



Municipal Alcohol Policy

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Section 1: Overview

1. Purpose

The purpose of this policy is to:

- a. Promote a safe and enjoyable environment
- b. Ensure the health and safety of participants, staff and the community
- c. Reduce alcohol related problems such as injury, violence and liability which arise from alcohol consumption on Town property

The Town of The Blue Mountains, hereinafter referred to as the Town, owns and manages various facilities where alcohol consumption may be permitted under the authority of the Alcohol and Gaming Commission of Ontario (AGCO) which administers the Liquor Licence Act and issues Liquor Sales Licences and Special Occasion Permits.

2. Risks

The Liquor Licence Act is very clear in setting standards regarding alcohol service to the public. If you do serve alcohol, the Liquor Licence Act and this Municipal Alcohol Policy dictate your rights, responsibilities and obligations in order to ensure that a minimum standard of conduct and care is met. Without these regulations, people participating in your event might be exposed to dangerous situations, and you could be held responsible.

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, municipalities have taken a proactive approach to developing alcohol management policies and risk management tools, based on the many negative alcohol related accidents and incidents that have occurred. One in five drinkers in Grey and Bruce Counties are regular heavy drinkers. This high-risk practice is a strong predictor of alcohol related problems which are evident in our communities. These problems may include:

- a. Injuries or death due to intoxicated persons or others as a result of alcohol consumption
- b. Liability actions arising from improper serving and monitoring of alcohol consumption
- c. Liquor Licence Act charges against the municipality and/or Special Occasion Permit holder
- d. Suspension of Special Occasion permits being issued at specific facilities

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

3. Objectives

The objectives of this policy are:

- a. To provide appropriate procedures and education to individuals or groups wishing to hold events in Town owned facilities in order to ensure legislation pertaining to Special Occasion Permits and licences is properly understood and strictly complied with
- b. To ensure proper supervision and proper operation of licenced events to protect the organizers, the participating public, volunteers, the Town and staff from liability by providing education in prevention and intervention techniques and through effective management procedures
- c. To encourage and reinforce responsible, moderate drinking practices for consumer through the development of appropriate operational procedures, controls through this policy, training and education identified by the AGCO
- d. To honour the decision of abstainers not to drink alcohol and to encourage their participation by providing alternative, non-alcoholic drinks
- e. To provide for a balanced use of alcohol through licenced events so that alcohol becomes a responsible part of a social function rather than the reason for it

Section 2: Definitions

Alcohol and Gaming Commission of Ontario (AGCO): means the provincial Crown agency that is responsible for regulating the alcohol, gaming and horse racing sectors and administering the associated legislation.

Catering Endorsement: means holders of a valid liquor sales licence who are permitted to sell and serve beverage alcohol at events that are held in unlicensed areas other than a licensed establishment, or that are held in unlicensed areas within a licensed establishment (for example, an unlicensed basement). A catering endorsement may not be used at a location if; the location's liquor sales licence is currently under suspension, a liquor sales licence for that location has been revoked or refused, or a business or individual cannot get a Special Occasion Permit for that location.

Event: means any licensed event held at a Town facility at which alcohol will be served and/or sold. Such events may include, but are not limited to weddings, showers, dances, barbecues, and birthday parties. The duration of the event encompasses the setup, operation and cleanup.

Event Organizer: means individual(s) who have signed the facility rental agreement for an event that will involve the sale and/or serving of alcohol at Town premises and is 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. Event Organizer assumes responsibility and liability for the entire operation of the event.

Event Worker: means 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 a 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. Event workers may have one or more of the following roles; floor monitor, door monitor, server/bartender or ticket seller.

Licensed Security: means security personnel who monitor entrances and patrol licensed areas to ensure the safety and security of the establishment, its employees and patrons. Security must be licensed under the Private Security and Investigative Services Act, 2005.

Liquor Licence Act: means the Ontario provincial act dealing with the licencing, sale and possession of alcohol.

