



Section: Recreation	Policy Number: R-01-11
Sub-section: Municipal Facilities	Effective Date: August 3, 2011
Subject: Municipal Alcohol Policy	Revision Date:

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The Municipality of West Grey – Municipal Alcohol Policy

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Policy Statement:

It is important to the Municipality of West Grey for residents and visitors to enjoy the various municipal facilities and parks. In order for the Municipality to ensure the health and safety of its participants and the protection of municipal-owned facilities, a policy for the orderly use of alcohol during events and functions has been developed.

Policy Objectives:

1. Ensure proper operation and supervision of Liquor Licenced Events by providing education in prevention and intervention techniques and in effective management procedures. This will lower the risk of liability to event organizers, participants, volunteers, the Municipality and its staff.
2. Reinforce responsible drinking practices for consumers through appropriate operational procedures, controls, training and education.
3. Honour the decision of abstainers not to drink alcohol and to encourage their participation by providing alternative, non-alcoholic beverages.
4. Provide a balanced use of alcohol through Liquor Licenced Events so that alcohol becomes a responsible part of a social function, rather than the reason for it.
5. Provide a balance of licensed and non-licensed programs to ensure that consumers, abstainers, adults, youth and families will be adequately serviced and protected.

Definition of “Liquor Licenced Event”: A “Liquor Licenced Event” shall be defined as a special occasion permit, a liquor licenced event or a liquor licenced catered event.



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Regulation #1: Municipal Facilities Eligible for Liquor Licenced Events

This Chart identifies the Municipal Facilities and the associated Designated Areas that are Eligible for Liquor Licenced Events:

Municipal Facility	Designated Area	Maximum Capacity	Rationale
Ayton Normanby Arena Complex	Arena Floor	1,000	It is wheelchair accessible & is equipped with a kitchen area including a stove and fridge.
	Banquet Hall	450	
Ayton Centennial Hall	Banquet Hall	218	It is wheelchair accessible and is equipped with a kitchen area including a stove and fridge.
	Boardroom		
Ayton Picnic Shelter	Picnic Shelter	200	Picnic Shelter is suitable for large and small functions / receptions. The size of functions will vary depending on type of event.
	Ball Diamond & Grounds		
Durham & District Community Centre	Banquet Hall	400	Banquet Hall is wheelchair accessible & is equipped with a kitchen area including a stove and fridge.
	Upstairs Lobby	125	
	Boardroom	25	
	Arena Floor	1,000	
Durham Ball Park Picnic Shelter	Picnic Shelter	75	

Note: Maximum Capacity is determined by AGCO in consultation with the Fire Chief and Facility Managers and is subject to change.



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Chart – continued - Identifies the Municipal Facilities and the associated Designated Areas that are Eligible for Liquor Licenced Events:

Municipal Facility	Designated Area	Maximum Capacity	Rationale
Durham Ball Diamonds A & B	Ball Diamonds (A & B)	500 each	
Durham Town Hall	Main Floor	100	
Glenelg Township Hall	Main Floor		
Lamlash Hall	Main Floor		
Neustadt Arena and Ball Diamond	Arena Floor	1,000	Arena Floor is wheelchair accessible.
	Ball Diamond		
Neustadt Lions Community Park	Picnic Shelter	200	Picnic Shelter is suitable for large and small functions / receptions. The size of functions will vary depending on type of event.
Neustadt Community Centre	Banquet Hall	250	Accessible. Kitchen Facilities. Suitable for large and small events.
	Meeting Room		
West Grey Municipal Office	Main Floor		
West Grey Fire Service	Durham Fire Station		
	Normanby Fire Station		
	Neustadt Fire Station		

Note: Maximum Capacity is determined by AGCO in consultation with the Fire Chief and Facility Managers and is subject to change.



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Any person or organization wishing to hold a Liquor Licenced Event in a location / designated area not listed in this Policy as being eligible, must make application to the West Grey Municipal Council for approval.

