Municipal Alcohol Policy
(MAP)

Policy Statement

The Township of Carling wants residents and visitors to enjoy the various facilities and parks available. In order for the Township to ensure the health and safety of its participants and protection of municipal facilities, a policy for orderly use of alcohol during events and functions has been developed. The majority of the problems that arise from drinkers who engage in: drinking to intoxication, drinking and driving, underage drinking and drinking in prohibited areas. To the extent that these four drinking practices can be reduced the likelihood of alcohol related problems will diminish.

This policy will provide a management strategy for the control of alcohol in municipal parks and recreation facilities which reflect the municipality's philosophy, considers the needs of the community and ensures the health and safety of the participants and facilities where alcohol may be deemed suitable for use.

Purpose

1. To provide appropriate and reasonable procedures and education to individuals or groups wishing to hold events in municipal recreation venues.

2. To encourage and enforce responsible drinking practices in compliance with the Alcohol and Gaming Commission of Ontario.

3. To reduce problems and liability associated with excessive alcohol use.

4. To be proactive in the reduction of incidents including injury and death through the implementation of a Municipal Alcohol Policy.

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

Definitions

Alcohol and Gaming Commission of Ontario (AGCO)

The Alcohol and Gaming Commission of Ontario (AGCO) is a Provincial agency, established February 23, 1998 under the *Alcohol and Gaming Regulation and Public Protection Act, 1996*. The Act gave the AGCO responsibility for the administration of the *Liquor Licence Act* and the *Gaming Control Act, 1992*. The AGCO is a regulatory

agency that reports to the Ministry of the Attorney General. For more information go to www.agco.ca

Caterer's Endorsement

A liquor sales licence authorizing the applicant to sell and serve liquor for an event held on the premises other than the premises to which the liquor sales licence applies.

Chief Administrative Officer (CAO)

For the purposes of this policy the Chief Administrative Officer (CAO) is the most senior manager of the Township of Carling and is responsible for all municipal operations as appointed by the Council of the Township of Carling.

Event

For the purposes of this policy, an event is any gathering held at a municipal facility at which alcohol will be served and/or sold. They may include weddings, showers, dances, barbeques, birthday parties and any other event where alcohol will be served. The duration of the event includes event set-up, operation and clean-up. Events involving alcohol may be in a licensed municipal facility or under a Special Occasion Permit.

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 or an event of municipal, provincial, national or international significance.

Private Event

A private event is one which is not open to the public.

Outdoor Event

An outdoor event is one at which any alcohol is consumed in an outdoor space (including pavilions or temporary structures).

Event Sponsor

Any person, who is 19 years of age or over, seeking to hold an event that involves the sale and/ or service of alcohol at municipal premises. The Event Sponsor (which term shall include the Event Renter, SOP permit holder and any designate) 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 of Ontario* and its regulations at the event. **They assume responsibility and liability for the entire operation of the event.** The Event Sponsor **MUST** read and sign the *Event Sponsor Checklist for Liquor Licenced Events (Appendix A)* to indicate that they understand their responsibilities.

The Event Sponsor and/or designate must attend the event for the entire duration including set-up prior to the event, clean-up after the event and be responsible for decisions regarding the actual operation of the event.

Event Renter: The person who rents the facility for the purpose of holding an alcohol related event, must attend the event, ensure that an adequate number of properly-trained staff are available, and co-ordinate and help the facility staff to monitor compliance with the Policy.

Permit Holder: The person who signs the alcohol permit (usually the Event Renter) must verify, in writing, to the Municipal Event Coordinator that he/she has been informed of and understands the *Municipal Alcohol Policy*. This person is the general manager of the event, assuming responsibility and liability for its operation.

Event Worker
Any person, who serves or sells liquor, or is involved in an event where alcohol is served on municipal property. 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. All event Workers must be trained by a recognized alcohol server training course, namely Smart Serve Ontario program. In addition to the Event Sponsor and permit holder, event workers may include the following:

Floor Supervisor
A paid/volunteer person(s) appointed by the Event Sponsor, who is over the age of 18 and who has satisfactorily proven to the Event Sponsor that she/he will act in accordance with the MAP. A floor supervisor talks with participants, monitors patron behavior, monitors for intoxication and underage drinkers, responds to problems and complaints, assists door monitors when necessary, removes intoxicated persons, arranges safe transportation.