Municipal Alcohol Policy: means the local policy for Towns to manage events held at Town owned facilities and properties when alcohol is sold or served.

Operational Plan: means a coordinated plan of action to prevent and control potential risk. Includes site plan, event schedule and security provisions.

Outdoor Event: means an event where any alcohol is consumed in an outdoor space including pavilions, tents or temporary structures.

Private Event: means an event 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.

Provider of Alcohol: means anyone who sells, serves or gives alcohol to a person and 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. Both providers and occupiers (group/individual that owns and/or rents the premises where the event is taking place) are liable for the event and its attendees.

Public Events: means an event 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; being held in a licenced facility, or has been deemed of Town, provincial, national or international significance (Refer to Section 3).

Server Training Program: means a certificate training program, such as Smart Serve, for serving alcohol that is approved by the AGCO. Server training is required by staff and volunteers who work in areas where alcohol is sold and/or served.

Special Occasion Permit: means a liquor permit issued by the AGCO for social events where alcohol will be sold or served.

Special Occasion Permit Holder: means 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 his/her place. Both the permit holder and the designate shall sign the permit. The permit holder/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: means 12 oz. or 341 ml of beer with 5% alcohol, or 5 oz. or 142 ml of wine with 12% alcohol or 1 oz. or 29 ml of spirits with 40% alcohol or 3 oz. or 85 ml of fortified wine.

Town Properties: means all Town owned or leased lands, buildings and structures.

Town Representative: means Town staff that attend and monitor the event on behalf of the Town and ensure all components of the Municipal Alcohol Policy are met.

Section 3: Designations

1. Designation of Properties

The following Town properties and facilities are designated as suitable for events that will sell or serve alcohol, provided that the renter obtains an AGCO issued Special Occasion Permit or a Liquor Licence through a caterer's endorsement and agrees to the conditions as set out by the Town:

Town Property	Address
Beaver Valley Community Centre (Large and Small Halls)	58 Alfred Street West, Thornbury, ON
Beaver Valley Community Centre (Arena Floor)	58 Alfred Street West, Thornbury, ON
Beaver Valley Community Centre (Arena Lobby)	58 Alfred Street West, Thornbury, ON
Beaver Valley Community Centre (Grounds)	58 Alfred Street West, Thornbury, ON
Thornbury Harbour	41 Bruce Street North, Thornbury, ON
Community Parks	Various Locations

Maximum Capacities include patrons, event works and volunteers and are based on occupancy load calculation factors obtained from the Fire Code and Ontario Building Code.

All other Town lands and facilities will not be considered for licensed events and use of Community Park locations is subject to approval from the Director of Community Services, or designate.

The following Town properties and facilities are designated as suitable for events that will sell or serve alcohol. However, the Fire Halls are not rentable by the public or any other organization other than the Town. Licensed events taking place at the Fire Halls will require the appropriate Special Occasion Permit. The Library and Depot are licensable facilities that are governed by The Blue Mountains Public Library Policy (POL-SYS.2018.54 Special Occasion Alcohol Use):

Town Property	Address
Fire Hall 1	496916 Grey Road 2, Clarksburg, ON
Fire Hall 2	796338 Grey Road 19, Blue Mountains, ON
L.E. Shore Memorial Library	173 Bruce Street South, Thornbury, ON
Craigleith Heritage Depot	113 Lakeshore Road East, Blue Mountains, ON

2. Designation of Events

The following event designations and associated conditions shall apply to events taking place within the Town.

Youth Focused Event

It is not permitted that any alcohol be served or sold at a youth focused event (i.e. minor sports tournament).

High Risk Event

The Town, AGCO and/or police, at their own discretion, may deem an event to be high risk. These events will require additional staffing and may require that an operational plan be developed in consultation with the AGCO and local police detachment. Organizers of high risk events will also be subject to additional insurance requirements.

