



POLICY REGULATIONS

for the

**MANAGEMENT OF SPECIAL OCCASION PERMITS IN
RECREATION FACILITIES AND PARKS**

to

EAST FERRIS MUNICIPAL COUNCIL

by the

**EAST FERRIS
PARKS AND RECREATION COMMITTEE**

JUNE 2014

**SCHEDULE “A” TO BY-LAW #XXXX PASSED BY COUNCIL
FOR THE MUNICIPALITY OF EAST FERRIS ON JUNE 24,
2014.**

**MAYOR
WILLIAM VREBOSCH**

**CAO/CLERK
JOHN B. FIOR**

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GOAL OF THE ALCOHOL MANAGEMENT POLICY:

The Municipality of East Ferris and its Parks & Recreation Committee wish to manage the use of alcohol in all facilities owned and operated by the Municipality in a way that ensures the health and safety of all participants and the protection of facilities.

To meet leisure needs of this Municipality and the requirements of the Municipality, a policy for the management of alcohol during events and functions is recommended. The following pages outline these regulations.

POLICY OBJECTIVES:

1. To provide procedures and education to ensure that all Alcohol and Gaming Commission of Ontario (AGCO) legislation pertaining to Special Occasion Permits is properly understood and is strictly followed.
2. To provide management procedures and education to protect the participating public, volunteers, the Corporation and its staff from legal liabilities which could result from lack of proper supervision and operation of Special Occasion Permit functions.
3. To encourage and reinforce responsible moderate drinking practices through the development of appropriate operational procedures, controls, training and education.
4. To provide for a balanced use of alcohol through Special Occasion Permits so that alcohol becomes a responsible part of a social function rather than the reason for the function.
5. To provide a balance of wet and dry facilities and programs so that consumers, abstainers, adults, youth and families will be adequately serviced and protected.

RISKS

The Liquor License Act is very clear in setting standards around alcohol service to the public. When alcohol is served, The Liquor License Act and a Municipal Alcohol Policy dictate rights, responsibilities and obligations in order to ensure that a minimum standard of conduct and care is met. Without these regulations, people participating in an event might be exposed to danger, and event hosts could be held responsible.

Anyone who sells serves or gives alcohol to a person is known as a provider of alcohol. Providers may include but are not limited to: service clubs and their members, private family function organizers, or anyone obtaining a Special Occasion Permit to run an event. The occupier is the group/individual that owns and/or rents the premises where the event is taking place. Both providers and occupiers are liable for the event attendees.

RATIONAL: A range of problems can occur due to irresponsible alcohol consumption, which may affect other persons attending the event, other organizations wishing to utilize the facility in the future, the public and the Municipality. Since the late 1980's and early 1990's, municipalities have taken a

proactive approach to developing alcohol management policies as risk management tools. Based on the many negative alcohol related accidents and incidents that have occurred. They problems may include:

- Injuries or death due to intoxicated persons or other as a result of alcohol consumption.
- Liability actions arising from improper serving and monitoring of alcohol consumption.
- Liquor License Act charges against the Municipality of and/or Special Occasion Permit holders
- Suspension of Special Occasion Permits being issued at specific facilities

By reducing intoxication, drinking under the legal age and the possibility of driving a vehicle while impaired, the above problems will correspondingly diminish.

DEFINITIONS

Special Occasion Permit:

A liquor permit issued by the Alcohol and Gaming Commission of Ontario for social events where alcohol will be sold or served.

Event

For the purposes of this policy, an event refers to any licenced event held in a Municipal facility at which alcohol will be served and/or sold. Such event may include but are not limited to weddings, showers, dances, receptions and birthday parties.

Public Events

A public event is one which is open to the public to attend and is conducted by a registered charity or not-for-profit entity. An individual or business may host a public event if the event is (a) being held in a licensed facility, or (b) has been deemed of Municipal, provincial, national or international significance.

Private Event

A private event is one which is for invited guests. These events cannot be advertised and there can be no intent to gain or profit from the sale of alcohol at the event.

