

Municipality of Huron East



Alcohol Policy

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Mission Statement

Municipality of Huron East wants residents and visitors to enjoy the various facilities and activities that occur on its property throughout the year.

In order to ensure the health and safety of its participants and to minimize risk of liability and to protect the Municipality of Huron East facilities and operational abilities, a policy for the orderly use of alcohol during events and functions has been developed and the following document outlines these regulations herein as set forth June, 2004.

Objectives

To ensure proper operation and supervision of the Liquor Licensed Events by providing education and prevention and intervention techniques and effective management procedures. This will lower the risk of liability to Liquor Licensed Event Holders, participants, volunteers, security, and the Municipality of Huron East volunteers, employees & staff.

To reinforce responsible drinking practices for consumers through appropriate operational procedures, controls, training and education.

To respect and honour the decision of abstainers not to drink alcohol and to encourage their participation by providing alternative non-alcohol beverages.

To provide a balanced use of alcohol at Liquor Licensed Events that all alcohol becomes a responsible part of a social function rather than the reason for it.

To provide a balance of licensed and unlicensed programs to ensure that consumers, abstainers, adults, youths, and families will be adequately serviced and protected.

Regulation 1

Facility eligible for liquor licensed events

Seaforth & District Community Centres

The SDCC is a fully licensed facility consisting of 2 halls. The Banquet hall holds 480 people, and the ice surface holds 1,200 people when there is no ice. All of the halls include kitchen, bar and washroom facilities; they are also wheelchair accessible. Outside facilities are also available but would require a Special Occasion Permit, with maximum capacity dependent upon the square footage of the fenced area.

Brussels, Morris & Grey Community Centre

The BMG Community Centre is a fully licensed facility consisting of 3 halls. The Banquet hall holds 450 people, the upstairs hall holds 220 people and the ice surface holds 1,200 people when there is no ice. All of the halls include kitchen, bar and washroom facilities; they are also wheelchair accessible. Outside facilities are also available but would require a Special Occasion Permit, with maximum capacity dependent upon the square footage of the fenced area.

Vanastra Recreation Centre

VRC Hall has space to accommodate up to 200 people. The hall includes bar and washroom facilities. The hall is fully wheelchair accessible. Kitchen space is available and includes stoves, freezer and cooler. A Special Occasion Permit is required and is the responsibility of the rental to submit an application.

Walton Ball Park

Winthrop Ball Park

Ethel Ball Park

Seaforth Lions Park

Brussels Ball Park (Special Occasion Permit)

Regulation 2

Facilities ineligible for liquor licensed events

- Any outlying property that is not fenced with approved municipal fencing and is not licensed for alcohol under a Liquor Licensed Event.

Regulation 3

Signs and signing locations

Serving practices

The Municipality will supply - at the bar

A sign bearing:

“It is against the Liquor License Act for 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 as well as low alcohol beverages.”

Accountability

The Municipality of Huron East will supply - at the bar

A sign bearing:

1. The name of the Liquor Licensed Event Holder, and a contact person along with their phone number.
2. A number of the management member from the Municipality of Huron East and their phone number.
3. The phone number for the O.P.P. ambulance and fire dept. (911) along with the address and phone number of the Facility.
4. The phone number for the Alcohol and Gaming Commission of Ontario 1-416-326-0330 1-800-522-2876
5. Name of the Security Supervisor on duty and the name of the company if contracted and not proprietary.
6. Area Taxi Companies

Rationale:

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

No last call

The Municipality of Huron East will supply

- at the bar
- at the ticket sales counter
- communicate to the D. J./Entertainer

A sign stating “Last call will not be announced”

Unused tickets

The Municipality of Huron East will supply - at the bar
- at the ticket sales counter

A sign stating “The bar closes at **1:00** a.m. promptly and any unused tickets will be refundable at the bar up to fifteen minutes after this time.”