Door Monitor
A paid/volunteer person(s) appointed by the Event Sponsor, who is over the age of 18 and who has satisfactorily proven to the Event Sponsor that she/he will act in accordance with the MAP. A door monitor checks identification to ensure no minors are admitted and for signs of intoxication, keeps out intoxicated and troublesome individuals, arranges for coat checking, monitors for those showing signs of intoxication when leaving the event, arranges safe transportation. This position may be fulfilled by security personnel from a licensed security company or by a paid duty police officer.

Server/Bartender
A paid/volunteer person(s) appointed by the Event Sponsor, who is over the age of 18 and who has satisfactorily proven to the Event Sponsor that she/he has

been trained by a recognized alcohol server training course namely Smart Serve Program. A server accepts tickets for the purchase of alcoholic drinks, serves drinks, monitors for intoxication and underage drinkers, refuses service when a patron appears to be intoxicated or near intoxication, offers a non-alcoholic substitute and co-ordinates with event staff. **All** must have Smart Serve training.

Ticket Seller
A paid/volunteer person(s) appointed by the Event Sponsor, who is over the age of 18 and who has satisfactorily proven to the Event Sponsor that she/he will act in accordance with the Municipal Alcohol Policy. A ticket seller sells alcohol tickets to a maximum of four per person per purchase, monitors for intoxication and underage drinkers, refuses sale to patrons at or near intoxication, and refunds tickets on request. **All** must have server training. Tickets will be sold from **one location only** at all events

Licenced Security
Security personnel monitoring entrances and patrolling licenced areas must be licenced under the *Private Security and Investigative Services Act*, to ensure the safety and security of the establishment, its employees and patrons. For more information go to www.agco.on.ca.

Special Security: Patrol the room, scan for potential trouble, notify permit holder and event staff of possible incidents and assist in handling disturbances. All Security personal must have smart server training.

The Event Sponsor, door monitors, floor supervisors, and servers shall not consume alcohol during the event, nor shall they be under the influence of any alcohol or other substance during the event.

Liquor Licence Act
Each province or territory has a Liquor Licence Act which outlines the laws regarding the sale and service of alcohol. See www.agco.on.ca/en/whatwedo/index.aspx for more information.

Municipal Alcohol Policy (MAP)
A local policy for municipalities to manage events held at municipally-owned facilities and properties when alcohol is sold and/or served.

Municipal Properties
All municipally-owned or leased lands, buildings and structures.

Municipal Event Coordinator: The Township of Carling Staff person who approves the rental of a municipal facility to an individual or group. This person must ensure that the Event Sponsor is aware of the *Municipal Alcohol Policy* and its requirements.

Municipal Representative
Township of Carling staff or a designate who attends and monitors the event on behalf of the Township of Carling and ensures all components of the Municipal Alcohol Policy are met.

Religious Function
A religious occasion in a function associated with a recognized faith based religion. A religious function does not include events like a "stag and doe", anniversaries or birthdays.

Smart Serve
The Smart Serve training program offered by Smart Serve Ontario (www.smartserve.ca) is designed to train staff and volunteers who work in areas where alcohol is sold and/or served, such as in bars, restaurants, banquet halls and other public facilities. The Smart Serve Program is the only server training program that is recognized by the Alcohol and Gaming Commission of Ontario and approved by this policy.

Special Occasion Permit (SOP)
A liquor licence issued by the Alcohol and Gaming Commission of Ontario for one-time social events where alcohol will be sold and/or served. For more information go to http://www.agco.on.ca/en/services/permit_special_gpb.aspx.

