

The Corporation of the Township of Chatsworth

Municipal Alcohol Policy

June 15, 2011

PREAMBLE

The Corporation of the Township of Chatsworth owns and manages facilities where alcohol consumption is not permitted and other facilities where alcohol consumption is permitted under the authority of a Special Occasion Permit. The Township of Chatsworth has developed a municipal alcohol policy in order to prevent alcohol related problems that arise from excessive alcohol consumption within its facilities and to promote a safe, enjoyable environment for those who use these facilities.

A range of problems can arise from alcohol consumption. These problems can affect not only the drinkers but other people who use the facilities. These problems include:

- ★ vandalism and destruction of property;
- ★ police officers called to municipal property;
- ★ injuries to drinkers or other individuals;
- ★ liability action arising from alcohol related injuries or deaths
- ★ increased insurance rates as a result of alcohol incidents;
- ★ loss of insurability should the insurer's risk assessment escalate;
- ★ charges laid against the Municipality or the Special Occasion Permit holders under the Liquor License Act;
- ★ suspension or loss of alcohol permit privileges by the Alcohol and Gaming Commission of Ontario;
- ★ loss of enjoyment by non-drinkers and moderate drinkers;
- ★ complaints lodged by offended parties;
- ★ withdrawal from use of facilities by people concerned about alcohol consumption;
- ★ loss of revenue due to reduced participation; and
- ★ increased public concern about alcohol consumption.

In many instances, these problems will not be attributable to moderate drinkers or to those who respect the rules regarding alcohol consumption. The majority of these problems will arise from drinkers who engage in four specific drinking practices:

- a) drinking to intoxication;
- b) drinking and driving;
- c) underage drinking; and
- d) drinking in prohibited areas

To the extent that these four drinking practices can be reduced, the likelihood of alcohol related problems will correspondingly diminish. For those who do not engage in these targeted drinking practices, the policy will be minimally intrusive. The policy is not intended to stand in opposition to legal and moderate drinking.

PURPOSE OF THE POLICY

The alcohol risk management policy consists of a range of measures designed to prevent alcohol related problems and increase the enjoyment of those who use the facilities. By reducing the potential for alcohol related problems, the Township of Chatsworth concurrently increases users enjoyment of the facilities, reduces the risk of death and injury and reduces its risk of liability actions. In this context, policy measures introduce barriers which impede the adoption of the targeted drinking practices.

The policy is divided into four sections:

1. designation of facilities where alcohol is prohibited;
2. designation of facilities where alcohol use is permitted
3. specification of conditions under which alcohol is permitted; and
4. enforcement procedures for violations of the policy.

SECTION 1. AREAS DESIGNATED WHERE ALCOHOL USE IS PROHIBITED

The consumption of alcoholic beverages is prohibited in the majority of parks, gardens, sports facilities and service facilities in the Township of Chatsworth. Council may change the designation of any site at its discretion. A complete list of these areas can be obtained from the Clerk's Office. Users who seek permission to use these facilities will be asked to sign a form agreeing that people included in the running of the activity or event will not be intoxicated.

SECTION 2. AREAS DESIGNATED FOR CONDITIONAL USE OF ALCOHOL

There are facilities and areas currently designated for alcohol use under the authority of a Special Occasion Permit. Township of Chatsworth council may change the designation of any site at its discretion.

2.1 FACILITIES FOR SPECIAL OCCASION PERMITS

(as determined by Council from time to time)

Walters Falls Community Centre

Walters Falls Ball Park (Tent)

Holland Centre Ball Chatsworth Community Centre/Arena & Ball Diamond & Park

Keady Community Centre

Desboro Arena & Park & Ball Diamond Area (Bell Park)

Williamsford Ball Diamond and Park

2.1.1 COMMUNITY FESTIVAL EVENT/PUBLIC EVENT

Where a Community Event/Public Event is being held by a Community Group and the group holding the event desires the Council of the Township of Chatsworth to deem it as a Community Festival Event, a request must be submitted to Council at least 6 weeks prior to the event being held. If Council deems the Event a Community Festival Event, a letter will be sent to the organization. The letter may include a request for a Financial Report to be submitted to Council

reflecting where the proceeds of the event are being distributed.