Maximum number of tickets

The Municipality of Huron East will supply - at the bar
- at the ticket sales counter

A sign stating “A maximum of **four** tickets per person prior **12:00** AM”

A sign stating “A maximum of **two** tickets per person after **12:01** AM”

Ticket sales end

The Municipality of Huron East will supply - at the bar
- at the ticket sales counter

A sign stating “Ticket sales stop at **12:45** a.m. promptly”

Individuals under the age of majority

The Municipality of Huron East will supply - at the bar
- at the front entrance

A sign stating “Individuals under the age of majority are forbidden to be in possession or consume alcohol on the premises.”

RIDE signs

Supplied by the OPP to the Municipality or the Municipality of Huron East Designated Driver Program in effect stating that RIDE program information is available to patrons.

Local taxi phone numbers

All local and area taxi companies will be posted by the phone

Regulation 4

Safe transportation

1. Only individuals and groups implementing a safe transportation strategy will be permitted rental or use privileges of this facility for a Liquor Licensed Event. The Liquor Licensed Event Holder shall identify the strategies which will be used on the contract of service. The Liquor Licensed Event Holder shall implement and encourage a Designated Drivers program. This program should be advertised at the event so that all patrons are aware this program is available. This program shall consist of the following:
 - a) The designated driver shall be supplied with free soft drinks, coffee, and/or water during the function, at the expense of the Liquor Licensed Event Holder.
 - b) The Liquor Licensed Event Holder shall advertise or announce the availability of this program during and if possible, prior to the event.
 - c) The Liquor Licensed Event Holder shall ensure for public events a list of phone numbers for local taxi or shuttle services is posted and a public pay phone is available in a convenient location for patrons.
 - d) The exception to this requirement may be written in a letter to the municipality, ten (10) days prior to the event.

Regulation 5

Youth admission to adult events

1. Each Liquor Licensed Event Holder will be responsible to select a strategy on allowing youth to their events. In all cases the following minimum guidelines **must** be adhered to:
 - a) Anyone who appears to be under the age of 25 will be required to show identification before they are allowed into the event facility. Fake or false identification will result in immediate expulsion. No identification means NO ENTRANCE. 'Vouching' for and/or guarantees for persons without ID is not acceptable.
 - b) The Liquor Licensed Event Holder will be responsible for paying for Licensed security and/or police personnel as dictated by Municipality of Huron East. All security and/or police arrangements will be made on the behalf of the Liquor Licensed Event Holder by the Municipality of Huron East. The Municipality of Huron East reserves the right to acquire additional security and/or police as deemed necessary for any event.

- c) The Municipality of Huron East may require at an all ages fund raising event, every person must be wearing a wrist band on their right hand identifying if they are a minor or an adult. Anyone not wearing a wristband will be asked to repay or leave the premise immediately.
- d) Individuals under the age of majority will not be allowed to possess or consume alcohol beverages. Anyone serving individuals under the age of majority, or identified persons banded as a minor even though the apparent age is known to the pourer, will be required to leave the event and may forfeit their liquor license privileges.
- e) The Liquor Licensed Event Holder who applies for a Liquor Licensed Event may include the restriction to allow up to 10 minors.

Regulation 6

Alcohol service

No pre-made items or non-commercial mixes

1. No items containing alcohol that was not mixed with alcohol purchased from the Liquor Licensed Event receipts, and/or items that do not identify:
 - the amount of alcohol,
 - the type of alcohol, **and**
 - the alcohol percentage(eg. shooters and gummy worms)

Low alcohol drinks

1. In order to be eligible for facility rental involving a Liquor Licensed Event, the Liquor Licensed Event Holder must demonstrate to the satisfaction of the Municipality that a minimum of 30% of the alcohol beverages saleable at the event are a low alcohol concentration level. Sales receipts could be made available to the facility manager and to the security supervisor if requested to verify this percentage. Non-alcohol beverages should be made available at a significantly lower price or free.
2. Low-alcohol beverages help prevent intoxication by providing consumers with an opportunity to consume less alcohol. An individual consuming one regular beer at 5% alcohol could alternatively drink two extra light beers at 2.5% alcohol and it would be the same amount of alcohol. Similarly light beer at 4% alcohol represents a 20% reduction in alcohol intake.