Outdoor Event

An outdoor event is one at which any alcohol is consumed in an outdoor space (including pavilion, tents or temporary structures)

Event Organizer

The individual(s) who has signed the facility rental agreement for an event that will involve the selling and or serving of alcohol at Municipal facilities. The Event Organizer and/or designate are responsible for the safety and sobriety of people attending the event as well as compliance with the Municipal Alcohol Policy and the Liquor Licence Act and its regulations. They assume responsibility and liability for the entire operation of the event.

Event Worker

A paid/volunteer person(s) appointed by the Event Organizer, who is over the age of 18 and who has satisfactorily proven to the Event Organizer that she/he will act in accordance with the Municipal Alcohol Policy. All event workers have responsibility in the operation of the event and shall NOT consume or be under the influence of alcohol for the entire duration of the event. They assume responsibility and liability for the entire operation of the event in conjunction with the Event Organizer. In accordance with the Municipal Alcohol Policy all event workers must have Smart Serve Training certificates and provide copies to the Municipality.

Event Workers may have one or more of the following roles;

- Floor Monitor
- Door Monitor
- Server/Bartender
- Ticket Seller

Licensed Security

Security Personnel monitor entrances and patrol licenced areas to ensure the safety and security of the establishment, its employees and patrons. Security must be licenced to under the **Private Security and Investigative Services Act, 2005** or as may be amended from time to time.

Liquor Licence Act

Outlines the laws regarding the sale and service of alcohol.

Municipal Alcohol Policy

A local Policy for Municipalities to manage events held in municipally owned facilities and properties when alcohol is sold or served.

Operational Plan

A coordinated plan of action, to prevent and control potential risk. See the Alcohol and Gaming Commission's document Planning Special Events, Concerts or Festivals tip sheet for more information.
http://www.agco.on.ca/pdfs/en/tip_sheets/3207.pdf

Server Training Program

A certificate training program for serving alcohol that is approved by the Alcohol and Gaming Commission of Ontario. Server training is required by staff and volunteers who work in areas where alcohol is sold and/or served. This training is offered by Smart Serve Ontario.

<https://www.smartserve.ca/>

Special Occasion Permit

A liquor permit issued by the Alcohol and Gaming Commission of Ontario for social events where alcohol will be sold or served. http://www.agco.on.ca/forms/en/1575_a.pdf

Special Occasion Permit Holder

Refers to the individual who signs the application for a Special Occasion Permit to sell and/or serve alcohol. The permit holder must be at least 19 years of age and shall attend the event to which the permit applies or appoint a designate to attend in the permit holder's place. If the permit holder designates a person to attend the event in the permit holder's place both the permit holder and the designate shall sign the permit. The permit holder and/or designate are responsible for the safety and sobriety of people attending the event as well as compliance with this Municipal Alcohol Policy and the Liquor Licence Act and its regulations at the event. They assume responsibility and liability for the entire operation of the event.

Standard Drink

A Standard Drink means:

- 12oz. or 341 ml of beer with 5% alcohol OR
- 5oz. or 142 ml of wine with 12 % alcohol OR
- 1 1/2 oz. or 43 ml of spirits with 40% alcohol



<http://www.ccsa.ca/Resource%20Library/2012-Canada-Low-Risk-Alcohol-Drinking-Guidelines-Brochure-en.pdf>

Municipal Properties

All municipally owned or leased lands, buildings and structures.

POLICY REGULATIONS

REGULATION NO. 1: REPLACE EXISTING POLICY

That upon review and approval by Council of the following regulations, this policy proposal replaces the current alcohol management policies for the Municipality of East Ferris effective June 26, 2014.

REGULATION NO. 2: MUNICIPAL FACILITIES SUITABLE FOR SPECIAL OCCASION PERMITS

- A. That the upstairs hall in the East Ferris Community Centre should be designated as a suitable facility for the use of Special Occasion Permit events.
- B. That the ice surface of the East Ferris Community Centre should be designated as a suitable facility for the use of Special Occasion Permit events when the ice is covered or when it is removed for the summer.
- C. That the East Ferris Community Centre Boardroom should be designated as a suitable facility for the use of Special Occasion Permit events.
- D. That the Curling Club (including ice surface and downstairs lounge) of the East Ferris Community Centre should be designated as a suitable facility for the use of Special Occasion Permit events.
- E. That the Corbeil Park Hall be designated as a suitable area for the use of Special Occasion Permit events.
- F. That the outdoor designated area at the Corbeil Park Hall, be suitable for the use of outdoor Special Occasion Permit functions.
- G. That the enclosed tennis court in the Astorville Park be designated as a suitable area for the use of outdoor Special Occasion Permit events.