2.2 FACILITIES WITH PERMANENT LIQUOR LICENSES

Williamsford Community Centre

RATIONALE:

The Special Occasion Permit holder and facility owner need to be alerted to the potential liability and attendant responsibility to prevent participants from becoming intoxicated and protect them from foreseeable harm.

In order to provide a safe environment and control behaviour, event organizers must supervise entrances and exits. By controlling entry, underage, intoxicated, rowdy or unauthorized people can be prevented from entering an event. This will considerably reduce the likelihood of a problem occurring.

SECTION 3. CONDITIONS FOR SPECIAL OCCASION PERMITS

Anyone who wishes to serve alcohol at a designated site must complete an agreement form that stipulates the conditions under which alcohol may be served (See Appendix B). In addition, the responsible person must obtain a Special Occasion Permit from the Alcohol and Gaming Commission of Ontario. The Special Occasion Permit holder must ensure that all Alcohol and Gaming Commission of Ontario policies, the Liquor License Act and its Regulations and this Municipal Alcohol Policy are adhered to at the event. The Township of Chatsworth is under no legal obligation to allow licensed events to be held on its property. The Township of Chatsworth reserves the right to refuse an applicant permission to run a licensed event on its property. If the Township of Chatsworth so chooses, it may impose on the event whatever restrictions it deems appropriate in the circumstances.

ALL SPECIAL OCCASION PERMIT HOLDERS ARE REQUIRED TO ADHERE TO THE FOLLOWING CONDITIONS.

3.1 CATEGORY : CONTROL

- 3.1.1 The special occasion permit shall reflect how many people will be in attendance. The permit holder will ensure that the number of people in attendance does not exceed the number of people on the permit at any given time during the event.
- 3.1.2 No Minors Allowed with the exception of Weddings, Anniversaries, Retirement Parties, Family Reunions, Dinner/Theater, Fall Fair Dances and Community Board Affiliated Events (such as Community Board Barbeques and Dinners). All other exceptions must be by written notice to Council for consideration. The Council will, by resolution only, allow for exceptions of any change for special circumstances.
- 3.1.3 The permit holder will accept only a B.Y.I.D., a photo drivers license, a photo health

card, a photo firearms possession card, a valid military I.D. card or a passport as identification for alcohol purchase or consumption. Identification will be demanded at the door and rowdy or intoxicated individuals will be refused entrance.

- 3.1.4 The permit holder must make available a list of the persons who will attend as bartenders, servers and monitors, whom are aged 19 or over and have Smart Serve Certificates and will provide proof of certification. The permit holder must use Smart Serve Certified bartenders provided by the Township of Chatsworth or by the Community Centre Board(s) of Management.
- 3.1.5 The role of a monitor is to assist the permit holder in adhering to the alcohol policy, other than the serving of alcohol or bartending and assisting with the function in general to help make it a successful event. Their responsibilities may include but are not limited to the following:
 - Supervising the event,
 - Screening people at the door to make sure only eligible public gain access by, checking identification, checking for intoxication, admission tickets, etc.
 - Supervise entrances and exits to prevent underage, intoxicated, rowdy or unauthorized people from entering event
 - Selling tickets for beverages, food, etc.
 - Checking the building, parking lot, washrooms and other areas of the building for wrongful activity
 - Alerting authorities to any issues that need their assistance, ensuring that any problems that arise are dealt with appropriately
 - Assisting with serving of food and non-alcoholic beverages
 - Assisting in keeping the building free of waste, cleaning tables, cleaning washrooms, cleaning floors
- 3.1.6 The Township of Chatsworth or the Community Centre Board(s) of Management will determine who will serve as bartenders. They can also determine who will attend as servers and monitors.
- 3.1.7 The permit holder will ensure that the bartenders and servers do not serve alcohol to underage, intoxicated, rowdy or unauthorized people at the event.
- 3.1.8 There will be at least 2 monitors for 0-299 participants; 4 monitors for 300-599 participants; 6 monitors for 600-1200 participants. Monitors will supervise the event, encourage legal and moderate drinking behaviour and ensure that any problems that arise are dealt with appropriately for the duration of the event.
- 3.1.9 The monitors, bartenders and servers will not consume alcohol during the event while they are serving, nor will they be under the influence of any alcohol consumed before the event.
- 3.1.10 Monitors will be responsible until the completion of the event and will abide by all of the stated rules.