Special Occasion Permit – Private Event

As per the Liquor Licence Act, the following rules apply to all private event Special Occasion Permits:

- a. Only Invited guests may attend the event
- b. Absolutely no public advertising is permitted and information about the event may only be shared with invited guests. The event must not be advertised to the public in any way including, but not limited to; flyers, newspaper, internet, social media, radio or television
- c. There shall be no intent for gain or profit from the sale of alcohol at the event
- d. Absolutely no 50/50 draws, raffles or raffles of alcohol shall take place at the event
- e. Absolutely no games of chance shall take place at the event, however, games of skill are permitted to take place at the event
- f. Silent and/or live auctions are permitted to take place at the event

Special Occasion Permit – Public Event

As per the Liquor Licence Act, the following rules apply to all public event Special Occasion Permits:

- a. For events held by registered charities or non-profit organizations whose objective is to promote charitable, educational, religious or community objects or events that are of municipal, provincial, national or international significance
- b. Events of municipal significance require a designation by the municipality in which the event will take place and must meet the Municipally Significant Event Criteria
- c. Designations for provincial, national or international significance must be received by AGCO
- d. Public events may be advertised to the public and alcohol may be sold at a profit for fundraising purposes

Municipally Significant Event

In order for an event to be designated as a “Municipally Significant Event” the event must meet all of the following criteria:

- a. Expected to bring people to the area
- b. Expected to create a minimum of 10 temporary or full time employment opportunities
- c. Expected to promote the area regionally, provincially, nationally or internationally

Designations must be approved by Town Council.

Section 4: Roles and Responsibilities

1. Town Representatives

Town representatives monitoring liquor licenced events are responsible for:

- a. Ensuring the Special Occasion Permit Holder, Event Organizer and/or designate are provided written information outlining the conditions of the Municipal Alcohol Policy and ensuring that they have been informed of their responsibilities.
- b. Ensuring that any necessary corrections and/or ceasing sale and service of alcohol are performed if at any time the conditions of the Municipal Alcohol Policy are not met
- c. Holding a server training program certification recognized by the AGCO
- d. Enforcing the Fire Safety Plan for the applicable facility
- e. Ultimate authority regarding decision-making on the part of the Special Occasion Permit Holder

2. Special Occasion Permit Holders, Event Organizers and Designates

Special Occasion Permit Holders, Event Organizers and Designates are responsible and liable for:

- a. Special Occasion Permit Holders and designates must be 19 years of age or older
- b. Event Organizers and designates must be 18 years of age or older
- c. The conduct and management of the event
- d. Compliance with the Municipal Alcohol Policy and facility rental agreement, in addition to the Liquor Licence Act and its regulations
- e. Organization, planning, set up and clean-up of the event
- f. Arranging and training of event workers
- g. Hiring server training program certified ticket sellers, bartenders, floor monitors, door monitors and licenced security
- h. Posting the Special Occasion Permit or Caterer's Endorsement in a conspicuous place on the premises to which the permit applies or keeping it in a place where it is readily available for inspection
- i. Alcohol sales and service including the choice of beverages so as to avoid the supply of fortified or extra strength drinks
- j. Ensuring no person consumes alcohol in unauthorized locations
- k. The safety and sobriety of people attending the event including those persons turned away to control the event
- l. Organizing safe transportation options for people attending the event (i.e. designated drivers, buses, taxis, etc.)
- m. Responding to emergencies
- n. Completing the Checklist Agreement for Licenced Events - Organizers and Special Occasion Permit Holders (Appendix A) to indicate that they have read the Municipal Alcohol Policy and understand their responsibilities
- o. Providing Town Staff with a copy of the Special Occasion Permit Application during the Facility Rental Application process and a copy of the Special Occasion Permit forty five (45 days) prior to the start of the event
- p. Attending the event for the entire duration including the post event clean up
- q. Decisions regarding the actual operation of the event
- r. Ensuring all event workers abstain from consuming alcohol or other intoxicating substances during the event and will not be under the influence of any alcohol or other intoxicating substances prior to the event