Regulation #2: Municipal Parks and Facilities Not Eligible for Liquor Licenced Events

- A. Parks and outdoor areas – All other areas not listed in Policy. Vicker’s Park, Riverside Park, Junior Farmers Park, for example are not eligible for Liquor Licenced Events.
- B. Arena Dressing Rooms – Alcohol is not permitted in this area as it encourages skaters to be on the ice surface under the influence of alcohol thus leading to safety concerns. Illegal consumption of alcohol is not tolerated in this area. See Appendix “A”.
- C. Arena Lobby – This is a public access area and would not be appropriate to have people passing through a Liquor Licenced Event.
- D. Arena and Spectator Seating Area – The arena and spectator seating area are not suitable for a Liquor Licenced Event, except with permission of Council.
- E. Ayton / Lamlash / Dornoch Hall facilities are not eligible for Liquor Licenced Events.

Exceptions – Any person wishing to hold a Liquor Licenced Event in a location not listed in this Policy must make application to the West Grey Municipal Council for approval.



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Regulation #3: Signs

A. **Serving Practices** – These signs will be provided by the Municipality of West Grey to be placed in the bar area. The sign will state:

“It is against the Liquor Licence Act of Ontario for licensed establishments to serve customers to intoxication. For this reason, Servers in our facilities are required to obey the law and not serve anyone to intoxication. We are also pleased to offer non alcohol beverages.”

B. **Accountability** – Signs will be supplied by the Municipality of West Grey. These signs will be posted at the bar and main entrance of all Liquor Licenced Events. These signs 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, these signs should include the name and address and phone numbers of the Municipal Office, Police Service and the Alcohol & Gaming Commission of Ontario.

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

C. **No Last Call** – A sign stating “Last Call Will Not Be Announced”, to be placed in the bar area. This sign will be provided by the Municipality of West Grey.

D. **Unused Tickets** – A sign stating “This bar closes at 1:00 a.m., unused tickets will be refundable up to 15 minutes after the Liquor Licenced Event expires.” This sign will be provided by the Municipality of West Grey and will be placed in the bar area.



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E. **Individuals Under the Age of Majority** – Signs stating: “Individuals Under the Age of Majority must be accompanied by a responsible adult.” These signs will be provided by the Municipality of West Grey and will be posted in the bar and main entrance of all Liquor Licenced Events.

F. **Maximum 2 Tickets Per Person Sold After 12:00 Midnight** – A sign Stating “After 12:00 midnight only two tickets per person will be sold.”

G. **Ticket Sales Stop at 12:45 a.m.** – A sign stating “Ticket sales will stop at 12:45 a.m.”

Regulation #4: Safe Transportation

Only individuals, groups or organizations implementing a safe transportation strategy will be permitted rental / use privileges of facilities for Liquor Licenced Events.

The Liquor Licenced Event Organizer shall identify the strategies, which will be used on the “Checklist for Liquor Licenced Event Organizers” form (See Appendix “B”). The Liquor Licenced Event Organizer shall implement and encourage a Designated Drivers Program. This program shall be advertised at the event so that all patrons are aware this program is available. This program shall consist of the following:

The designated driver shall be supplied with free soft drinks / coffee during the function. The Liquor Licenced Event Organizer shall advertise or announce the availability of this program during and, if possible, prior to the event.

In addition, the sponsor shall do the following:

- a) **Advertise the Use of Taxi Service** – The Liquor Licenced Event Organizer shall advertise or announce the availability of a taxi service to attendees of the event. If not required to provide a taxi service, the Liquor Licenced Event Organizer shall ensure that appropriate signage is erected at the facility, which includes the telephone number and/or use their best efforts to obtain any attendee a taxi upon request.



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Rationale:

The risk of liability is high when an impaired driver leaves an event where alcohol is served. Event organizers must assume responsibility for promoting safe transportation for all patrons consuming alcohol.

Regulation #5: Youth Admission To Adult Events

Each Liquor Licenced Event Organizer will be responsible to select a strategy on allowing youth to their event. In all cases the following guidelines must be adhered to:

1. Anyone who appears to be under the age of 25 years will be required to show I.D. before they are allowed into the event/facility.
2. Two (2) floor monitors 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.
4. Liquor Licenced Event Organizer shall provide wristbands to identify persons over the age of majority.