REGULATION NO. 3: FACILITIES/PARKS NOT SUITABLE FOR EVENTS

- A. That the dressing rooms of the East Ferris Community Centre be clearly designated as areas not suitable for drinking alcohol before, during or after sport events.
- B. MUNICIPAL PARKS AND GREEN SPACES: That all municipally owned beaches, parks and green spaces be designated not suitable for Special Occasion Permit events.
- C. That the East Ferris Municipal Office, Fire Halls, Public Works Garage, Public Library, Fitness Centre and Council Chambers are designated as areas not suitable for licensed alcohol events.

REGULATION NO. 4: YOUTH AND SPECIAL OCCASION PERMIT EVENTS

That the youth and minor sports events including banquets be designated as events not suitable for alcohol consumption. Associated adult evening social events commencing after 8:30 p.m. will be allowed, however, minors will not be allowed entry to the licensed area. Minors are considered to be any person under the age of 19.

REGULATION NO. 5: YOUTH ADMITTANCE TO ADULT EVENTS

That persons under the legal drinking age will be allowed to attend certain licensed events such as private family functions, weddings and anniversaries, community wide festivals and family oriented events, only if the special occasion permit specifies that minors are permitted and minors are not to be served alcohol beverages under any circumstances regardless of the event or the consent of their parents, when such licensed events take place on Municipal property.

REGULATION NO. 6: SIGNS

That the following bilingual signs should be prominently displayed in facilities and areas designated for Special Occasion Permit events.

A. STATEMENT OF INTOXICATION SIGN:

The following statement will appear in **both official languages**, on a wall sign and may be printed onto serving cups and/or on table talkers.

MUNICIPALITY OF EAST FERRIS STATEMENT OF INTOXICATION

**“It is prohibited by law to serve anyone to a state of intoxication or to serve an intoxicated person.”
THANK YOU**

DÉCLARATION CONCERNANT L'IVRESSE MUNICIPALITÉ D'EST FERRIS

**“Nous sommes tenus par la loi de ne pas servir d'alcool aux personnes en état d'ivresse ou sur le point de l'être”.
Merci**

B. “RIDE AWARENESS” SIGN:

The following statement will appear in both official languages on a wall located at the main exits in each facility or area and may be printed on paper cups and/or table talkers.

“The Municipality of East Ferris is a participating Municipality in the RIDE Program and thanks you for leaving this event a sober driver”.

“La Municipalité d'East Ferris participe au programme RIDE et vous remercie d'être un conducteur sobre lorsque vous quittez ces lieux.”

C. AREAS NOT SUITABLE FOR ALCOHOL CONSUMPTION SIGN:

The following statement will appear in both official languages, on a wall sign in each arena dressing room...

“Alcohol consumption is not permitted in this dressing room. The Municipality of East Ferris thanks you for keeping this area alcohol free.”

“Il est défendu de consommer de l’alcool dans cette salle. Aucun alcool permis; la Municipalité d’East Ferris vous en remercie.”

D. ACCOUNTABILITY SIGN:

A sign will appear on a wall at main exits of each facility and/or table talkers which will, in both languages identify the sponsor of the event and the address and telephone number of the Police Department. The sign will also indicate that a municipal representative may intervene at any S.O.P. event if necessary and may be contacted when filing a complaint.

DÉCLARATION DE RESPONSABILITÉ

La déclaration suivante devrait être publiée sur les objets de table et sur une enseigne mural posée dans les principales sorties de chaque installation. L’enseigne donnera du commanditaire de l’événement ainsi que l’adresse et le numéro de téléphone de la Force Policière. L’enseigne donnera aussi le nom du représentant municipale qui pourrait intervenir sur les lieux et qui pourrait être contacté pour déposer des plaintes.

E. FETAL ALCOHOL SYNDROME

A sign shall be displayed in all areas where alcohol is served in order to inform participants of the risks of fetal alcohol syndrome.