- s. It is strongly encouraged that the Special Occasion Permit Holder and/or Event Organizer or his/her designate not consume alcohol prior to or during the event

3. Event Workers

Events Workers are responsible for:

- a. Server training program certification is recommended for all event workers
- b. Wearing clearly identifiable name tags or identifiable clothing such as clothing with “Event Staff” printed on it
- c. Being present on the licenced premises during all hours of alcohol service and at least one hour past the time that the sale and service of alcohol ceases
- d. Abstaining from consuming alcohol or other intoxicating substances during the event and will not be under the influence of any alcohol or other intoxicating substances prior to the event
- e. Ensuring all patrons have vacated the premises and that the premises are secured prior to leaving
- f. Clearing all signs of the sale and service of alcohol within 45 minutes of the bar closure

4. Bartenders

Bartenders are responsible for:

- a. Holding a server training program certification recognized by the AGCO and being 18 years of age or older
- b. Proving to the Special Occasion Permit Holder, Event Organizer or Designates that she/he will act in accordance with the Municipal Alcohol Policy and the Liquor Licence Act
- c. Checking identification and verifying age before serving alcohol
- d. Accepting tickets for the purchase of alcoholic drinks
- e. Serving standard sized drinks
- f. Serving a maximum of two standard sized drinks per patron per visit (no doubles)
- g. Monitoring patrons for signs of intoxication
- h. Refusing service when patron appears to be near intoxication
- i. Offering non-alcoholic substitutes

5. Drink Ticket Sellers

Drink Ticket Sellers are responsible for:

- a. Holding a server training program certification recognized by the AGCO and being 18 years of age or older
- b. Proving to the Special Occasion Permit Holder, Event Organizer or Designates that she/he will act in accordance with the Municipal Alcohol Policy and the Liquor Licence Act
- c. Checking identification and verifying age
- d. Monitoring patrons for signs of intoxication
- e. Only selling a maximum of 5 tickets per patron at one time
- f. Refusing the sale of drink tickets to patrons appearing to be near intoxication
- g. Ceasing drink ticket sales 30 minutes before the bar closes
- h. Refunding drink tickets upon request whenever the bar is open and up to 30 minutes after the bar has closed

6. Door Monitors

Door Monitors are responsible for:

- a. Proving to the Special Occasion Permit Holder, Event Organizer or Designates that she/he will act in accordance with the Municipal Alcohol Policy and the Liquor Licence Act
- b. Checking identification, verifying age and ensuring that age of majority patrons are clearly marked using wristbands if there will be youth in attendance at the event
- c. Monitoring patrons for signs of intoxication
- d. Refusing admission to intoxicated and troublesome individuals
- e. Ensuring that one monitor is present at each entrance/exit of the premises for the duration of the event and until the premises have been secured at the end of the event
- f. Limiting entry to venue capacity
- g. Monitoring patrons showing signs of intoxication when leaving the event and ensuring they have a sober and responsible person with them
- h. Recommending safe transportation options
- i. Being 18 years of age or older

7. Licenced Security and Paid Duty Police

Licenced Security and Paid Duty Police are responsible for:

- a. Licenced Security personnel must be employed by a company that is duly bonded and licenced under the Private Security and Investigative Services Act

- b. Paid Duty Police Officers shall enforce all infractions under the Liquor Licence Act of Ontario and contacting the AGCO Compliance Official with regards to the event or establishment when deemed necessary
- c. Patrolling the licenced area and immediate area outside the licenced area, washrooms and parking lot scanning for potential issues
- d. Ensuring all alcohol remains within the licenced areas
- e. Notifying Event Workers, Event Organizer, Special Occasion Permit Holder or Designates of potential incidents
- f. Assisting with identification monitoring and the handling disturbances
- g. Assisting the Special Occasion Permit Holder and/or Event Organizer in vacating the premises
- h. Summoning police when requested by the Special Occasion Permit Holder, Event Organizer, Town Representative, or as deemed necessary
- i. Being on the premise from the opening of the bar until 1 hour after the bar closes and the building is vacated of all patrons