Regulation #6: Alcohol Service

A. Low Alcohol Drinks

In order to be eligible for a facility rental involving a Liquor Licenced Event, the Liquor Licenced Event Organizer must demonstrate to the satisfaction of the Facility Manager, or municipal representative that a minimum of 30% of beer available must have a concentrate of 4%. All sales receipts must be attached to the Liquor Licenced Event. Non-alcohol beverages should be made available at a significantly lower price or free. Free non-alcohol beverages will be at the discretion of the permit holder. The Municipality encourages renters to purchase low alcohol beverages.



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Rationale:

Low alcohol beverages help prevent intoxication by providing consumers with an opportunity to consume less alcohol. An individual consuming a regular beer (at 5% alcohol) could drink two “extra light beers” (at 2.5% alcohol) and ingest the same amount of alcohol. Similarly, “light beer” (at 4% alcohol) represents a 20% reduction in alcohol intake.

B. Control of Alcohol Service

- 1) All drinks to be served in plastic or paper cups and all bottles to be retained in the bar area. Alcoholic and Non-Alcoholic drinks are to be served in different cups.
Exception: Private events by invitation and/or at a sit down dinner, wine may be served by the bottle.
- 2) A sign will be posted at the Bar stating “No Last Call Will Be Announced.”
- 3) Liquor Licenced Event Organizers will agree not to use marketing practices such as: availability of oversized drinks, double shots, pitchers of beer, drinking contests, volume discounts or tickets including a free bar, as these practices encourage increased alcohol consumption. Additionally, liquor cannot be offered as any prize at any function.
- 4) Tickets for alcohol must be purchased from designated ticket sellers and must be redeemed at the bar.
- 5) Unused tickets may be redeemed for a cash refund at any time during the event and up to 15 minutes after the bar closes. A sign will be placed at the bar stating, “Unused tickets will be refundable up to 15 minutes after the Liquor Licenced Event.” This sign will be supplied by the Municipality of West Grey.



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- 6) Food must be available and consumption should be encouraged throughout the event.
- 7) There will be no self-serve events, even “Wine and Cheese” functions require a Bartender.
- 8) There will be **absolutely no shooters served.**
- 9) A sign stating “After 12:00 midnight only two tickets per person will be sold” must be posted.
- 10) A sign stating “Ticket sales will stop at 12:45 a.m.” must be posted.
- 11) A sign stating “Only 4 drinks per person will be served per visit at the bar” must be posted.

Rationale:

By following the above guidelines we will reduce the risk that Liquor Licenced Event Organizers automatically assume when running an event. These practices are designed to discourage heavy alcohol consumption.

C. Advertising Events:

All alcohol advertising must conform to guidelines of the Alcohol and Gaming Commission of Ontario and the *Liquor Licence Act* and Regulations.

Rationale:

Alcohol advertising is designed to encourage and promote the consumption of alcohol. Since it is illegal for people under the age of 19 to consume these products, it is preferred that alcohol advertising is not used. It is also the desire of the Municipality to provide a positive example to underage patrons.



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Regulation #7: Controls Prior To Events

Liquor Licenced Event Organizers of Municipal facilities will be required to understand the West Grey Municipal Alcohol Policy prior to renting a West Grey Municipal Facility.

1. Liquor Licenced Event Organizers for an outdoor Public Licenced Event must provide 60 days notice to the Municipality (including the Facility Manager, Clerk, Police, Fire and Health Departments) for events where fewer than 2,500 people are expected to attend and 90 days notice to the Municipality (including the Facility Manager, Clerk, Police, Fire and Health Departments) for Events where 2,500 or more people are expected to attend.
2. A copy of the Municipality of West Grey Municipal Alcohol Policy will be provided to the Liquor Licenced Event Organizers from Municipal Staff person or designate at the time of booking. If any questions or concerns arise from this Policy contact the Municipal Staff for clarification.
3. A “Checklist For Liquor Licenced Event Organizers” form and a Rental Contract form will be provided by the Municipality at the time of booking. These forms are to be completed by the Liquor Licenced Event Organizers and returned to the Municipal Staff person or designate at least two (2) weeks prior to the event. Signatures from both the Liquor Licenced Event Organizer and Municipal Staff person are required on the forms. Please see Appendix “B”.
4. Except under Class D of Regulation 8 and Class E of Regulation 8, 30 days is required.
5. The Municipal Staff person or designate will maintain a current list of Server Trained persons (S.I.P / Smart Serve) who have indicated that they may be available to assist at events where the Liquor Licenced Event Organizer does not have the required Server Trained personnel.
6. The responsible person / Liquor Licenced Event Organizer must attend the event, as required by the *Liquor Licence Act & Regulations* and be responsible for decisions regarding the operation of the bar. Designates may be assigned in accordance with *Liquor Licence Act & Regulations*. These designates and all event workers must refrain from alcohol consumption during the event.