“Give your baby a good start! If you are planning to become pregnant, if you are pregnant or nursing your baby, please do not drink alcohol”

“Favorisez la santé de votre bébé. Si vous planifiez d’avoir un bébé, si vous être enceinte ou vous allaitez votre enfant, soyez prudente et ne buvez pas d’alcool.”

REGULATION NO. 7: SERVER TRAINING AND SUPERVISION PRACTICE

That in order to be eligible for a facility rental with a Special Occasion Permit, the sponsor must demonstrate to the satisfaction of the Municipality that the event supervisors, servers, floor and door monitors have attended a server training course and have been trained in responsible server techniques.* 100% of all event workers must have their server training.

REGULATION NO. 8: LOW AND NON ALCOHOL DRINKS

That in order to be eligible for a facility rental with a Special Occasion Permit, the sponsor must demonstrate to the satisfaction of the facility manager or designate that 30% of the alcohol consists of low alcohol beverages such as light beer. As well, non-alcoholic drinks must be offered at no charge or at a price substantially lower than that charged for alcoholic drinks.

REGULATION NO. 9: SAFE TRANSPORTATION

- A. That the event sponsor will be required to implement safe transportation strategies including a designated driver program* combined with additional alternative home transportation options** and promotion of the police spot check***.

*** Designated Driver**

- advertise/announce the designated driver program at the event.
- to provide non-alcohol drinks (such as coffee, pop, juices) at no charge or at a reduced rate for the designated drivers.

**** Alternative Transportation Options**

- post local cab phone numbers.
- have sponsor drive intoxicated participant home and/or,
- call a friend, relative, or taxi to assist intoxicated driver and/or collect keys upon entry and/or
- if necessary, call police, warn or apprehend the impaired driver.
- announce alternate transportation options available at the event.

***** Police Spot Checks**

- Post wall and/or table signs and/or announcement that read:

The Municipality of East Ferris is a participating Municipality in the RIDE Program and thanks you for leaving this event a sober driver”.

Programme de verification au hazard des conducteurs

Afficher au mur ou imprimer sur les objets de table ou annoncer le message suivant: **“Le comté d’East Ferris participe au programme RIDE et vous remercie d’avoir quitter ces lieux en état de sobriété”.**

Announce the importance of leaving the event a Sober Driver.

REGULATION NO. 10: CONTROLS

- A. Event Controls: That in order to eligible to rent a municipal facility for a Special Occasion Permit event, the sponsor must demonstrate to the satisfaction of the Manager of Parks and Recreation or Designate that sufficient controls are in place which will assist in ensuring compliance to the Policy. These Controls include:**

1. The event sponsor must demonstrate to the Manager of Recreation and Facilities that the policy is understood and that regulations will be observed and that the required insurance coverage is in place (proof of policy or binder must be filed with the Manager of Recreation and Facilities before the event takes place).
2. The event sponsor must obtain a Special Occasion Permit from the Liquor License Board of Ontario and must show proof of this to the Manager of Recreation and Facilities prior to the event.
3. The event sponsor must provide a list of trained workers at least fifteen (15) days prior to the event to the Manager of Recreation and Facilities or his/her designate.
4. The event sponsor must prove to the Manager of Recreation and Facilities that at least 30% of their stock is comprised of low alcohol beverages.

