



Municipal **Alcohol** **Policy**



MUNICIPAL FACILITIES ALCOHOL MANAGEMENT

Introduction

The Township of Woolwich owns and manages facilities where alcohol consumption is permitted, under the authority of a Special Occasion Permit (SOP), and facilities where alcohol consumption is not permitted.

The Township of Woolwich Recreation & Facilities Services staff has developed an Alcohol Management Policy. This policy is intended to reduce alcohol related problems, which arise from alcohol consumed at Township of Woolwich facilities.

The policy is also intended to promote a safe, enjoyable environment for those who use these facilities. By managing and enforcing this policy the Township of Woolwich greatly reduces the potential for alcohol related problems and reduces the risk of liability action.

<p style="text-align: center;">Township of Woolwich Alcohol Management Policy Development</p>

GOAL OF THE ALCOHOL MANAGEMENT POLICY

In order that as many people as possible can enjoy our parks and facilities in a manner which ensures the health and safety of the participants and the protection of municipal facilities, a policy for the orderly use of alcohol during events and functions is recommended. The following pages outline these recommendations.

POLICY OBJECTIVES

1. To provide appropriate procedures and education to individuals or groups wishing to hold events in municipally owned facilities in order to ensure that all Liquor Control Act of Ontario legislation pertaining to SOPs is properly understood and strictly complied with.
2. To ensure proper supervision and proper operation of SOP events in order to protect the organizers, the participating public, volunteers, the Corporation and its staff from liability by providing education in prevention and intervention techniques and through effective management procedures.

3. To encourage and reinforce responsible, moderate drinking practices for consumers through the development of appropriate operational procedures, controls, training and education.
4. To honour the decision of abstainers not to drink alcohol and to encourage their participation by providing alternative, non-alcoholic drinks.
5. To provide for a balanced use of alcohol through SOPs so that alcohol becomes a responsible part of a social function rather than the reason for the function.
6. To provide a balance of wet and dry facilities and programs in order to ensure that consumers, abstainers, adults, youth and families will be adequately serviced and protected.

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SECTION 1 FACILITIES AND EVENTS WHERE SPECIAL OCCASION PERMITS ARE ALLOWED, OR NOT ALLOWED.

General Policy Statement

1.1 Alcoholic Beverages are not allowed in Township of Woolwich facilities or park areas unless licensed by the Alcohol & Gaming Commission of Ontario “AGCO” and approved by the Township of Woolwich.

1.2 Special Occasion Permit Licensed Facilities

The following facilities and park areas are designated as **suitable** for SOP functions subject to the event sponsor obtaining a SOP issued by the Liquor Control Board of Ontario “LCBO” on behalf of the AGCO and agreeing to conditions as set out by the Township of Woolwich. Locations not listed would be subject to special Council approval.

Woolwich Memorial Centre	Concourse Club Arena Floor Dan Snyder Arena Arena Floor Jim McLeod Arena Community Centre
Woolwich Township Arena	Arena Floor
Bloomingtondale Community Centre	Meeting Room
Breslau Community Centre	Gymnasium Floor
Maryhill Heritage Park Community Centre	Heritage Room
St. Jacobs Community Centre	Lions Hall
Woolwich Administration Building	Council Chambers

Rationale: Facilities noted above are suitable for conducting a SOP function.

1.3 Facilities and areas not suitable for SOP events.

The following areas are designated as **not suitable** for SOP events, unless Special Approval by Council is obtained:

- Athletic and playing fields
- Parking lots
- Spectator areas - arenas
- Dressing rooms/change rooms
- Open park areas, trails and woodlots
- Playground areas

Rationale: Many of these areas are regarded as inappropriate to provide approval for permit by the AGCO.

1.4 Events not eligible for SOPs.

All events where the primary reason for the event involves minors, no SOP will be allowed.

Rationale: The deciding factor for which SOPs is allowed will be determined by the focus of the events. Those events where the primary focus involves minors will not be allowed to obtain a SOP.

Non-consumption by participating adults provides a positive example for young people.

SECTION 2 CONDITIONS FOR SPECIAL OCCASION PERMITS

Sponsors of events requiring SOPs must be a Non-profit and/or Charitable Organization.

2.1 Permit Holder Responsibility

The event sponsor conducting a SOP function is responsible to ensure that all requirements of the Liquor Licence Act and its' Regulations, AGCO policies and conditions of the Township of Woolwich Facility Rental Agreement are strictly adhered to.