Control of alcohol service

1. All drinks must be served in plastic or paper cups. All bottles to be retained in the bar area. Alcohol and non-alcohol drinks are to be served in different colour and sized cups.
2. Liquor Licensed Event Holders will agree not to use marketing practices such as: the availability of oversized drinks; double shots; pitchers of beer; drinking contests; volume discounts; or tickets including a free bar; as these practices encourage increased alcohol consumption.
3. Tickets must be purchased from the designated ticket seller(s) and must be redeemed at the bar.
4. No more than four (4) drinks will be served to any one person at any one time.
5. Consumption of food will be encouraged throughout the event. A 'lunch' must be served during the event.

6. All monitors, servers, bartenders, pourers and security may **not** consume alcohol during or prior to the event.
7. The Liquor Licensed Event Holder will ensure that the bartenders and servers do not serve alcohol to minors, intoxicated persons, rowdy or unauthorized persons at the event, or to allow minors to consume on the Liquor Licensed Event premises.
8. Security and monitors have the authority to deny alcohol to any person.
9. Any person that has been ‘cut off’ must leave the event. The Liquor Licensed Event Holder and/or security should arrange for transportation immediately.
10. The Municipality of Huron East will take disciplinary action against the Liquor Licensed Event Holder not adhering to these conditions.
11. Signs supplied by the Municipality of Huron East must be posted and visible for the duration of the event.
12. Smart Serve training is required for persons working at the event. See Regulation 8 for details.

Advertising Events

Liquor Licensed Event Holder must follow the AGCO (Alcohol & Gaming Commission of Ontario) regulations.

Regulation 7

Controls prior to events

Liquor Licensed Event Holders of the Municipality of Huron East property will be required to understand the Alcohol Policy prior to renting.

1. A copy of this policy will be made available from the Municipality of Huron East Municipal Office located in the Town Hall or on the Huron East Website. If there are questions or concerns then please make them known before the event.
2. A checklist and Liquor Licensed Event contract will be provided by the Municipality prior to booking. These forms are to be completed 10 days prior to the event.
3. The Municipality of Huron East will maintain a current list of Smart Serve trained people who have indicated that they may be available to assist at events where the Liquor Licensed Event Holder does not meet the required Smart Serve/S.I.P. trained personnel. All Smart Serve members must bring their wallet cards to verify to the Municipality of Huron East and/or Security that they possess the necessary training.
4. The Liquor Licensed Event Holder must attend the event, and be responsible for decisions regarding the actual operation of the event. This person and all event workers must abstain from alcohol consumption during and prior to the event. The Liquor License Event Holder may use designates and for multi-day events, but must provide in writing to the Municipality of Huron East notice ten (10) days in advance of the event.

Regulation 8

Event Workers & Smart Serve/ S.I.P.

The following guidelines are to be followed regarding the ratio of Smart Serve and/or S.I.P. trained persons to untrained event workers.

- All event workers must know the Municipality of Huron East Alcohol Policy.
- All persons claiming Smart Serve training must bring their wallet cards for verification by the Municipality of Huron East and/or Security.

	Location	Trained	Untrained
50-200 People	Door	1 Provided by security*	1 Provided by security*
	Bar	1	-
	Bar tickets	1	-
	Floor Monitor	-	-
201-400 People	Door	1 Provided by security*	1 Provided by security*
	Bar	2	-
	Bar tickets	1	-
	Floor Monitors	-	-
	<i>All ages events</i>	+2 Provided by security	-
400-600 People	Door	1 Provided by security*	2 Provided by security*
	Bar	4	-
	Bar tickets	2	-
	Floor Monitors	-	3
	<i>All ages events</i>	+2 Provided by security*	-
	Outdoor events	+1 on outdoor entrance	1 security at each entrance

* Designates in-house event staff provider. If an outside security company is used, then the Liquor Licensed Event Holder must obtain these additional Smart Serve trained people and additional security as floor monitors.

Regulation 9

Controls During Events

All controls and alcohol service must be consistent with the provisions of the Liquor License Act (R.S.O. 1990 Ontario), the Alcohol and Gaming Commission of Ontario and its regulations, as amended.