5. The only acceptable forms of identification for admission to an SOP event will be:
 - a) The LLBO BYID (bring your identification card; or
 - b) An Ontario Driver's Licence; or
 - c) A Canadian Passport; or
 - d) A Canadian Citizenship card; or
 - e) A Canadian Armed Forces ID card; or
 - f) The LLBO's former ID card.
6. The person who signs the Special Occasion Permit Application or his/her designate must attend the event and be responsible for making decisions regarding the operation of the event as required by the Special Occasion Permit.
7. The event sponsor is responsible for the event, and therefore must not have consumed any alcohol prior to or during the event.
8. All event workers must refrain from consuming any alcohol prior to or during the event.
9. Floor monitors are responsible for the supervision of entrances/exits, bathrooms and the floor area.
10. The Manager of Recreation and Facilities or his/her designate, reserve the right to use their discretion to determine the requirement for two (2) off duty police officers or other licensed security personnel through the Event Risk Assessment Tool. The cost of which will be borne by the sponsoring group or individual. See "Appendix C" of the Municipal Alcohol Policy for the Event Risk Assessment Tool.
11. The event sponsor must ensure the physical setting is safe for all in attendance.
12. The event sponsor must ensure that patrons do not engage in activities that could harm them or others.
13. Exits must be supervised.
14. A worker must be available upon request to ticket sellers who require assistance in managing a person who is refused a sale.
15. All bottles must be retained within the bar area and all drinks must be served in paper/plastic cups with the exception of bottled wine during the dinner portion of an event.
16. The licensee is to abide by the rules and requirements of the Municipal Alcohol Policy.
17. An authorized representative of the Municipality of East Ferris has the right to enter any Special Occasion Permit event and take control if necessary at the time.
18. Marketing practices which encourage increased consumption, such as oversize drinks, double shots of spirits, pitchers of beer, drinking contests, and volume discounts are not permitted.
19. The maximum number of drinks purchased by one person per visit to the bar will be four.

20. During a ticket event, tickets must be purchased from designated ticket sellers and redeemed at the bar with a maximum of eight tickets per purchase.
21. Unused tickets may be redeemed for cash at any time during the event.
22. There will be no last call announced.
23. The event sponsor and workers of a free bar event must abide by all the policy control measures.
24. Whenever appropriate, Police will be notified by the Municipal representative of problem situations.
25. The event sponsor and workers must encourage the consumption of food, low alcohol and non-alcohol beverages.
26. The bar area will close at 1:00 a.m. and the premises will be vacated at 2:00 a.m.
27. The ratio of event workers designated by the event sponsor and the Parks & Recreation Department for all eligible municipal facilities and parks will be as follows:

MINIMUM NUMBER OF WORKERS FOR ALL LEVELS OF EVENTS (low to high)

Number of Participants	Bartenders	Ticket Sellers	Floor Monitors	Door Monitors	Total
0-50	1	1	1	1	4
51-100	1-2	1-2	1-2	1-2	4-8
100-200	1-2	1-2	1-3	1-2	4-9
200-400	2-3	2-3	1-3	1-3	6-12
400-600	2-4	2-5	1-4	2-3	7-16

B. Special Occasion Permit Event Team Job Descriptions and Responsibilities

Every event worker works as a member of the team. This provides support for all team members and ensures that any potential problems are quickly identified and dealt with. Examples of event worker job descriptions are as follows.

Permit Holder: signs the Special Occasion Permit with AGCO and the Special Occasion Permit Holder Agreement. This person is also the general manager of the event and assumes responsibility for the operation of the event.

Event Sponsor: she or he must attend the event, ensure that the required Smart Serve trained staff are available, coordinate and help staff and ask for help from security if necessary.

Bartenders: accept tickets for the purchase of alcohol drinks to a maximum of 4 per person at any one time; serve drinks, monitor for intoxication, refuse service when patron appears to be intoxicated or near intoxication and offer no-alcohol substitute.

Floor Monitor: chats with participants, communicates with other event workers, monitors patron behaviour, monitors for intoxication, responds to problems and complaints, refuses service, removes intoxicated persons, and suggests safe transportation alternatives.

Door Monitor: checks identification and for signs of intoxication, keeps out intoxicated and troublesome individuals, monitors for those showing signs of intoxication when leaving the event, and recommends safe transportation options.

Ticket Seller: sells alcohol tickets to a maximum of 8 per person per purchase; monitors patron behaviour and for intoxication at ticket sale. Communicates with floor monitor when there are complaints, refusal of service, and removal of intoxicated persons.

C. Consequences for failure to comply: That individuals and/or groups who fail to meet the Municipal Alcohol Policy be subject to the following consequences:

- The municipal staff may report any infraction of this policy to legal authorities whenever they believe such action is required. Copies of registered letters will also be sent to the Police Department.
- Any infraction to the East Ferris Municipal Alcohol Policy will be reviewed by Council. A registered letter describing the problem will be sent to the sponsor who may be refused future rental privileges.
- Future rental privileges or use by penalized individuals or groups will depend on demonstrating the Manager of Recreation and Facilities and Council that all rules will be followed at future functions.
- The Municipal Council reserves the right to suspend the individual/group immediately and permanently depending on the circumstances surrounding the incident.
- Where underage youth are found to have consumed or to be consuming alcohol at an S.O.P. event or non S.O.P. event, the proper authorities may be called by the Manager of Recreation and Facilities or his/her designate.