8. Floor Monitors

Floor Monitors are responsible for:

- a. Proving to the Special Occasion Permit Holder, Event Organizer or Designates that she/he will act in accordance with the Municipal Alcohol Policy and the Liquor Licence Act
- b. Monitoring patron behaviour and performing crowd control
- c. Monitoring patrons for signs of intoxication and informing bartenders, drink ticket sellers and/or security personnel of intoxicated persons
- d. Early identification of potential problems and reporting to Special Occasion Permit Holder, Event Organizer or Licenced Security
- e. Recommending safe transportation options
- f. Being 18 years of age or older

Section 5: Management Practices

1. Insurance

The Special Event Permit Holder and/or Event Organizer must provide proof of insurance by way of submitting an original Certificate of Insurance to the Town in accordance with the last statement of this section. The Certificate of Insurance must be in effect for date(s) where Town property is being used or occupied by the Special Event Permit Holder and/or Event Organizer. Failure to provide proof of insurance in accordance with this Section will void the facility rental.

Proof of General Liability Insurance coverage in an amount of not less than two million dollars (\$2,000,000) must be provided to the Town prior to rental of the facility. The insurance must be issued by an accredited insurance company that is licenced to carry on business in Ontario and that is satisfactory to the Town. The insurance coverage must at a minimum include the following:

- a. Coverage for bodily injury and property damage liability
- b. A Liquor Liability endorsement
- c. The Town shown as an additional insured on the policy
- d. The Special Occasion Permit Holder and/or Event Organizer (facility renter) shown as additional insured

Check with your insurance provider to ensure all appropriate parties are included on the policy.

The Town or hosting organization reserves the right to request higher limits of insurance should the event be deemed as higher risk.

Completed Insurance Certificate, Special Occasion Permit and Facility Rental Agreement must be provided to the Town at least forty five (45) days prior to the event. Failure to submit any of these documents may result in cancellation of the Special Occasion Permit and/or cancellation of the rental itself.

2. Minimum Staffing Requirements

Attendance Capacity	Number of Bartenders	Number of Door Monitors/Ticket Sellers/Floor Monitors	Number of Licenced Security/Police*
Up to 50	1	3	1
50 – 225	2	4	1
226 – 366	3	5	2

More than 366	TBD – Based on Operational Plan	TBD – Based on Operational Plan	TBD – Based on Operational Plan
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* Events such as Buck and Does and New Year’s Eve parties require a minimum of 2 licenced security or paid duty police regardless of the attendance capacity.

If the event includes youth admittance, a tent, a pavilion, any other temporary structure, or a fenced area, the ratio of monitors must be increased by a minimum of one additional worker or the discretion of the Town.

3. Youth Admittance for All Ages Events

Depending on the level of event risk, minors may not be permitted to attend certain events. In all cases, no person under the age of 19 years of age shall be served alcoholic beverages at licenced events. At licenced events, where the special occasion permit allows the attendance of patrons under the age of 19 years of age, all age of majority patrons will be wrist banded, identifying them as eligible to be served alcohol. Event workers shall ask anyone who appears to be under the age of 30 years of age for valid photograph identification (see Appendix D).

If events are expected to have a youth presence, there should be a designated alcohol-free zone within the facility that is proportionate to the ratio of youth expected to attend the event. As an example, if the event is expected to have 50% minor attendance, then only half of the space should be licenced for alcohol. There shall also be physical separation between these two spaces.

4. Gambling

Games of chance, luck or mixed chance and skill such as raffles, 50/50 draws or wheel of fortune are not permitted unless the proper licence has been obtained from the Town or Province of Ontario. Licences are only issued to eligible organizations with charitable, educational, religious or community betterment purposes.