1. The entrance must be staffed by responsible persons meeting the age of majority requirements and/or security personnel as identified in Regulation 10. These persons shall further observe individuals that may be attempting to enter or leave the premise and that appear to be intoxicated, or have a history of causing problems, and to deny entrance to those deemed undesirable.
2. The Liquor Licensed Event Holder, Municipality of Huron East employees & staff, and Security personnel have the right to deny entrance to any individual.
3. Persons acting as Security or Event Staff and hired to perform this function have been deemed “Persons in Place of Authority” for the purpose of trespassing individuals.
4. The following types of identification are prescribed for the purpose of subsection 30 (6) of the Liquor License Act:
 - i) A driver’s license issued by the Province of Ontario with a photograph of the person to whom the license is issued.
 - ii) A Canadian passport.
 - iii) A Canadian citizenship card with a photograph of the person to whom the card was issued..
 - iv) A Canadian Armed Forces identification card.
 - v) A photo card issued by the board of the Alcohol and Gaming Commission of Ontario.
 - vi) A photo card issued by the Liquor Control Board of Ontario. O. Reg. 389/91, s. 29 (5); O. Reg. 56196, s.1; O. Reg. 66/98,s.7.
5. In the event of a Masquerade party taking place the Liquor Licensed Event Holder and Security must check ALL identification to ensure that all adults and minors are identified. Liquor Licensed Event MUST advertise that ID is required.
6. The type of ‘identification’ worn to distinguish event workers must be stated on the checklist for Liquor License Event Holders.

7. All day events must have security or event workers check in the licensed area between 7:00 p.m. and 8:00 p.m.
8. The bar must stop alcohol service promptly at 1:00 a.m. and no service will be allowed after this time.
9. All entertainment must cease by 1:00 a.m.
10. All signs of consumption and service of alcohol (including empty cups) shall be removed from sight by the Liquor Licensed Event Holder, within 45 minutes of the expiry of the Liquor Licensed Event or by 1:45 a.m., whichever is earliest.
11. The facility must be vacated by patrons by 2:00 a.m. After 2:00 a.m. an additional fee of \$75.00 per hour or any part thereof will be charged to the Liquor Licensed Event Holder for the facility. An additional fee of \$75.00 per half hour or any part thereof will be charged to the Liquor Licensed Event Holder for the event security.
12. The Liquor Licensed Event Holder must prevent patrons from engaging in activities that may pose potential risks of harm to themselves, others or property damage. As the Liquor Licensed Event Holder, you must take reasonable steps to prevent foreseeable harm whether patrons are intoxicated or not.
13. If an alcohol related violation occurs, the Liquor Licensed Event Holder must act promptly to rectify the situation and restore adherence to the Liquor Licence Act.
14. Failure to comply with the above could prevent the Liquor Licensed Event Holder or organization from future rentals, and where appropriate, police will be advised and charges could be laid.
15. The exceptions to the above stated times are for New Year's Eve event when the Liquor Licensed Event indicates the expiry time of 2:45 a.m. The facility must be vacated by patrons by 2:45 a.m. After 2:45 a.m. an additional fee of \$75.00 per hour or any part thereof will be charged to the Liquor Licensed Event Holder for the facility. An additional fee of \$75.00 per half hour or any part thereof will be charged to the Liquor Licensed Event Holder for the event security.

Regulation 10

Security Requirements

The security company needs to meet the following requirements. (Hereinafter referred to as 'security')

Security must be registered and licensed.

Times: Security must be on-site ½ hour prior to the start of an event, until 2:00 a.m., or when all patrons have departed, whichever is sooner.

Minimum of two security personnel / monitors at any public event.

Number of patrons, past history, age groups and the event type determines the number of security members that will be required. The Municipality of Huron East will confirm the number of security personnel 7 days prior to the event and provide a quote for costs.

Security personnel must know the Municipality of Huron East Alcohol Policy, abide by the rules and postings, and enforce report of breeches of the Policy with discretion.