Rationale: The event sponsor is responsible for the behaviour of event participants and guests. Liquor Licence Act and its' Regulations and the AGCO's policies are established to ensure sensible and safe use of alcohol. Township of Woolwich Facility Rental Regulations are to ensure safe, responsible use of the facility.

2.2 Signage

The following signs must be prominently displayed. "Bartender(s) are Smart Serve Trained and Bartender(s) reserve the right to refuse service."

Rationale: Servers are required by law not to serve an intoxicated person, nor to serve anyone to the point of intoxication. This message demonstrates that the event sponsor is aware of the Liquor License Act and it's Regulations and prepared to enforce it.

2.3 Transportation Assistance Awareness

As a condition of rental, the event sponsor must have a Designated Driver Program in effect. The Designated Driver Program and designated contacts must be prominently posted.

Designated drivers should be provided non-alcoholic beverages and alternate means of transportation must be provided for those suspected to be intoxicated. All advertising for the event should state or include that a Designated Driver Program is in effect.

Rationale: This program is to ensure no one leaving an event from a Township of Woolwich facility who is the driver of a motorized vehicle is impaired.

The greatest risk of liability is viewed as the impaired driver leaving an alcohol related event.

Event sponsors are responsible to take the necessary steps to reduce the possibility of impaired driving.

2.4 Non Alcoholic/Low Alcoholic Beverages

In order to rent a facility, the sponsor must provide an adequate supply of non-alcoholic and low alcoholic beverages.

Rationale: The availability of non-alcoholic beverages supports the Designated Driver Program. Low alcohol drinks can reduce the consumption of alcohol; reduce the likelihood of intoxication while permitting participants to socialize throughout the evening without becoming intoxicated.

The availability of low alcohol drinks reduces the likelihood of impaired driving.

2.5 Smart Serve

In order to rent a Township of Woolwich facility for a SOP function, the event sponsor must provide a bartender(s) who has attended a Smart Serve Training Program course endorsed by the Alcohol and Gaming Commission of Ontario. Proof of Smart Serve training must be provided to the Township two weeks prior to the event. Proof of Smart Serve training must be shown to the Facility Attendant prior to the start of the event.

Rationale: Reducing the risk of litigation requires not only the components of a policy and procedure, but also the recruitment of appropriately trained servers.

The municipality is obligated to inform user groups of the potential for litigation and to provide them with the direction to avoid such action.

The Alcohol and Gaming Commission of Ontario has endorsed the Smart Serve training program currently conducted by Smart Serve Ontario, a division of the Hospitality Industry Training Organization of Ontario (HITOO). The HITOO provides certificates to those who have successfully completed the courses.

2.6 Contracts

In order to rent a Township of Woolwich facility for a SOP event, the event sponsor must demonstrate to the satisfaction of the Township of Woolwich that the Policy is understood, that regulations will be strictly enforced and that sufficient controls are in place to ensure compliance with the Township of Woolwich Municipal Facilities Alcohol Policy. These controls include the following:

- 1) The event sponsor must obtain a SOP from the AGCO (issued by the LCBO on behalf of the AGCO) and submit a copy of same to the Township of Woolwich two (2) weeks in advance of the event.
- 2) The only acceptable form of identification will be a driver's license with photo, a Canadian passport with photo, a Canadian citizenship card with photo, a Canadian armed forces card with a photo, a photo card issued by the LCBO "BYID" card. Servers reserve the right to refuse acceptance of I.D., if questionable.
- 3) The person, (the permit holder) or her/his designate who signs the SOP application and the rental agreement must attend the event and be responsible for making decisions regarding the operation of the event.
- 4) The event sponsor and the Township of Woolwich must ensure the physical setting is safe at all times.
- 5) It is the responsibility of the event sponsor to ensure the guests at the event are properly supervised and to ensure no one consumes alcohol in an unauthorized location.
- 6) Marketing practices which encourage increased consumption, such as oversize drinks, double shots of spirits, drinking contests and volume discounts are not permitted.
- 7) Unused tickets are to be redeemable for cash on demand at any time during the event.