Where a group is found to be consuming or have consumed alcohol in the arena change rooms or in the bleachers and/or

Where underage youth are found to have consumed or to be consuming alcohol at Special Occasion Permit and non-Special Occasion Permit functions and/or

Where adults and youth engage in disruptive behaviour at social events the following procedure will be followed:

1. The authorities may be called and/or a letter of warning from the Municipality may be sent by registered mail.

2. The individual(s) and/or group(s) may be suspended from all future functions and rental privileges until reviewed by Council.

REGULATION NO. 11: INSURANCE

Bookings associated with a “Special Occasion Permit” are subject to the applicant providing the Municipality with proof of “Party Alcohol Liability Insurance”.

Party Alcohol Liability Insurance in the amount of \$2,000,000 must include clauses to add the Municipality of East Ferris as an additional named insured; the insurance certificate must contain a cross liability clause.

REGULATION NO. 12: ALCOHOL ADVERTISING

That advertising and promotion which promotes the consumption of alcohol be prohibited in all Municipal facilities.

REGULATION NO. 13: PROMOTING THE POLICY

That the Municipal Alcohol Policy is promoted to the Municipality at large and that information continues to be provided to user groups by Municipal staff and the Parks and Recreation Committee.

REGULATION NO. 14: POLICY MONITORING AND REVISIONS

That the Policy be reviewed by the Parks and Recreation Committee as required due to: legislative changes and/or based on information provided by the Manager of Recreation and Facilities and other invited sources. A report to Council should be prepared with suggested Policy changes if required.

REGULATION NO. 15: ORIENTATION TO POLICY

That the Policy be reviewed by any new Municipal staff, volunteers or newly elected Municipal officials.



“APPENDIX A”

MUNICIPALITY OF EAST FERRIS
PARKS AND RECREATION DEPARTMENT

AGREEMENT: SPECIAL OCCASION PERMIT EVENT

CONTACT PERSON: _____
HOST ORGANIZATION: _____
MAILING ADDRESS: _____
PHONE # (BUSINESS): _____ (HOME): _____
FAX #: _____ E-MAIL: _____

DESIGNATED AND ALTERNATIVE CONTACT PERSON(S):
1. NAME: _____ PHONE # (B) _____ (H) _____
2. NAME: _____ PHONE # (B) _____ (H) _____

IN CONSIDERATION OF PERMISSION BEING GRANTED TO HOLD AN EVENT AT THE
PREMISES KNOWN AS: _____

DATE: _____ TIME: FROM _____ TO _____
DATE: _____ TIME: FROM _____ TO _____
DATE: _____ TIME: FROM _____ TO _____

1. The applicant has read and understands the Special Occasion Permit guidelines listed on the reverse and agrees to follow them.
2. The applicant understands that the Municipality of East Ferris Municipal Alcohol Policy and the Alcohol and Gaming Commission Act of Ontario must be adhered to.
3. The applicant understands that if I or other individuals at the event fails to adhere to Municipal Alcohol Policy, the Municipality will act accordingly. This action may include eviction, revocation of the Special Occasion Permit and the notification of local authorities.
4. The applicant understands that they can be held liable for injuries and damages arising from the failure to adhere to the Liquor License Act of Ontario
5. The organizers indemnify and save harmless the Municipality of East Ferris, its agents and employees from any claims or actions brought against the Municipality of East Ferris as a result of the event sponsor/licensee occupying the Municipality’s premises.
6. The applicant agrees to provide proof of insurance in the amount of \$2,000,000 with the Municipality of East Ferris as an additional named insured. The insurance certificate must include a cross liability clause.
7. The applicant agrees to provide security services through an approved security firm in accordance with the Municipal Alcohol Policy.

This Agreement shall be binding on the parties hereto, their successors, heirs, executors and assigns.