3.1.11 Paid Duty Police Officers only MUST BE HIRED for all of the following functions:

- Stag and Does
- Video Dances
- Engagement Dances
- Pre-Wedding Celebrations
- Post-Wedding Celebrations
- Family Celebrations
- Or; any function using the Facility Floor where there is Alcohol being served and the potential for crowds or young crowds may/will result.

From 0-299 people 2 Paid Duty Police Officers are required for Alcohol functions; 300-599 4 Paid Duty Officers for Alcohol functions are required; 600-1200 people 6 Paid Duty Officers for Alcohol functions are required.

Exceptions include:

- Weddings
- Anniversaries
- Retirement Parties
- Family Reunions
- Dinner/Theater
- Fall Fair Dances and Community Board Affiliated Events (such as Community Board Barbeques and Dinners) where crowds will result

Exceptions other than:

- Weddings (including rehearsal parties)
- Anniversaries
- Family Reunions

will still require Licensed security based on the number of people attending the functions. From 0-299 people 2 Licensed security people are required for Alcohol functions; 300-599 4 Licensed security people for Alcohol functions; 600-1200 people 6 Licensed security people are required for Alcohol functions.

Community Festival Events/Public Events may be exempted from Licensed Security on an individual basis through a motion of Council. Council will require 6 weeks' notice prior to the event being held in conjunction with Section 2.1.1.

NOTE: Ontario Provincial Police must have 30 days' notice prior to the event for paid duty.

3.1.12 All drinks to be served in plastic or paper cups and all bottles to be retained in the bar area.

3.1.13 A Township of Chatsworth or Community Centre Board of Management employee MUST be in attendance at all Special Occasion Permit functions. An employee is an individual hired by the Township of Chatsworth or the Community Centre Board of Management to oversee Special Occasion Permit Functions and are paid by the Township

of Chatsworth or Community Centre Board of Management. Their role is supervisory to ensure that the Alcohol Policy is being strictly adhered to.

- 3.1.14 Renters of Permanent License Facilities must hire an employee to attend at all Special Occasion Permit Functions. A Smart Serve certificate holding person, working for the Williamsford Community Centre will be deemed an employee.

RATIONALE:

The Special Occasion Permit holder and the facility board of management need to be alerted to the potential liability and attendant responsibility to prevent participants from becoming intoxicated and protect them from foreseeable harm.

In order to provide a safe environment and control behaviour, event organizers must supervise entrances and exits. By controlling entry, underage, intoxicated, rowdy or unauthorized people can be prevented from entering an event. This will considerably reduce the likelihood of a problem occurring.

By providing the board of management a list of bartenders, servers and monitors, those who previously have over served, served minors, and served intoxicated patrons can be asked not to participate in the event. A facility owner who failed to take such steps would be in a far more precarious legal position in any subsequent suit.

If injuries result from an event, the facility owner and/or management can be held liable and prosecuted under the Liquor License Act, regardless of any agreement with the permit holder.

3.2 CATEGORY: SALE OF ALCOHOL

- 3.2.1 When tickets are sold for alcoholic beverages, there will be a limit of 2 drinks per person from one hour prior to closing until the bar closes. Discounts will not be offered for the volume purchase of tickets.
- 3.2.2 When it is a cash bar, each person will be limited to a purchase of 2 tickets from 1 hour prior to closing until the bar closes. Discounts will not be offered for the volume purchase of alcoholic beverages.
- 3.2.3 A sign will be posted at the bar and at the ticket counter stating the law on serving to intoxication.
- 3.2.4 The permit holder will refund any unused tickets to anyone requesting a refund.
- 3.2.5 Last Call will not be announced.