5. Safety and Risk Reduction

Safe Transportation Options

The Special Occasion Permit Holder, Event Organizer or Designates are responsible to have a safe transportation strategy including a designated driver program to promote safe transportation options for all participants and ensure participant safety. 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
- c. Taxis or buses paid either by the sponsoring group or the participant

The safe transportation options shall be advertised at the event so that all participants are aware of the options available. Non-alcoholic beverages must also be made available at the event.

Safe Environment

In order to promote a safe environment and reduce alcohol related risks, the following measure shall be taken:

- a. Preference should be given to serving alcohol from cans or plastic cups and eliminating, where possible, the serving of alcohol from glass bottles
- b. The serving of “shooters”, including JELLO or otherwise, is strictly prohibited
- c. Unsafe activities such as drinking contests, discounted drinks, dancing on tables, or other dangerous activities are strictly prohibited
- d. Ensure the facility is adequately lighted, signs are visible and stairs and emergency exits are clear
- e. As the occupier of the premises, the group is required to ensure the physical setting is safe for both drinkers and non-drinkers. Town staff must be contacted should the group not be able to provide a safe setting
- f. The Special Occasion Permit Holder, Event Organizer and/or the Town staff member will be responsible for determining when assistance is needed and requesting it from the appropriate authorities
- g. If an alcohol related violation occurs, act promptly to rectify the situation and restore adherence to the Liquor Licence Act. Whenever the Liquor Licence Act is violated at an event, there is a risk of being charged. Even if no charge is laid, the fact that the Liquor Licence Act has been violated can be used to undermine a defense in any civil suit

Low Alcohol Content

The Special Occasion Permit Holder will ensure that beverages will be offered that consist of low or non-alcohol options (i.e. light beer, juice, water, etc.). The price of non-alcoholic beverages must be less than the price of alcoholic beverages sold on the premises.

No Alcohol Promotion to Youth

No alcohol advertising is permitted at events where there will be youth attendance (i.e. beer company umbrellas, posters, flags, clocks, etc.).

6. Signage

The following signage is required for all licenced events and will be **provided by the Town**:

Ticket Sales (signage posted where tickets are being sold)

- a. "Number of Tickets Available for Purchase at One Time – 5"
- b. "Unused tickets will be refunded while the bar is open and up to 30 minutes after closing"
- c. "Ticket sales end 30 minutes before the bar closes"
- d. "The R.I.D.E. program is in effect in our community"

Bar Area (posted within the licenced bar area)

- "Number of tickets available for redemption at one time – 2"
- "Bartenders reserve the right to refuse service. Bartenders cannot serve alcohol to anyone who is intoxicated or appears to be at the point of intoxication"
- "There will be no Last Call"
- "01:00hr bar will be closed No exceptions"
- "Low or non-alcohol drink options are available"
- "Bartenders cannot serve alcohol to anyone under 19 years of age. Proper ID must be presented to event staff when requested"
- "Servers are not allowed to consume alcohol prior to or during their shift(s)"

The following signage is required for all licenced events and will be **provided by the Special Occasion Permit Holder**:

- a. The Special Occasion Permit in a conspicuous place on the premises to which the permit applies or keep in a place where it is readily available for inspection
- b. Licenced Caterer Licence, notice of catering and liquor menu at a catered event
- c. List of safe transportation options
- d. "No alcohol beyond this point"

The following signage is recommended for all licenced events:

- a. What is a standard drink sign
- b. Low Risk Drinking Guidelines (as set out by the Canadian Centre on Substance Use and Addiction)
- c. The name and contact information of the Special Occasion Permit Holder posted at the entrance/exit of the venue

Section 6: Actions to Enforce

1. Duty to Report

Any person may notify the Special Occasion Permit Holder, Event Organizer, Town staff or security personnel of suspected violations of the Municipal Alcohol Policy.

Event workers should not attempt to rectify a violation that could lead to a confrontation resulting in personal injury or property damage. In such cases, the police and/or on-site licenced security shall be alerted.