DATED AT EAST FERRIS, THIS _____ DAY OF _____, _____
(DAY) (MONTH) (YEAR)

SIGNATURE OF APPLICANT NAME OF APPLICANT (PRINT)

PERMISSION GRANTED BY THE MUNICIPALITY OF EAST FERRIS

DATE SIGNATURE

DEPARTMENT OF PARKS AND RECREATION

GUIDELINES FOR SPECIAL OCCASION PERMIT HOLDERS

As the contact person for a Special Occasion Permit, you and your group can be held liable for injuries and damages arising from failure to adhere to the Alcohol and Gaming Commission 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. In order to reduce your group's risk of liability, the following guidelines should be adopted:

1. The event sponsor must demonstrate to the Manager of Recreation and Facilities that the policy is understood and that regulations will be observed and that the required insurance coverage is in place (proof of policy or binder must be filed with the Manager of Parks & Recreation before the event takes place).
2. The event sponsor must obtain a Special Occasion Permit from the Liquor License Board of Ontario and must show proof of this to the Manager of Recreation and Facilities prior to the event.
3. The event sponsor must provide a list of trained workers at least thirty (15) days prior to the event to the Manager of Parks & Recreation or his/her designate.
4. The event sponsor must prove to the Manger of Parks & Recreation that at least 30% of their stock is comprised of low alcohol beverages.
5. The only acceptable forms of identification for admission to an SOP event will be:
 - a) The LLBO BYID (bring your identification card; or
 - b) An Ontario Driver's License; or
 - c) A Canadian Passport; or
 - d) A Canadian Citizenship card; or
 - e) A Canadian Armed Forces ID card; or
 - f) The LLBO's former ID card.
6. The person who signs the Special Occasion Permit Application or his/her designate must attend the event and be responsible for making decisions regarding the operation of the event as required by the Special Occasion Permit.
7. The event sponsor is responsible for the event, and therefore must not have consumed any alcohol prior to or during the event.
8. All event workers must refrain from consuming any alcohol prior to or during the event.
9. Floor monitors are responsible for the supervision of entrances/exits, bathrooms and the floor area.
10. The Manager of Recreation and Facilities or his/her designate, reserve the right to use their discretion to determine the requirement for two (2) off duty police officers or other licensed security personnel through the Event Risk Assessment Tool. The cost of which will be borne by the sponsoring group or individual. See "Appendix C" of the Municipal Alcohol Policy for the Event Risk Assessment Tool.
11. The event sponsor must ensure the physical setting is safe for all in attendance.
12. The event sponsor must ensure that patrons do not engage in activities that could harm them or others.
13. Exits must be supervised.
14. A worker must be available upon request to ticket sellers who require assistance in managing a person who is refused a sale.
15. All bottles must be retained within the bar area and all drinks must be served in paper/plastic cups with the exception of bottled wine during the dinner portion of an event.
16. The licensee is to abide by the rules and requirements of the Municipal Alcohol Policy.
17. An authorized representative of the Municipality of East Ferris has the right to enter any Special Occasion Permit event and take control if necessary at the time.
18. Marketing practices which encourage increased consumption, such as oversize drinks, double shots of spirits, pitchers of beer, drinking contests, and volume discounts are not permitted.
19. The maximum number of drinks purchased by one person per visit to the bar will be four.
20. During a ticket event, tickets must be purchased from designated ticket sellers and redeemed at the bar with a maximum of eight tickets per purchase.

21. Unused tickets may be redeemed for cash at any time during the event.
22. There will be no last call announced.
23. The event sponsor and workers of a free bar event must abide by all the policy control measures.
24. Whenever appropriate, Police will be notified by the Municipal representative of problem situations.
25. The event sponsor and workers must encourage the consumption of food, low alcohol and non-alcohol beverages.
26. The bar area will close at 1:00 a.m. and the premises will be vacated at 2:00 a.m.
27. The ratio of event workers/participant designated by the event sponsor and the Parks & Recreation Department for all eligible municipal facilities and parks will be as follows:

Number of Participants	Bartenders	Ticket Sellers	Floor Monitors	Door Monitors	Total
0-50	1	1	1	1	4
51-100	1-2	1-2	1-2	1-2	4-8
100-200	1-2	1-2	1-3	1-2	4-9
200-400	2-3	2-3	1-3	1-3	6-12
400-600	2-4	2-5	1-4	2-3	7-16

NOTE: required event worker numbers are based on risk assessment associated with event and will be determined by the Manager of Recreation and Facilities and/or designate.

