
**THE CORPORATION OF THE
TOWNSHIP OF SOUTH STORMONT**

Title: Municipal Alcohol Policy	Effective Date: December 15, 2010
Resolution No. 271/2010	Department: Administration

Goal of the Municipal Alcohol Policy

The Township of South Stormont wants all users of the facilities to enjoy them. This policy was developed:

- To allow the orderly use of alcohol during events and functions.
- To allow residents and visitors to enjoy our facilities while protecting municipal facilities and ensuring the health and safety of all participants and staff.

Administration of Policy

The Events, Marketing and Programs Coordinator will be responsible and accountable for the administration of this Policy for all Township facilities.

Special Occasion Permits – Facilities and Parks

For the purpose of this policy, the John Cleary Room and the Long Sault Arena, Long Sault Arena ice surface, South Stormont Community Hall, Long Sault Fire Hall, St. Andrews Fire Hall, Newington Fire Hall, Ingleside Fire Hall and the Lancer Centre, shall be the only facilities located within the Township eligible for Special Occasion Permit events. Individuals and/or organizations wishing Special Occasion Permits for any other Municipal facilities shall make special requests to Council.

This policy must be adhered to for events held at the facilities identified above for the serving of alcohol.

Events not eligible for Special Occasion Permits

All youth events where patrons and/or participants will be under the age of nineteen years of age.

Server Training

All alcohol servers must have received and successfully completed the Addiction Research Foundation or Smart Serve training.

Safe Transportation

It shall be the responsibility of the event holder to ensure that alternate transportation options are available to drivers of vehicles who appear to be impaired.

Transportation options that may be available to event holders are:

- Call a friend, relative or taxi to assist the intoxicated driver.
- If necessary, call police.
- Warn impaired driver of possible circumstances that may occur if he/she drives.

Non Alcoholic Drinks and Food

Non alcoholic drinks must be available for the patrons of the event at a lower cost than drinks containing alcohol. Food must be available for the patrons of the event.

Insurance

Proof of liability insurance coverage from Special Occasion Permit event holder, of at least \$2,000,000 naming the Township of South Stormont as an additional insured party must be submitted to the Township of South Stormont, one week prior to the function.

Controls

1. A Special Occasion Permit event holder must:
 - a. Provide controls to prevent under age, intoxicated and/or rowdy people from entering the premises.
 - b. Refuse services of alcoholic beverages to intoxicated individuals and remove them from the event.
2. The Special Occasion Permit event holder shall provide to the Events, Marketing and Programs Coordinator, at least one week prior to the event:
 - a. A list of workers as well as a list of bar servers and their Smart Serve Registration Numbers
 - b. Proof of Special Occasion Permit from LCBO
 - c. Ensure that the entrance is monitored by a person nineteen years of age or over and is a person of responsibility of the permit holder group.

- d. Ensure that the only acceptable form of identification shall be a Driver's Licence with photo or another piece of photo identification and must be presented upon request.
 - e. Be responsible for the decision making should a problem occur and must be present for the entire event.
3. The event sponsor shall:
- a. Refrain from consuming alcohol while the event is in progress.
 - b. Ensure that the event workers must be a member of the event holding group and refrain from consuming alcohol while the event is in progress.
 - c. In conjunction with the staff, ensure that the physical setting is safe for all participants of the event.
 - d. create an environment to prevent patrons from engaging in activities that can harm themselves or others.
 - e. Be available to assist the person monitoring the event.
 - f. Be responsible for the cost of security, if required.
 - g. The Events, Marketing and Programs Coordinator or designate, reserves the right to require security for an event or for the duration of a function.
 - h. Encourage patrons to consume low alcohol beverages and non-alcoholic beverages.
 - i. Ensure that bar operations close at 1:00 a.m.
 - j. Ensure that all alcohol is removed from the facility by 1:45 a.m. save and except if the event is for two or three days in succession.
 - k. Ensure that all entertainment is completed by 1:30 a.m. and facilities are vacated by 2:00 a.m.
 - l. We may also recommend a wrist band policy be used to identify the age of majority patrons.

Non Compliance of Controls

Individuals and/or groups who fail to comply with the policy shall be held responsible for the consequences as decided by the Events, Marketing and Programs Coordinator, Public Works Manager, Chief Administrative Officer, Council or designates, as applicable for their facilities under their responsibility.

Accountability

The Events, Marketing and Programs Coordinator, Public Works Manager, Chief Administrative Officer, Council or designate of the

Township of South Stormont has the authority to demand corrections to and/or to shut down an event on behalf of the Municipality for those facilities under their responsibility, should the need arise, and no refund of the rental fee will be granted.

Consequences of Wilful Non-Compliance

Groups who fail to comply with the Municipal Alcohol Policy are subject to the following consequences:

The organization will not be allowed to rent a Township facility for a minimum, of 18 months, at the discretion of the Events, Marketing and Programs Coordinator, Public Works Manager, Chief Administrative Officer, Council or designate.

Signs

The following signs must be provided by the event sponsor and be prominently displayed in special occasion designated facilities:

- A. The Township of South Stormont strives to provide facilities for the enjoyment of all members of the community. Event servers are required by law not to serve an intoxicated person or to serve anyone to the point of intoxication. Event sponsors are pleased to provide low and non-alcoholic beverages, as well as food items.
- B. All Special Occasion Permit event sponsors must display their acquired Liquor Licence.
- C. All Special Occasion Permit event sponsors must display their acquired third part insurance policy.
- D. Signs under Section A above may be paper and/or poster style.

Service of Non-Alcoholic Beverages and Food Items

In order to be eligible to rent a municipally owned facility, the sponsor must demonstrate to the satisfaction of the facility representative that non-alcoholic beverages and food items are displayed and available for purchase by consumers throughout the entire event.

AGREEMENT FORM FOR SPECIAL OCCASION PERMIT HOLDER

1. I have reviewed a copy of the Township of South Stormont Municipal Alcohol Policy
2. I understand that I must adhere to the conditions of the alcohol policy and the Liquor Licence Act of Ontario.
3. I understand that if I or other individuals at the event fail to adhere to the alcohol policy, the Township of South Stormont staff will take the appropriate action. This action may include eviction, revoking of the Special Occasion Permit and the notification to local authorities.
4. I understand I can be held liable for injuries and damages from failure to adhere to the Liquor Licence Act of Ontario.
5. I understand that I must show proof of my purchase of third party liability insurance and Special Occasion Permit to the facility representative seven days prior to the event.
6. I understand that, if the Municipal Alcohol Policy is not followed by me or my representatives, my organization will be prohibited from renting any Township facility for any reason for a period of eighteen months.

Sponsor Signature

Date

PROOF OF PURCHASE AND POSSESSION OF THIRD PARTY LIABILITY INSURANCE AND SPECIAL OCCASION PERMIT

I hereby declare that I, as event sponsor, have purchased third party liability insurance and a Special Occasion Permit and have listed the registration numbers as follows:

Municipal Facility Rented: _____

Date of Event: _____

Third Party Liability Insurance Number: _____

Special Occasion Permit Number: _____

Sponsor Signature

Date