RATIONALE:

By limiting the number of drinks near the end of the event, participants can purchase at one time, the ticket sellers, monitors, bartenders and servers are provided with more opportunities to observe participants for signs of intoxication. Table consumption can be moderated by placing a restriction on drink purchases.

3.3 CATEGORY: LOW ALCOHOL AND NON-ALCOHOLIC OPTIONS

3.3.1 The permit holder will ensure that alcoholic beverages offered consist of low alcohol options (i.e., low alcohol beer, light wine, and low alcohol spirits). Non-alcoholic beverages will be available at no more than half the cost of the lowest cost alcoholic beverage.

3.3.2 A sign will be posted identifying the low alcohol and non-alcoholic beverages available at the event.

RATIONALE

Low alcohol beverages help prevent intoxication by providing responsible consumers with an opportunity to consume less alcohol and avoid becoming intoxicated, at the same time providing servers with a substitute drink for those nearing intoxication. A patron consuming a regular beer could drink two "extra light" beers to ingest the same amount of alcohol. Similarly, "light" beer represents a 20% reduction in alcohol consumption.

3.4 CATEGORY: ACCOUNTABILITY

3.4.1 The permit holder will post the Liquor License in an obvious visual place displaying the name of the permit holder and the name and phone numbers of the facility owners and facility management.

3.4.2 The permit holder will obtain a minimum of two million dollars liability insurance prior to the event. The insurance policy shall name the Township of Chatsworth as an additional insured. A copy of the insurance policy is to be given to the board of management two weeks prior to the event.

RATIONALE

While the local authorities and Liquor License Inspectors are informed of the date and place of the special occasion function, they do not always have an opportunity to drop in and check on the operation of the event. The enforcement personnel may not be present the entire time concerned and participants will know where to lodge a complaint. This can facilitate early correction of potentially risky situations.

If an individual is injured, and if the Township of Chatsworth were to be found “jointly and severally” liable, the Township of Chatsworth could end up paying the total uninsured or inadequately insured. In addition to costing the municipality to settle the award, a municipality might have difficulty obtaining continued insurance coverage.

3.5. CATEGORY: SAFE TRANSPORTATION

- 3.5.1 The permit holder will be responsible for promoting safe transportation options for all the drinking participants. Examples of safe transportation options are:
- a) designated drivers selected from non-drinking participants at the event;
 - b) designated drivers provided by the sponsoring group;
 - or
 - c) taxis paid either by the sponsoring group or the participant.

RATIONALE:

The risk of liability is high when an impaired driver leaves an alcohol related event. Event organizers must assume responsibility for promoting safe transportation for all drinking participants. Safe transportation options are essential since the only way to sober up an impaired person is with time. Coffee provided at the end of the evening only turns a sleepy drunk into a wide awake drunk and still unable to drive.

3.6 CATEGORY: OTHER

- 3.6.1 The Township of Chatsworth reserves the right to introduce other conditions from time to time at its discretion.

SECTION 4. ENFORCEMENT PROCEDURES FOR POLICY VIOLATION

4.1 AREAS WHERE ALCOHOL IS PROHIBITED

- 4.1.1 A violation of this policy occurs when individuals consume alcohol in a facility or area where alcohol consumption is prohibited. A member of the group using the facility or area, a staff member of the Township of Chatsworth, a member of the local authorities, or an Inspector of the Alcohol and Gaming Commission of Ontario can intervene if there is a policy violation.
- 4.1.2 A group member may intervene by informing the offending individual(s) that the Liquor License Act and the Municipal Alcohol Policy prohibits alcohol consumption and ask that they comply with the Act and Municipal Policy immediately. Group members should feel encouraged to intervene in this way because intervention at other levels could result in a loss of privileges and legal charges.