SOP Holder (Permit Holder)
The individual who signs the application for a Special Occasion Permit to sell and/or serve alcohol. A special occasion permit holder can assign a designate. A designate is a person(s) appointed by the special occasion permit holder, and acceptable to the Township of Carling who is over the age of 19 and who has satisfactorily proven to the special occasion permit holder that she/he will act in accordance with the Municipal Alcohol Policy. The Event Sponsor, the special occasion permit holder 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 of Ontario* and its regulations at the event. **They assume responsibility and liability for the entire operation of the event.**

Standard Drink
The *Liquor Licence Act of Ontario* defines a standard drink as a serving of liquor by volume and type, as follows:

12 oz. or 341 ml. of beer with 5% alcohol, OR
5 oz. or 142 ml. of wine with 12% alcohol, OR
3 oz. or 85 ml. of fortified wine with 14.9 or more % alcohol, OR

1 oz. or 29 ml. of spirits with 40% alcohol

Responsibilities

4.1 Role of Municipal Representatives

Township of Carling municipal representative is responsible for ensuring the Event Sponsor and/or designate are provided with written information outlining the conditions of the Municipal Alcohol Policy and ensuring that they comply with the Municipal Alcohol Policy, Liquor Licence Act of Ontario and its regulations at their event.

The Township of Carling municipal representatives have the authority to demand correction and/or to shut down an event on behalf of the Township of Carling and will have ultimate authority regarding decision-making on the part of the Event Sponsor. The Township of Carling representatives monitoring a liquor-licenced event shall be Smart Serve trained and competent in facility procedures.

4.2 Role of Event Sponsor and/or Designate

The Event Sponsor and/or designate is responsible for the conduct and management of the event, including, but not limited to:

- Compliance with the Municipal Alcohol Policy in addition to all applicable federal, provincial and municipal laws, policies, guidelines, regulations and by-laws, including, without limitation, and the *Liquor Licence Act of Ontario* and its regulations
- Organization, planning, set up and clean-up of the event
- Sufficient number of event workers
- Training of their designates and other event workers (all of whom must be 18 years of age or older)
- If applicable, posting the Special Occasion Permit (with any updates) in plain sight on the premises to which the permit applies or keep it in a place where it is readily available for inspection
- Alcohol sales and service including the choice of beverages in order to avoid the supply of fortified or extra strength drinks
- Ensuring that no one consumes alcohol in unauthorized locations

- The safety and sobriety of people attending the event including those persons asked to leave to control the event

- Safe transportation options (e.g., designated drivers, taxis)

- Response to emergencies

The Event Sponsor **MUST** read and sign the *Event Sponsor Checklist for Liquor Licenced Events (Appendix A)* to indicate that they understand their responsibilities.

The Event Sponsor must provide a copy of the Special Occasion Permit (if applicable), proof of insurance and any updates to the Township of Carling **at least 30 days prior** to the start of the event.

All liquor, wine and beer needs to be purchased with the Liquor License or SOP. Proof of this must be provided at the event. Receipts need to have the Liquor License or SOP number on them. These purchase orders and levy receipts must match the amount of alcohol in the bar for the event and will be posted with the Liquor License or SOP.

The Event Sponsor and/or designate must attend the event for the entire duration including set-up prior to the event, clean-up after the event and be responsible for decisions regarding the actual operation of the event.

The Event Sponsor and the Township of Carling must ensure the physical setting is safe at all times.

5. DESIGNATION OF PROPERTIES AND EVENTS

5.1 Designation Of Suitable Municipal Properties

The Liquor License Act of Ontario prohibits the consumption of alcoholic beverages in public places unless a license or a Special Occasion Permit has been issued. In accordance with the Liquor License Act, the consumption of alcoholic beverages is prohibited in all areas owned or operated by the Township of Carling, including parks, trails, sports facilities, recreation facilities, cultural facilities and service facilities, unless specifically designated otherwise. Township Council may change the designation of any site at its discretion. Those facilities currently designated for use under the authority of a Special Occasion Permit are:

CARLING COMMUNITY OUTDOOR RINK - The Carling Community Outdoor Rink is a defined area and the boards allow for proper fencing. The Covered area makes for an attractive setting for warmer weather functions.

CARLING COMMUNITY CENTRE (CCC) - The Carling Community Center (CCC) has its own Liquor License. A special occasion's permit (SOP) will only be allowed under special circumstances and upon approval from the Township of Carling's CAO. To be considered for a SOP within the Carling Community Centre, the Event Sponsor will be required to submit a written request explaining the special circumstances. The Event Sponsor will be subject to an additional fee of 25% for the use of the bar and walk-in bar cooler due to the need for the Township to remove, store and restock the bar and cooler.