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Rationale: The above is to ensure that there are no misunderstandings of the Regulations contained in the Policy. Also, be aware that any required information or assistance of the Liquor Licenced Event Organizer is available through the Municipal Staff person.

Regulation #8: Event Workers / Server Training (S.I.P. / Smart Serve)

Categories for Liquor Licenced Events with Rules to Apply – Personnel Required

CLASS A	CLASS B	CLASS C	CLASS D	CLASS E
Community Hall with Bar Rental	Community Hall	Community Hall	Arena Floor	Open Air
Stag & Doe Old Home Week Concerts Benefit Dances Fundraisers Video Dances	Weddings Socials Dinners Anniversaries	Booster Club Trade Shows	Stag & Doe Old Home Week Concerts Benefit Dances Fundraisers Video Dances	Tournaments Concerts Barbeques Beer Gardens
Door: 2 Responsible Persons		1 Responsible Person	2 Responsible Persons	2 Responsible Persons
Bar: 2 Server Training Municipal Facility Bartender 1 Untrained, if required	2 Server Training Municipal Facility Bartender 1 Untrained, if required	1 Server Training Municipal Facility Bartender 1 Untrained	2 Server Training Municipal Facility Bartender 1 Untrained	2 Server Training Municipal Facility Bartender 1 Untrained
Bar Tickets Sales: 1 Responsible Person	1 Responsible Person	1 Responsible Person	1 Responsible Person	1 Responsible Person
Security: In consultation with Chief of West Grey Police Service & Municipal Facility Manager	In consultation with Chief of West Grey Police Service & Municipal Facility Manager	In consultation with Chief of West Grey Police Service & Municipal Facility Manager	In consultation with Chief of West Grey Police Service & Municipal Facility Manager	In consultation with Chief of West Grey Police Service & Municipal Facility Manager
Floor Monitor: 2 Responsible Persons (must be identifiable)			2 Responsible Persons (must be identifiable)	In consultation with Chief of West Grey Police Service



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Regulation #9: Controls During Events

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. These person(s) shall further observe for individuals that may be attempting to enter the premises and that appear to be impaired or have a history of causing problems at events.
2. The Liquor Licenced Event Organizer has the right to deny entry to any individual.
3. Only identification bearing a photograph, and issued by the Province of Ontario, The Government of Canada or photographic identification issued by another Province, State or Country shall be accepted as bona-fide proof of age.
4. The Liquor Licenced Event Organizer and the person renting the facility are responsible to ensure that the event is properly supervised and will provide enough persons to fulfill this obligation.
5. In the event of a masquerade party taking place in any premise owned by the Municipality of West Grey, the Liquor Licenced Event Organizer is responsible to check ALL patrons I.D. to ensure they are of appropriate age. Any person under the age of majority will not be allowed into a masquerade event. No masks to be worn.
6. The type of identification to be worn by the event workers must be stated on the "Checklist For Liquor Licenced Event Organizers" form. See Appendix "B".
7. Bartenders, Volunteers and Workers of the Event are not to consume alcohol during the event.



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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.
9. All entertainment within the facility shall cease at 1:00 a.m. At 1:00 a.m. the lights must be turned on.
10. All evidence of consumption and service of alcohol including empty glasses shall be removed from sight within 30 minutes of the expiry of the Liquor Licenced Event or by 1:30 a.m., whichever is the earliest.
11. To assist Municipal staff and ensure that no incidents occur within the premises, the facility must be vacated by patrons by 2:00 a.m. Failure to comply with the above could prevent the Liquor Licenced Event Organizer or organization from further renting any Municipality of West Grey facility and where appropriate, Police will be advised and charges could be laid.

The only exception to the 1:00 a.m., closing time would be during a New Years Eve event when the Liquor Licenced Event indicated the expiry time of 2:00 a.m.