Initial _____



“APPENDIX B”

Meeting Room/Hall Request Application Form

NEW REQUEST _____ SEASONAL _____ ONE TIME USE _____

Organization Name: _____

Contact Name(s): _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Phone: (H) _____ (W) _____ Fax: _____

Email: _____

Note: this email address will be used for the purposes of this facility booking. If you wish to receive other information about municipal or community information please initial here. _____ (initial)

Date(s) Requested _____ Start Date _____ End Date _____

Weekly Days Requested M T W T F S S

Start Time _____ End Time _____

SPECIFIC FACILITY REQUESTED

East Ferris Community Centre

- Main Hall (Max capacity 340)
Boardroom (seats 12)
Kitchen ovens required fridges required
Coat Check

Corbeil Park Hall (Max capacity 130)

- Main Hall
Kitchen

Purpose of Request:

Meeting Recreation Program/Activity Special Event Wedding Other

Expected Attendance: Name of Event:

Description/purpose of activity:

Four horizontal lines for describing the activity.

(Check all that apply)

- Private Party
- Alcohol Licensed
- No Alcohol
- Youth Under 18
- Adult
- Family (All ages)
- is a Special Event License needed?
- Food Served
- Will Food be Sold
- Sound System
- Music DJ live band

Set up Requirements

- Tables Required # _____
- Chairs Required # _____
- Special seating arrangement

Check all that apply:

Theatre ___ Classroom ___ Banquet _____ Head table _____ Conference _____

Other: _____

For a description of the hall set up, please describe bellow.

Description of Hall Set Up:

Signature: _____ Date: _____

For further information, please contact: Micheline Melnyck or Sharon Kitlar at 705-752-3566.

(For office use only)

Hall Rental Agreement sent via e-mail fax **Date:** _____

“APPENDIX C”

EVENT RISK ASSESSMENT TOOL

The following information is used as a guideline to determine event controls and security requirements for a liquor licensed event. Other factors such as prior event incidents or unique event characteristics may impact the risk assessment.

Level One -Banquets/Receptions/Programmed Events

A limited number of alcoholic beverages are served/sold to **invited** guests of a reception, sit-down dinner (including buffet-style dinners) or banquet. Examples include retirement dinners, service club dinner meetings, awards presentations, ballroom dancing events, wine and cheese functions, etc. These events may include **attendance up to the allowable limits of the facility** in question (alcohol served no later than 1:00am). **This category only requires Smart Serve Trained Bartenders. (Refer to chart on Page 20 to determine number of Smart Serve Bartenders required)**

Level Two -Affiliated Licenced Area

a) A licenced area is established to serve/sell alcohol to participants or guests attending an event or tournament. There is no dancing and the maximum number of persons within the licenced area **does not exceed 200 persons at any time.**

b) A licenced area is established to serve/sell alcohol to participants or guests attending an event were the event is primarily family focused or deemed to be low to moderate risk by the municipality. I.e. talent shows, community festivals, fundraising dinners etc.

Level Three -Social Events

Alcohol is available throughout the event, which may include dancing, games (within the applicable laws and regulations), and entertainment. These events may include **attendance up to the allowable limits of the facility** in question and **may extend to 1am** (alcohol served no later than 1:00am). New Year’s Eve events **may not** extend beyond 1:00am.

For Level Three Social Events, organizers are required to hire, at their own expense, 2 (two) licensed security for the duration of the event to monitor the activities of the participants.

Ensure that the security is aware of the requirements of the Municipal Alcohol Policy and that they are required to remain on the premises until released by the organizer or the last attendee has vacated the property.

Level Four – Special Events

At these events alcohol is served. The nature and scope of the event falls outside of those described above. Because of this the event may require a customized operational plan to prevent and control potential risk. The Manager of Recreation and Facilities will work with event organizers to formulate the plan.