All other municipal facilities may receive Special Occasion Permits upon approval from the Township of Carling's Chief Administrative Officer (CAO) or his/her designate.

5.2 Designation Of Not Suitable Municipal Properties

The following municipal facilities and areas are **not licenced or not suitable** for an event involving alcohol:

1. Outdoor Areas:
    a. Municipal Boat Launches
    b. Municipal Parking Lots
    c. Municipal Trails

Reasoning: Above listed outdoor areas are not suitable for S.O.P. due to the difficulty with noise, safety for other users and crowd control.

5.3 Outdoor Events

Outdoor events are those which take place outdoors or in a temporary structure, such as a tent or marquee. The outdoor area must be clearly defined and separated from unlicensed areas by a minimum 36" (0.9m) high barrier. **At least 30 days prior to the event, you must write the Township of Carling Chief Building Official, Recreation Department, Fire Department and the District Health Unit informing them of the event and identifying the physical boundaries. Also include a detailed sketch showing the dimensions of the area for which the SOP applies.** If a tent or marquee is used, you must also notify in writing the Chief Building Official of the Township of Carling.

Outdoor events providing entertainment

*Include with your **SOP** application*:

- A detailed sketch drawn to scale showing the dimensions of the area for which the permit will apply.

6.0 CONDITIONS FOR THE USE OF ALCOHOL IN MUNICIPAL FACILITIES

A Special Occasion Permit or Caterer's Endorsement authorizes individuals to serve alcoholic beverages during an occasion that is judged unique or does not occur on a regular basis. Anyone who wishes to serve alcohol at an eligible site must complete a Township of Carling MAP Checklist Form, attached to this document that stipulates the conditions under which alcohol will be served.

In addition, the responsible person must obtain from the Alcohol and Gaming Commission of Ontario either:

Special Occasion Permit (SOP): Required for the sale and service of beverage alcohol at special occasions, such as weddings, charity fundraisers and receptions. SOPs are available for any type of location other than a residence. The Special Occasion Permit Holder must comply with the Liquor License Act, R.S.O. 1990, Chapter L.19 and its Regulations and all conditions as specified by the Township of Carling. It is unnecessary to obtain an SOP if the event is already being conducted under the authority of a caterer's endorsement license.

Catering Endorsement: Permits the sale and service of beverage alcohol to an event that is in an unlicensed area or other than a licensed establishment. The catered event must be sponsored by someone other than the license-holder, (generally being the Event Sponsor in this context) must have light meals available, and the event cannot be more than ten (10) days. For example, a catering endorsement would allow you to cater liquor and food to weddings, private parties, etc.

Bring Your Own Wine Endorsement: A Bring Your Own Wine Endorsement (BYOW) applies to unopened bottles of commercially made wine. Commercially made wine only includes wine made by a manufacturer. It does not include wine made at a ferment-on-premises facility or any other type of homemade wine, or fortified wine. The bottle must be new, with its manufacturer's seal intact. All bottles must be opened and served by Township staff or a licensee under a Special Occasions Permit. Only two (2) bottles are allowed per table at any one time. The bar must be closed when a BYOW endorsement is being used. When patrons are leaving the establishment, they may take the remaining wine with them if the bottle has been sealed with a cork inserted flushed with a top of the bottle. Wine from one bottle cannot be poured into another in order to combine more than one partial bottle before it is re-corked. Bottles cannot be stored, any unused wine left behind must be discarded. Only the permit holder or employees of the Township are permitted to re-cork a bottle that is being removed from the licensed premises. The BYOW may only be used at the Carling Community Centre and cannot be used with a Caterer's Endorsement.

For any questions regarding SOP of Licenses, please contact the Alcohol and Gaming Commission of Ontario. www.acgo.on.ca

Township of Carling reserves the right to refuse an applicant permission to run a licensed event in its facilities or on its property.

Any person or organization wishing to hold a SOP/License function in a location not listed in this policy must appeal to the Township of Carling's Council for approval. The Township's Council has the authority to change the designation of any facility at its discretion.

