordance with the Alcohol Management Policy.

- The role of ‘Head Server’ relative to bar services and approved Policy
- Monitoring the presence of guests under the legal drinking age, the safe consumption of alcohol by guests and the lawful closure of the bar service
- Monitor and record the S.O.P. holder use of bar mix and supplies; and have the utilized products and supplies signed for, upon bar closure
- Ensure all S.O.P. holder responsibilities for the bar, event site and food preparation areas are adhered to.