- 4.1.3 A staff member of the Township of Chatsworth will take steps to ensure the policy violation stops whenever he/she encounters any violation of the Alcohol and Gaming Commission of Ontario policies, the Liquor License Act and this Municipal Policy. Staff members can ask that the consumption of alcohol stop, or they can ask the individual or organized group to leave the facility or area, depending on the circumstances and the nature of the violation (especially if there is the potential for harm, for loss of enjoyment by non-drinkers, or for complaints). Should the individuals or group members fail to comply; the staff member can call the police for enforcement.
- 4.1.4 Where a member(s) or organized group(s) have violated Alcohol and Gaming Commission of Ontario policies, or the Liquor License Act and its Regulations and/or this Municipal Policy, and have been notified of the violation, they may receive a registered letter from the Municipality stating the violation and indicating no further violations will be tolerated. Some violations are serious enough to warrant denial of access immediately. This decision may be made by the Alcohol and Gaming Commission of Ontario Inspector, staff members, the Police or at Council's discretion.
- 4.1.5 Should a member(s) of an organized group violate the policy within one year of receiving notice of their first violation, the group will be suspended from organized use of any Township of Chatsworth facility or area for the period of twenty-four months. A registered letter will be sent to the contact person advising of the suspension. A copy of the suspension letter will be provided to Council.
- 4.1.6 A member of the local police may intervene in a violation of this policy on his or her initiative or in response to a request either from a Township of Chatsworth staff member or a member of the general public. The Police Officer or an Alcohol Gaming Commission of Ontario Inspector may order that all alcohol consumption stop immediately. They can order the individual(s) or organized group(s) to leave the facility or area, should the violation warrant such action. In addition, the Police Officer and/or Inspector may, at his or her discretion, lay charges against the offending individuals under the Liquor License Act of Ontario or any other relevant legislation. The police have the right to seize any alcohol that is used in the commission of an offence under the Liquor License Act and its Regulations or any other relevant legislation.

4.2 AREAS WHERE ALCOHOL IS PERMITTED

- 4.2.1 A violation of this policy occurs when the Special Occasion Permit holders fail to comply with all Alcohol and Gaming Commission of Ontario policies, the Liquor License Act and its Regulations and the Municipal Alcohol Policy. Participants, Municipal staff, local police, or an Inspector of the Alcohol and Gaming Commission of Ontario can intervene if there is a policy violation.
- 4.2.2 A member of the organizing group or the designated monitor may 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 because intervention at other levels could result in a loss of privileges and legal charges.

- 4.2.3 A municipal service board member or volunteer will intervene whenever he or she encounters a violation of any of the Alcohol and Gaming Commission of Ontario policies, the Liquor License Act and its Regulations and the Municipal Alcohol Policy. Depending upon the severity of the policy infraction, the organizers of the event may be asked to stop the violation or they may be closed down. Should the organizers fail to comply, the police may be called for enforcement. Some violations are serious enough to warrant immediate shutdown or denial of access. The decision may be made by the Alcohol and Gaming commission of Ontario Inspector, Township of Chatsworth staff member, local Police, or at Council's discretion.
- 4.2.4 Where the Special Occasion Permit holders have violated the municipal alcohol policy, and have been confronted by a board of management volunteer, the group will be sent a registered letter from the Municipality advising of the violation, and indicating that no further violations will be tolerated.
- 4.2.5 Should the Special Occasion Permit holders violate the policy within one year of receiving notice of their first violation; the organizers will be suspended from organized use of a Township of Chatsworth facility or area for a period of two years. A registered letter will be sent from the municipality to the contact person advising of the suspension.
- 4.2.6 An individual or organized group may appear in front of Council to appeal their suspension or to have their privileges reinstated.
- 4.2.7 A member of the local Police or an Inspector from the Alcohol and Gaming Commission of Ontario may intervene in a response to a violation of this policy on his or her initiative, or in response to a request from any staff member of the Township of Chatsworth or a member of the general public. Depending upon the severity of the infraction, charges may be laid under the Liquor License Act and its Regulations or any other relevant legislation.