Rationale:

To ensure the safety of all persons and to promote orderly conduct during events.

Regulation #10: Insurance

That the Liquor Licenced Event being held in a Municipally owned facility be required to provide proof, at least fourteen (14) days prior to the event, that they have purchased a minimum of *two million dollars* in party alcohol insurance or produce a certificate of insurance stating liquor liability is covered.

Rationale:

In Chapis, Quebec the Chapis Lions Club, club organizers, Lions International and Falconbridge Limited (hall owners) were successfully sued following a New Year's Eve Party where a participant set fire to hall decorations with a cigarette lighter. The ensuing fire resulted in injuries and death.



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Regulation #11: Policy Monitoring and Revisions

The Municipality of West Grey Alcohol Policy will be reviewed as required by the Chief Administrative Officer, the Chief of the West Grey Police Service and Facilities Managers. A Municipal Alcohol Policy Comment Form will be given to all Liquor Licenced Event Organizers asking for comments on their rental in relation to this Policy. See Appendix “C”.

Rationale:

- i) Policy to be monitored and reviewed to ensure that the Policy remains up to date and effective.
- ii) This will ensure that the public will remain involved in the process of review and revising of the existing Policy.

Consequences for Failure to Comply

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

1. Although the West Grey Police Service will be called if a situation deems necessary to do so, it is the responsibility of the Liquor Licenced Event Organizer to ensure the proper management of the event.
2. Facility Staff will report any infraction of this Policy to legal authorities whenever they believe such action is required. An Incident Report shall be filled out and submitted to the Facility Manager.
3. Should a situation arise and the Liquor Licenced Event Organizer has breached the *Liquor License Act* and its Regulations to the point where the West Grey Police Service or the Liquor Inspector cancels the License and the event has to be shut down, the Liquor Licenced Event Organizer will be permanently banned from renting a facility in West Grey.



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4. The Liquor Licenced Event Organizer must report any incidents to the Bartender and forwarded to the Facility Manager. The Facility Manager is to advise the Chief Administrative Officer.
5. Where persons under the age of majority are found to have consumed or to be consuming alcohol at Liquor Licenced Event and Non-Liquor Licenced Events, the authorities will be called.
6. Where anyone is engaged in disruptive behaviour or willful damage at licensed events or breach of this Policy, authorities may be called and/or the following procedure will be followed:

First Infraction: Time period of suspension to be determined on case by case where someone is involved in disruptive behavior or willful damage, as well as for alcohol consumption in arena dressing rooms.

Second Infraction: Time period of suspension to be determined on case by case where someone is involved in disruptive behavior or willful damage, as well as for alcohol consumption in arena dressing rooms.

APPENDIX “A”

CONSEQUENCES FOR ALCOHOL CONSUMPTION IN ARENA DRESSING ROOMS

The following actions will be taken regarding possession or consumption of alcoholic beverages within the dressing rooms at the Durham & District Community Centre; the Normanby Arena Complex and the Neustadt Arena.

First Infraction: Time period of suspension to be determined on case by case where someone is involved in disruptive behavior or willful damage, as well as for alcohol consumption in arena dressing rooms.

Second Infraction: Time period of suspension to be determined on case by case where someone is involved in disruptive behavior or willful damage, as well as for alcohol consumption in arena dressing rooms.

APPENDIX "B"

"Checklist for Liquor Licenced Event Organizers"

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

1. Name of Liquor Licenced Event Organizer: _____
2. Will persons under 19 years of age be attending this event? _____ Yes _____ No
3. Type of Identification for event workers _____
4. Has proof of Liquor Licenced Event been provided? _____ Yes _____ No
5. Has proof of Insurance been provided? _____ Yes _____ No
6. The safe transportation strategy(s) that will be used at this function are (use back of page, in necessary):
 - a) _____

 - b) _____

7. I understand all the Policy requirements and will adhere to them.
_____ Yes _____ No
8. I have been advised that if there is something that I do not understand with respect to this Policy, I will contact the Municipal Facilities Staff.
9. Security has been agreed to in consultation with the Chief of West Grey Police Service and the Facilities Manager. _____ Yes _____ No

Signature of Liquor Licenced Event Organizer

Signature of Municipal Staff

Date: _____