A police officer or AGCO Compliance Official may inform the Special Occasion Permit Holder, Event Organizer or Designates that they are in violation of the Liquor Licence Act and/or provincial law. Charges may be laid against the offending individual(s) at the officer's or Compliance Official's discretion.

The Special Occasion Permit Holder, Event Organizer or Designates shall inform the Town when repairs or other actions are required to make Town property secure and safe for use.

Town staff on duty at the time of the event reserve the right to ensure the Municipal Alcohol Policy is being adhered to at all times.

A violation of the Municipal Alcohol Policy occurs when the Special Event Permit Holder, Event Organizer or Designates fails to comply with any of the AGCO policies, the Liquor Licence Act and its regulations and/or the conditions of the Municipal Alcohol Policy.

2. Consequences For Failure To Comply With Municipal Alcohol Policy

First Infraction: Where the Special Occasion Permit Holder or Event Organizer violate the Municipal Alcohol Policy, he/she may be sent a registered letter from the Town advising him/her of the violation and indicating that no further violations will be tolerated.

Second Infraction: Should the Special Occasion Permit Holder or Event Organizer violate the Municipal Alcohol Policy within one year of receiving written notice of the first violation, he/she will be subject to a penalty as defined by the Town which may include loss of all future rentals of Town owned facilities.

Where there has been a failure to comply with the Liquor Licence Act, the police or the AGCO Compliance Official may intervene for compliance purposes and may at their discretion or other authority, terminate the event.

The Town may similarly cancel, intervene or terminate the event at any time for violations of this Policy or rental agreement. It remains the responsibility of the Permit Holder, Event Organizer and/or designates to manage the event and to take appropriate actions, including

ending the event, vacating Town property, maintaining insurance, adhering to any conditions of insurance, and providing safe transportation options.

Regardless of the reason for termination of the event, the Town will not be responsible for any compensation whatsoever to the Event Organizer or affected persons for any resulting financial losses that they may have suffered.

Section 7: Policy Review and Implementation

To monitor the effectiveness of the Municipal Alcohol Policy, Council shall initiate a review of this policy every five years or earlier if required. Such review shall be based on information provided by the appropriate Town representative and other invited sources and the outcome of the review shall be reported to Council with suggested policy changes if required.

Appendix A: Checklist Agreement For Licenced Events

This checklist must be completed in full, signed and submitted to the Town with all supporting information at least 45 days before the event. A copy of the Special Occasion Permit Application must be submitted to the Town before confirmation of the event can be made.

1. Name of Event: _____

2. Location of Event: _____

3. Date and Time of Event: _____

4. Estimated Number in Attendance: _____

5. Will persons under 19 years of age be attending this event? Yes No

6. Name of person and/or group hosting this event: _____

7. **Special Occasion Permit Holder** and all official designates

Name: _____ Phone: _____

Official Designates

Name: _____ Phone: _____

Name: _____ Phone: _____

8. **Event Organizer** and all official designates (if different than above):

Name: _____ Phone: _____

Official Designates

Name: _____ Phone: _____

Name: _____ Phone: _____

9. Name of Security Company/Police Service: _____

10. Number of Security Personnel Attending: _____

11. Safe transportation strategies that will be used at this function are:

12. Type of identification to be used to Distinguish Event Workers (please describe):

Document Checklist

- AGCO Special Occasion Permit Application (must be received 45 days before the event)
- Certificate of Insurance (must be received 45 days before the event)
- Facility Rental Contract and Payment
- Certification of Licenced Security Personnel
- Server Training Certification for Event Workers
- Operational Plan (if required)
- Guest List (if required)

I have received, read and understand the Municipal Alcohol Policy and I and my event workers will observe and obey all policy regulations during this event.

Signatures

Special Occasion Permit Holder: _____ Date: _____

Event Organizer: _____ Date: _____

Town Representative: _____ Date: _____