APPENDIX A

SPORTS ACTIVITY AGREEMENT FORM

As contact person for:

Team/Group

1. I understand that alcohol cannot be consumed in the Township of Chatsworth facilities and areas in compliance with the Alcohol and Gaming Commission of Ontario Policies, and the Liquor License Act and its Regulations and the Municipal Alcohol Policy.
2. I understand that if any member of my team is consuming alcohol in these facilities or areas, a registered letter of warning may be issued advising of the policy violation and indicating that no further violations will be tolerated. Independent action can be taken by the local police force, and the Alcohol and Gaming Commission of Ontario Inspector at their discretion.
3. I understand that if any member of my team violates the policy within one year of receiving a warning, our group may forfeit its security deposit or may be suspended from using any Township of Chatsworth facility or area for a minimum period of one year.
4. If a violation occurs after forfeiting the security deposit, my group will be suspended for a minimum of one year.
5. I will not allow anyone to compete, if I suspect he or she is intoxicated or may otherwise be incapable of participating safely.
6. Prior to the use of these facilities, I will provide the Township of Chatsworth with the names and addresses of the team captains so that a brochure outlining the policy can be sent to them.

Name

Date

BUILDING MUST BE VACATED 1 HOUR AFTER RENTAL.

NO ALCOHOLIC BEVERAGES ON PREMISES

NO PERSON SHALL SMOKE WITHIN THE BUILDING, FAILURE TO COMPLY WILL TERMINATE AGREEMENT AND RESULT IN LOSS OF USE OF FACILITY.

APPENDIX B

AGREEMENT FORM FOR SPECIAL OCCASION PERMIT HOLDERS

Name of Team/Group_____

Name of Contact Person_____

Certification

1. I have received and reviewed a copy of the Township of Chatsworth Municipal Alcohol Policy.
2. I agree to adhere to the conditions of all Alcohol and Gaming Commission of Ontario Policies, the Liquor Act and its Regulations and this Municipal Risk Management Policy.
3. I understand that if an infraction of the Policy occurs, the Township of Chatsworth may warn or suspend my organization from using the facilities for a minimum period of one year.
4. I understand that I can be held liable for injuries and damages arising from failing to adhere to the Gaming Commission of Ontario policies, the Liquor License Act and its Regulations and this Municipal Alcohol Policy or from otherwise failing to take action that will prevent foreseeable harm from occurring.
5. I understand that the Ontario Provincial Police and/or the 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, and supply to the Board the appropriate insurance prior to the event.

Signature of Contact Person

Date

APPENDIX C
GUIDELINES FOR SPECIAL OCCASION PERMIT HOLDERS

As the contact person for a Special Occasion Permit, your group can be held liable, among other things, for injuries and damages arising from failing to adhere to the Alcohol and Gaming Commission of Ontario. These conditions include serving someone to intoxication, serving someone who already is intoxicated, serving minors, failing to prevent impaired individuals from driving, failing to prevent impaired individuals from participating in potentially dangerous events, and failing to adequately manage rowdy or intoxicated patrons.

1. There will be at least 2 monitors for 0-299 participants, at least 4 monitors for 300-599, and at least 6 monitors for 600-1200 participants. Monitors will supervise the event, encourage legal and moderate drinking behavior and ensure that any problems that arise are dealt with appropriately for the duration of the event. Monitors will have Smart Serve Certificates. Monitors will be at least 19 years of age. Monitors will not consume alcohol before or during their serving at the function.
2. If the event is categorized under Section 3.1.11, then there will be Paid Duty Police Officers IN ATTENDANCE for Stag and Does, Video Dances, Engagement Dances, Pre-Wedding Celebrations, Post-Wedding Celebrations, Family Celebrations or any function using the Facility Floor or Hall where Alcohol is being served and the potential for crowds or young crowds may/will result. If the special occasion permit application is for 0-299 people 2 Paid Duty Police Officers must attend for Alcohol functions, for 300-599 4 Paid Duty Officers for Alcohol functions, and for 600-1200 people 6 Paid Duty Officers for Alcohol functions.

Exceptions will be allowed only for Weddings, Anniversaries, Retirement Parties, and Family Reunions.

Dinner/Theater, Fall Fair Dances and Community Board Affiliated Events (such as Community Board Barbeques and Dinners) will require Licensed security people in attendance based on the special occasion permit application. From 0-299 people 2 Licensed security people are required for Alcohol functions; 300-599 people 4 Licensed security are required for alcohol functions, 600-1200 people 6 Licensed security people are required for Alcohol functions.