Provide company name, name of superiors and contact information for Regulation 3. 2.5

Regulation 11

Insurance

The Liquor Licensed Event Holder of Special Occasion Permits will take out a comprehensive policy of public liability and property damage insurance acceptable to the Municipality of Huron East. This Insurance Policy should provide coverage for any single accident to a minimum limit of TWO MILLION DOLLARS, exclusive of costs against loss of or damage to property arising in connection with the activity as a result of any act or omission of the Liquor License Event Holder, its members or invitees. Such policy shall name the Municipality of Huron East as an additional insured and a certified copy of the policy or certificate shall be provided to the Municipality of Huron East 7 days prior to the date of the function.

Regulation 12

Policy Monitoring and Review

The alcohol management policy for the Municipality of Huron East will be reviewed yearly from the date initially approved by Council, and by the Recreation Committee. After reviewing the policy each year, the Recreation Committee, if required, will form a committee as required to discuss the recommended changes. A form will be given to all Liquor Licensed Event Holders soliciting comments on their rental relation to this policy. See Appendix "B".

Rationale:

- i) Policy to be monitored and reviewed on a yearly basis which will ensure that the policy remains up to date and effective.
- ii) This will ensure that the public will remain involved in the process of review and revamping of the existing policy.

Regulation 13

Consequences for Failure to Comply

Liquor Licensed Event Holders who fail to comply with the Municipal Alcohol Policy shall be subject to the following consequences:

1. Although police will be called if a situation deems necessary to do so, it is the responsibility of the Liquor Licensed Event Holder to ensure the proper management of an event.
2. Facility staff will report any infraction of this policy to legal authorities whenever they believe such action is required.

3. Should a situation arise where an event may have to be shut down, the Recreation Director or designate will evaluate the situation on behalf of the Municipality of Huron East.
4. Any repeated infractions of the Municipal Alcohol Policy will be reviewed at the following Committee Meeting. A registered letter describing the problem will be sent by the Secretary or designate to the Liquor Licensed Event Holder. The Committee may refuse future liquor licensed event privileges to the Licensed Event Holder and shall advise Council of their action.
5. Where persons under the age of majority are found to have consumed or to be consuming alcohol at a Liquor Licensed Event and non-Liquor Licensed Events, the authorities may be called and/or the following procedure will be followed by the Municipal Council:

First Infractions: The individual will be turned over to the police. A registered letter will be sent by the Clerk-Administrator and/or Recreation Board to the parents/guardians.

Second Infraction: The individual could be banned from attending any public function held in any municipal facility for a period of 6 months. A registered letter will be sent by the Clerk-Administrator and/or Recreation Board to the parents/guardians.

6. Where anyone is engaged in disruptive behaviour as a result of alcohol consumption at social events, authorities may be called and/or the following procedure will be followed:

First Infraction: Individual will be ejected from the event for its duration and in addition shall not be permitted to attend the same event the following year.

Section Infraction: Individual could be suspended from all functions for a period of 1 year. A registered letter will be sent by the Clerk-Administrator and/or Recreation Board.

APPENDIX "A"

"CHECKLIST FOR LIQUOR LICENSED EVENT HOLDERS"

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

1. Name of Liquor Licensed Event Holder:

2. Will persons under 19 years of age be attending this event?

_____ Yes _____ No

3. Type of Identification for event workers _____

4. Has proof of Liquor Licensed Event been provided _____

5. Has proof of Insurance been provided _____

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

a) _____

b) _____

c) _____

7. I have reviewed the Municipal Alcohol Policy with a Municipal Representative:

_____ Yes

8. I understand all the policy regulations.

_____ Yes

9. I and/or my group will observe and obey all policy regulations during the event.

_____ Yes

If No, explain: _____

Signature of Liquor Licensed Event Holder

Signature of Municipal Rep.

Date: _____

APPENDIX "B"

MUNICIPAL ALCOHOL POLICY COMMENT FORM

Please comment on the effects that this policy has relating to your Liquor Licensed Event.

.....

Please state the date of your event: _____

Location of event: _____

Type of event: _____

Comments: _____

Thank you for your cooperation!