7.0 CONDITIONS FOR EVENTS INVOLVING ALCOHOL

7.1 Insurance

The Event Sponsor of an event being held in a municipality owned facility is required to provide proof of insurance, at least 14 days prior to the event. A minimum of $5,000,000 in alcohol and general liability insurance naming the Township of Carling as an additional insured is required. The Township may, at its discretion, request higher limits of liability insurance.

In the case where the Event Sponsor (named on the rental contract) has contracted out the bar operations, the Township recommends the Event Sponsor consult with their insurance provider/broker to determine their alcohol insurance needs. They are required to provide proof of a minimum of $5,000,000

7.2 Advertising

All advertising must comply with the Alcohol and Gaming Commission of Ontario advertising policies and guidelines. Alcohol and Gaming Commission of Ontario policy states that a permit holder for a private event special occasion permit is not permitted to advertise or promote liquor or the availability of liquor.

At events where children and youth are allowed entry, the Event Sponsor and/or designate shall not allow promotional advertising of alcoholic beverages' names, brands or manufacturers, excluding glassware and cups.

7.3 Signs

1. Serving Practices

The holder of the license shall post clear signage at every exit point from licensed areas into unlicensed areas to indicate that liquor is not permitted past those points.

The holder of the license shall post clear external signage informing the public that the service of liquor is provided in the establishment.

The holder shall ensure all signs regarding the sale and service of alcohol are cleared within 45 minutes following the end of the licensed portion of an event.

Please visit the AGCO website to find sample verbiage for signs.

2. Accountability

The sign will be posted at the bar and main entrance of all S.O.P. functions. This sign will inform patrons where to direct concerns regarding the manner in which the function has been operated. In addition to naming the sponsor of the event, the sign should include the name and address and phone numbers of the Police Department and the Alcohol & Gaming Commission of Ontario.

3. No Last Call

A sign stating “Last Call Will Not Be Announced”, to be placed in the bar area.

4. Transportation Signs

A sign will be posted in the bar and main entrance of all S.O.P. functions. The sign will list available Taxi companies of Carling.

5. Mandatory Signage Requirement

The *Liquor License Act* requires certain premises to post signs warning women that drinking alcohol during pregnancy can cause Fetal Alcohol Spectrum Disorder. The warning sign must be at least 8 by 10 inches in size, printed in landscape format (horizontally), prominently displayed in all locations where alcohol is sold or where customers brew their own wine or beer for take home consumption. Failure to comply with the signage requirements may result in administrative action by the AGCO. Please visit www.agco.ca for further information.

7.4 Event Workers

The permit/license holder shall have staffing level sufficient to effectively monitor the entrances, exits and patron alcohol consumption as listed under staffing requirements.

All personnel/workers must be readily identifiable by a nametag or item of clothing.

All identified personnel/workers will have Smart Serve Training.

All identified personnel/workers will supervise the event, encourage legal and moderate

drinking behaviour and ensure that any problems that arise are dealt with appropriately.

All personnel/workers shall not consume alcohol during the event, nor shall they be under the influence of any alcohol consumed before the event.

THE FOLLOWING GUIDELINES ARE TO BE FOLLOWED REGARDING THE MINIMUM NUMBER OF SMART SERVE TRAINED PERSONS. These minimum requirements may be increased if circumstances warrant or if required by the Township.

Required Ratio of Event Workers – All Smart Serve trained (minimum requirements)

	Minimum Number of Event Workers			
Number of Guests	Bartenders	Floor Supervisors	Door Supervisors	Ticket Sellers
Under 25	1	0	0	0
25 to 75	1	1	1	0
75 to 150	2	2	2	0
150 to 250	2	3	2	1
250 plus	3	4	3	2

7.5 Security Requirements at Specific Events

THE FOLLOWING SITUATION REQUIRES PAID DUTY POLICE OFFICERS OR A TOWNSHIP APPROVED PRIVATE SECURITY COMPANY AS PER SCHEDULE:

NON RELIGIOUS EVENT	STAFFING REQUIREMENTS
0 to 100 people	0 Officers/ Private Security
101 to 275 people	2 Officers/ Private Security
275 – 500 people	4 Officers/ Private Security
501 – 800 people	6 Officers/ Private Security
801 – 1000 people	8 Officers/ Private Security

- Officers/ Private Security are not required if the function is private (not open to public operating under a Reception SOP or license). Examples of these include birthday parties, anniversary parties, weddings, retirement parties etc. This does not exclude Stag and Does events from

the requirement.