Community Festival Events/Public Events may be exempted from Licensed Security on an individual basis through a motion of Council. Council will require 6 weeks' notice prior to the event being held.

3. The permit holder will make certain that the number of people in attendance does not exceed the number of people on the special occasion permit at any given time during the event.
4. Monitor the entrance with two people, aged 19 or over who have Smart Serve Certificates. This allows staff to screen for identification and to ensure minors, intoxicated persons, rowdy or potentially troublesome persons are not allowed entrance. It is easier to prevent problems if such people are not admitted to your event.
5. Maintain control of the exits. This allows you to take reasonable steps to prevent impaired people from driving. These reasonable steps can include using a designated driver either from the non-drinking participants at the event or from your group of helpers. Alternately, it can consist of a taxi paid by either your group or the participants. If these efforts fail, staff may attempt to detain impaired drivers and call the police.
6. In order to reduce levels of intoxication and the rate of consumption, staff should encourage patrons to consume food, low alcohol beverages, and non-alcoholic beverages.
7. In order to reduce the risk of intoxication, do not serve oversize drinks, double shots or spirits, or beer in pitchers. Do not allow drinking contests, volume discounts, or other marketing practices which encourage increased alcohol consumption.
8. If tickets are purchased for drinks, refund unused tickets for cash on demand. To do otherwise, encourages increased consumption and intoxication.
9. Ensure the facility is adequately lighted, signs are visible, and stairs are clear. As the occupier of the premises, your group is required to ensure the physical setting is safe for both drinkers and non-drinkers. Take extra precautions in regards to stairs, balconies, elevators, swimming pools, skating rinks and other areas that pose special risks. Your group may be held liable if an accident occurs due to the physical set-up of the facility or area.

10. Prevent patrons from engaging in activities that pose potential risks of harm to themselves or others. As the organizer, you must take reasonable steps to prevent foreseeable harm whether patrons are intoxicated or not.
11. Do not contravene the Liquor License Act by serving minors, intoxicated patrons, or by serving to intoxication. Ensure that serving staff know the signs of intoxication and are prepared to cut off patrons.
12. Support serving staff in adhering to the Liquor License Act by allowing them the flexibility to offer discounts on food or non-alcoholic drinks. Managers should give servers the power to deny alcohol service to any patron and management will support the servers' decision. By allowing this discretionary power, staff can defuse potentially troublesome incidents when patrons should not be served any more alcohol.
13. If an alcohol related violation occurs, act promptly to rectify the situation and restore adherence to the Liquor License Act. Whenever the Act is violated at your event, you are at risk of being charged under the Liquor License Act and its Regulations and of having a liability launched against you. The Permit Holder, member/individuals of the Organization could also have future special occasion permit privileges revoked by the Alcohol and Gaming Commission of Ontario.
14. Where Special Occasion Permits apply, the following rules shall be followed:
 - a) All permits except for Weddings, Anniversaries, Retirement Parties, Family Reunions, Dinner/Theater, Fall Fair Dances and Community Board Affiliated Events (such as Community Board Barbeques and Dinners). shall include the statement "**NO MINORS ALLOWED**". These are identified as not legal age participants.
 - b) Approved Smart Serve Certified bartender(s) MUST be hired by the Special Occasion Permit holder. Every person that is involved in the serving of Alcohol must have Smart Serve Certificates. All bartenders are responsible for seeing that no glass bottles be allowed to leave the bar facility for consumption. Bottled wine allowed on tables for dinner only. Bartenders are responsible for enforcing all Alcohol and Gaming Commission of Ontario policies, the Liquor License Act and its Regulations and this Municipal Alcohol Policy.
 - c) All spirits, wine and beer must be removed from the tables within **30 minutes after the bar closes**.
 - d) All spirits, wine and beer must be removed from the facility within 60 minutes after bar closes, unless management approves an alternate arrangement when the license is presented.
 - e) Renter is responsible for seeing that alcohol is served and consumed only in areas designated on the said permit and in compliance with the Liquor License Act and its Regulations.
15. The permit holder is responsible for providing and paying for (if required) the ticket taker and seller for crowd control, policing, monitoring and any other individuals that require payment for their services.