- 8) Hours of operation must be posted.
- 9) The event sponsor will ensure that a floor supervisor is available upon request to assist ticket sellers in managing a person who is refused sale.
- 10) All bottles must be retained within the bar area. All drinks must be served in paper/soft plastic cups.
- 11) At least one municipal representative with authority to demand correction and/or to shut down an event on behalf of the Township of Woolwich will attend all SOP events. The municipal representative will have ultimate authority regarding decision-making on the part of the event sponsor.
- 12) A minimum of two people will be designated to sell tickets where alcohol tickets are available for sale.
- 13) Tickets should be colour coded to assist bartenders to distinguish different sale tickets.
- 14) A maximum of two (2) drinks or two (2) tickets (if tickets are sold) may be purchased at any one time.
- 15) There will be no "last call".
- 16) All licensed events (including a free bar) must have at least one Smart Serve trained bartender. Alcohol cannot be left available for self-serving.
- 17) All event workers must wear highly visible identification.
- 18) All SOP events must have one (1) Smart Serve bartender per 125 patrons.
- 19) All SOP events must have one (1) door/floor supervisor per 200 patrons in addition to event sponsor designate.
- 20) The bar must close at least forty five (45) minutes prior to closing of event.
- 21) All facilities must be vacated by closing time as stated in the rental contract.
- 22) The event sponsor must provide the Township with a copy of the Smart Serve certificate of bartender(s) and event monitors at least two (2) weeks prior to the event.
- 23) The entrance will be monitored by at least two people (one of whom can also act as the door/floor supervisor – see item #22) nineteen (19) years of age or

older. Monitors reserve the right to refuse entry to persons appearing to be intoxicated or who appear to be under age.

- 24) The event sponsor is responsible for decision-making during the event and therefore must remain accountable and maintain a responsible level of sobriety. All event workers must maintain a responsible level of sobriety to be able to assist in maintaining control at the event.
- 25) The Township of Woolwich reserves the right to require the presence of police officers or a licenced private security company for the duration of an event, the cost of which will borne by the event sponsor

Rationale: The law clearly states that the permit holder has a "duty to control" - that is, to protect participants from foreseeable harm to themselves or others.

Although police will be called if a situation becomes risky, it is the responsibility of the event sponsor to ensure proper management of an event.

2.7 Insurance

That any individual/group/organization renting Municipal facilities for the purpose of a SOP event, will be required to have Two Million dollars (\$2,000,000.) of liability insurance coverage. Failure to provide proof will void the rental.

The Licensee must provide the Municipality with a Certificate of Liability insurance, which includes the following information;

- Policy #
- Company name
- Expiry date
- Amount of insurance coverage
- An endorsement from the insurance company that they are aware of the SOP event and that coverage is in place-include date and location of the event
- The Corporation of Township of Woolwich named as an additional insured on the policy
- The coverage must include host liquor liability

Proof of liability insurance coverage must be submitted to the Township of Woolwich two (2) weeks prior to the event.

Rationale: Case Law indicates that judges and juries are sympathetic toward the injured plaintiff SOP permit holders, the Township of Woolwich, Club executives and volunteers could be named in a lawsuit.

Municipalities can be jointly liable and could end up paying the predominant share of an award to a plaintiff should the event sponsor be uninsured.

SECTION 3: ENFORCEMENT PROCEDURES

3.1 Enforcement

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

Should a Township representative observe members of the contracted group contravening the Policy a report identifying the infraction will be submitted to the Director of Recreation & Facilities Services.

- a) For the first offense, the event sponsor will be advised, in writing by registered mail, that the next incident will result in rental privileges being revoked.
- b) For the second offense, the Director of Recreation & Facilities Services shall advise the event sponsor, in writing by registered mail, that rental privileges have been revoked.

SECTION 4 OTHER

4.1 Contracts

Township of Woolwich Facility Rental Agreements will include an Alcohol Management Policy appendage to those contracts issued for events that require SOPs.

Permit holders of SOP functions must agree to adhere to the Township of Woolwich Municipal Facilities Alcohol Policy

4.2 Signage - Awareness

The following sign (at least 8"x10") will be supplied by the Township and prominently displayed in Special Occasion Permit designated facilities.

- Please drink responsibly.
- Bartenders reserve the right to refuse service - servers are required by law not to serve an intoxicated person or to serve anyone to the point of intoxication.

- You are encouraged to participate in a Designated Driver Program. (List local taxi telephone number)
- We support R.I.D.E. program.

Rationale: Signs provide support to servers and supervisors. It is illegal to serve a person to a point of intoxication.

The sign gently reminds participants that the Waterloo Regional Police Service conducts roadside sobriety spot checks.

4.3 Policy Monitoring and Revisions

This policy will be reviewed annually by management staff of the Recreation & Facilities Services and staff will report to Council with suggested policy changes, if required.

Rationale: Permits policy changes to meet changing community needs, the addition of new facilities, and new program demands.
Permits adjustments to any future changes to the Liquor License Act and its' Regulations.