- Officers/ Private Security are required 30 minutes before event and 1 hour after event
- Paid Officers are only required for SOP events or at the discretion of the Township of Carling staff

All security personnel must be licensed. Contact the Ontario Private Security & Investigative Services Branch for details. http://www.ontario.ca/privatesecurity

1-866-767-7454

The Township has the authority to modify Officers/ Private Security requirements for any function regardless of size or type of event.

The renter must provide proof that security has been hired for the event, 30 days prior to the event.

7.6 Alcohol Service

A. Low Alcohol Drinks

The Township strongly supports those renting our facilities to promote the consumption of lower alcohol drinks. At an event where beer is available, 30% of the supply must be light beer (4% or less). Copies of sales receipts should be made available to the municipal representative if requested to verify this percentage.

Low alcoholic beverages help prevent intoxication by providing consumers with an opportunity to consume less alcohol. Where possible, the Township encourages the serving of lighter alcoholic beverages. Methods include:

- Maximum 5 ounces serving size of wine
- Maximum 1 ounce serving size of spirits
- Serving drinks with ice
- Promoting light beer
- No double shots

B. Control of Alcohol Service

- All drinks to be served in plastic or paper cups with cans and all bottles to be

retained in the bar serving area. Alcoholic and Non-Alcoholic drinks are to be served in different cups if minors are present at the event.

- There will be no marketing practices that would encourage increased alcohol consumption, i.e. oversize drinks, double shots, pitchers of beer, drinking contests, volume discounts or tickets and a free bar

- There will be no last call for the bar.

- Bar will close no later than 1:00 am unless authorized in writing by the CAO or his/her designate.

- Tickets for alcohol must be purchased from designated ticket sellers and must be redeemed at the bar; a maximum of 4 tickets per purchase only, thereby encouraging people to move around and avoiding the possibility of one person supplying drinks to the whole table. This gives individuals an opportunity to monitor participants' alcohol consumption.

- Ticket sales will stop 15 minutes prior to the bar closing. Unused tickets may be redeemed at any time during the event but will not able to be redeemed once the bar is closed.

- Up to a maximum of two drinks per person will be sold at the bar at one time.

- Consumption of food should be encouraged throughout the event. The group must provide adequate food for those in attendance.

- There will be no self-serve events, even "Wine and Cheese" functions require a bartender or waiters and waitresses.

- A maximum of two tickets per person will be sold to an individual one hour prior to the bar closing.

- Any outside alcohol is prohibited from being brought into an event location, except if it is under a "Bring your own wine Endorsement" If any person of any evidence of outside alcohol is found the bar shall be closed immediately and the event will be shut down.

7.7 Safe Transportation

Only individuals, groups or organizations implementing a safe transportation strategy will be permitted rental/use privileges of facilities for special occasion permit functions.

The Event Sponsor is responsible for promoting safe transportation options for attendees of the Event or contacting police as appropriate, including for persons who may be denied entry or removed from the event under the MAP.

These safe transportation options include:

- Promote a designated driver strategy, such as the names of persons(s) that will use a vehicle to transport intoxicated persons to a place of safety (the designated driver strategy should also include plans for backup transportation options for safe transport of participants including those for whom the intoxicated person may be responsible); and/or,
- The promotion of taxis, buses, or other forms of alternate transportation; and/or,
- Request a friend, relative, or taxi to assist a potentially intoxicated person
- **Police shall be notified in the event an apparently intoxicated person attempts to drive a vehicle**.

The Event Sponsor must remain on the premises at least until all attendees have left the property at which the Event is located.

7.8 Youth Controls

There is to be no permanent advertising of alcohol at facilities and events frequented by youth. There will be no temporary advertising of alcohol at facilities for events where the primary audience is youth. This includes patio umbrellas, posters, banners, etc.

Each rental group will be responsible to select a strategy on allowing youth to their event. In all cases the following guidelines must be adhered to:

1) No one under the age of nineteen years (19) shall be served alcoholic beverages at a Special Occasion Permit function. Serving staff shall ask anyone who appears to be under the age of 25 years for valid identification. Acceptable forms of identification include:

   a) Ontario Driver´s Licence with a photo of the person to whom the licence is issued
   b) A Canadian Passport
   c) Canadian Citizenship Card with a photo of the person to whom the card is issued
   d) Canadian Armed Forces Identification Card
   e) A photo card issued by the Liquor Control Board of Ontario (LCBO), entitled Bring Your ID (BYID)
   f) A Secure Indian Status Card issued by the Government of Canada
   g) A Permanent Resident Card issued by the Government of Canada
   h) A photo card issued under the *Photo Card Act, 2008*

2) Two (2) extra security personnel will be required if persons under the age of majority are allowed to enter the event.

3) Individuals under the age of majority will not be allowed to consume alcohol beverages. Anyone serving individuals under the age of majority will be required to leave the event. Leaving the event means vacating the premises and property owned by the Town.

4) Events allowing individuals under the age of majority will be required to identify those persons over the age of majority. All participants over the age of majority will be visibly marked or have a bracelet which will be provided by the sponsoring group or individual.

5) It is recommended that Stag and Doe-type functions only advertise contact persons' names and telephone numbers.

6) Individuals who are underage will be allowed into functions only when the S.O.P. permit from the AGCO acknowledges the admission of youths.

Exceptions: Private events by invitation only.

7.9 Controls Prior To Event

1) A copy of the Municipal Alcohol Policy will be available from the municipal representative at the time of booking of an event. If any questions or concerns arise from this policy contact the municipal representative.

2) A "MAP Checklist" and Rental Contract form will be provided by the municipality at the time of booking. These forms are to be completed by the renter and returned to the municipal representative at least two (2) weeks prior to the event. Signatures are required from both the renter and the municipal representative. A copy of the checklist is at the end of this document. The Smart Serve course is available through https://smartserve.org

3) The name(s) on the rental agreement contract must be the same as the name(s) on the Special Occasion Permit (SOP) and must be the same name(s) on the Liability Insurance Certificate. The SOP holder or designate must attend the event and be responsible for decisions regarding the actual operation of the event. This person and all event workers must refrain from alcohol consumption during the event.

Exception:

In a case where the Renter has contracted out the bar services to the event to a designated third party (i.e. service, club, and caterer) then the name on the rental contract and the name on the SOP/License may be different. In this situation, Section B

of the Municipal Alcohol Policy Checklist must be completed by both parties.

4) The permit holder will provided the Township with a list if bartenders one (1) week prior to the event that they will be using including their registration numbers. Bartenders must have completed the Smart Serve training and be qualified and aware of their responsibilities and legal liabilities. Bartenders are required to have a copy of their Smart Serve card on them at the event. All severs are required to be 18 years of age and shall not consume alcohol during the event nor be under the influence of alcohol before the event.

7.10 Controls During The Event

All controls and service must be consistent with the provisions of the Liquor Licence Act of Ontario and its regulations.

1. The entrance to the event must be monitored by responsible person(s) meeting the age of majority requirements at all times.

2. The permit/license holder has the right to deny entry to any individual.

3. Only acceptable forms of ID will be used to provide as bona-fide proof of age.

4. The person renting the facility is the holder of the Special Occasion Permit and is responsible to ensure that the event is properly supervised and will provide enough staff/volunteers to fulfill this obligation

5. Participants in Masquerade events must be prepared to unmask and identify themselves with acceptable photo ID.

6. The type of identification to be worn by the event workers must be stated on the “MAP Checklist” form.

7. All day outdoor events are required to vacate minors from the premises at 9:00 p.m.

8. The bar area within the premises shall be closed no later than 1:00 a.m. and NO service of alcoholic beverages will be allowed after this time unless authorized in writing by the CAO or his/her designate.

9. All entertainment within the facility shall cease at 1:00 a.m.

10. All signs of consumption and service of alcohol including empty drink containers shall be removed from sight within 45 minutes of the expiry of the SOP/License or by 1:45 a.m., whichever is earliest.

11. To assist Township staff and ensure that no incidents occur within the premises, the facility must be vacated by patrons by 2:00 a.m. or one hour after the expiry of the SOP/License, whichever is the earliest.

Failure to comply with the above could prevent the License Holder or organization from further renting any Township of Carling facility and where appropriate, Police will be advised and charges could be laid. The renter may be at risk for forfeiting their damage deposit should this happen.

15. CONSEQUENCES FOR FAILURE TO COMPLY

15.1 Duty to Report

The Event Sponsor has the duty to report to the municipal representative issues with details of any incident that:

- The Event Sponsor and/or designate are aware of or has been made aware of any Liquor Licence Act of Ontario or Municipal Alcohol Policy violations
- Where an Alcohol and Gaming Commission of Ontario Inspector under the Liquor Licence Act of Ontario has reported any incident or violation
- Involves bodily injury or property damage

15.2 Failure to Comply and Penalties

Individuals and/or groups who fail to comply with the Municipal Alcohol Policy shall be subject to the following consequences:

1. Although the police will be called if a situation deems necessary to do so, it is the responsibility of the Special Occasion Permit Holder to ensure the proper management of an event.

2. Facility staff will report any infraction of this policy to the appropriate authority, e.g. Municipality/Police whenever they believe such action is required. In the event of an illegal act, the police must be called.

3. Should a situation arise where an event may have to be shut down, the local police will evaluate the situation on behalf of the Township of Carling.

4. Any infraction of the Municipal Alcohol Policy will be reviewed by the Township and a letter will be sent by the Township to the sponsor. The Township may refuse future rental privileges to the sponsor.

5. When persons under the age of majority are found to have consumed or to be consuming alcohol at S.O.P. and non-S.O.P. events, the authorities may be called and/or the following procedure will be followed by the Township of Carling:

   First Infraction: The individual will be turned over to a parent or guardian. If a parent or guardian is not available, the police will be called. A registered letter will be sent by the Township to the parents/guardians.

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

6. Where adults and/or youth engage in disruptive behaviour as a result of consumption of alcohol at social events, authorities may be called and/or the R-Zone guidelines will be followed.

   The R-Zone guidelines may be found by contacting the Township Administration Office at info@carling.ca.

7. Sponsor(s)/ Agent(s), individuals and groups who fail to comply with the Municipal Alcohol Policy may be subject to the following consequences: Loss of their deposit, suspension for an extended period of time, and/or appropriate actions as determined by the CAO and the Facility Manager.

8. Although the police will be called if a situation deems necessary to do so, it is the responsibility of the Event Sponsor to ensure the proper management of an event.

16. PROFIT SHARING OF BAR SALES

16.1 Weddings, Stag (Buck) and Does, Anniversaries and Family Functions

- The Township of Carling will share $1.00 of every sale of an alcoholic beverage that is sold after the first 100 drinks / per bartender in accordance to section 7.4 of this policy.

- The profit sharing funds will be deducted off any outstanding balance and refunded with any remaining deposit within 30 days of the event, once all items have been reconciled

- The CAO or his/her designate has the discretion to decrease the profit sharing amount should the cost to operate the bar change or if profit margins change due to cost of product.

16.2 Charitable and Non Profit Organizations

- The Township of Carling will share $1.50 of every sale of an alcoholic beverage that is sold after the first 100 drinks.

- The profit sharing funds will be deducted off any outstanding balance and refunded with any remaining deposit within 30 days of the event, once all items have been reconciled

- For Charitable and Non Profit Organizations, the CAO or his/her designate has the discretion to alter the sharing amount should cost to operate the bar change (i.e. municipal volunteers operate the bar) or if profit margins change due to cost of product or changes in selling price.

Evaluation

The Municipal Alcohol Policy shall undergo an annual review by the Township's Senior Management Team based on changes within the industry standards and shall be updated as required upon approval by the Township's CAO. Significant changes to the policy will require Council approval.

The Township of Carling reserves the right to make discretionary changes to this Municipal Alcohol Policy at any time, and will advise the Event Sponsor and/or designate of any such changes prior to the event.

References

www.agco.ca

End of Document

Rev #	Date	Reason	Reviewed by:	Approved by:
01	April 30, 2019	Initial Draft presented to CoTW	SMT and Council	Committee of the Whole
01	May 7, 2019	Approval by Bylaw	Council	Bylaw #