



TOWNSHIP OF PERTH EAST MUNICIPAL ALCOHOL POLICY

1. INTRODUCTION:

1.1. The Township of Perth East owns facilities where the use of alcohol is permitted under Permanent Liquor License or Special Occasions Permit (SOP) and other facilities where alcohol is not permitted.

Special Occasions Permit (SOP) is required *any time* liquor is offered for sale or served anywhere other than in a licensed establishment, a private place or a residence.

Permanent Liquor License where liquor may be served under the permanent Liquor License and a SOP is not required. PERC is the only facility with a permanent license.

1.2. A Municipal Alcohol Risk Management Policy has been developed to reduce alcohol related problems within Municipal facilities, and at the same time, promote a safe, enjoyable environment for those who use those facilities. By reducing the potential for alcohol-related problems, the Township of Perth East reduces their risk of liability and fosters safe, enjoyable facility use for public enjoyment.

1.3. Irresponsible alcohol consumption may affect person attending the event, organizations wishing to utilize the facility in the future, the general public and the Township of Perth East. Consequences include:

- Injury to intoxicated persons or others;
- Liability actions arising from alcohol consumption (including against the Township
- Liquor License Act charges against the Township and/or License holder; and,
- Suspension of SOP/License at the Facility

2. GOAL STATEMENT:

A Municipal Alcohol Policy provides the Township of Perth East facility staff, operating agents and users of facilities guidelines for the reasonable use of alcohol, for the protection of property and for a safe and enjoyable experience.

3. POLICY OBJECTIVES:

- 3.1 To provide appropriate and reasonable procedures and education to individuals or groups wishing to hold events in municipal recreation facilities. This will lower the risk to event organizers, participants, volunteers, the Township and its staff.
- 3.2 To encourage and enforce responsible drinking practices and adherence to the Alcohol and Gaming Commission of Ontario regulations.
- 3.3 To reduce problems associated with excessive consumption and to reduce liability.
- 3.4 To ensure proper supervision and proper operation of licensed events in order to protect the organizers, the participating public, volunteers, and the Corporation and its staff from liability by providing education in prevention and intervention techniques and through effective management procedures.
- 3.5 To honour the decision of abstainers and to encourage their participation by providing alternative, non-alcohol beverages.
- 3.6 To provide for a balanced use of wet and dry facilities in order to ensure that consumers, abstainers, adults, youth and families will receive adequate service and protection.
- 3.7 To be proactive in the reduction of incidents including injury and death through the implementation of a municipal alcohol policy.
- 3.8 To develop an alcohol risk management policy that is easy to read and understand.

4. POLICY REGULATIONS:

Anyone who wishes to serve alcohol at a designated site must complete an agreement form that stipulates the conditions under which alcohol may be served. In addition, the responsible person may either obtain a Special Occasion Permit (SOP) from the Alcohol and Gaming Commission of Ontario or have the event under the Township of Perth East Permanent Liquor License if the event is being held at the Perth East Recreation Complex.

The SOP holder must ensure that all conditions of the Liquor License Act, the Municipal Alcohol Policy and the rental agreements of the Township of Perth East or its agents are adhered to for the event.

The Municipality or its agents reserves the right to refuse any applicant permission to run a licensed event on Municipal property and to impose on the event whatever restrictions it deems appropriate to the circumstances.

4.1 Regulation 1 – Facilities Eligible for Special Occasion Permit Events

Rationale: SOP sites must meet requirements set out in the Liquor License Act.

4.1.1 Special Occasion Permit

The Township of Perth East designates the following municipally owned facilities and areas suitable for SOP functions subject to the event sponsor obtaining a Special Occasion Permit from the Alcohol and Gaming Commission of Ontario and agreeing to conditions as set out.

- Perth East Recreation Complex Banquet Facility and adjacent grounds
- Perth East Recreation Complex Auditorium
- Perth East Recreation Complex Arena Floor
- Shakespeare Optimist Hall

4.1.2 Outdoor Events

Outdoor events are those which take place outdoors or in a temporary structure, such as a tent, marquee or pavilion. Approval for applying for a SOP for any Township owned outdoor facility must be requested to Council 30 days prior to the event date.

Upon approval from Council, written notice must be made to the Township of Perth East Clerk and Fire Services, Perth County Health Unit and the Sebringville OPP informing them of the event and identifying the physical boundaries:

- 30 days before the event take place if fewer than 5000 people are expected to attend the event ; or
- 60 days before the event takes place if 5000 people or more are expected to attend the event.

If a tent or marquee is used written notice to the Perth East Chief Building Official is also required at least 30 days prior to the event.

The outdoor area must be clearly defined and separated from unlicensed areas by a minimum of 36" (0.9m) high barriers.

Township owned outdoor facilities where Council will consider approval for a SOP:

- Greenwood Park, Milverton
- Lyle Yost Memorial Park, Millbank
- Morningdale Centennial Park
- Newton Park, Newton
- Quinlan Park, Rostock
- Shakespeare Park, Shakespeare

All other recreational facilities and areas are not suitable for SOP events without written consent of the Council of the Township of Perth East.

4.2 Regulation # 2 – Facilities Not Eligible for Special Occasion Permit Events

4.2.1 Municipal Parks

Rationale:

Municipal parks are locations where many family events occur. These parks are open parks absent of enclosures and controls and are not suitable for alcohol consumption.

4.2.2 Arena Dressing Rooms

Rationale:

The arena change rooms shall be clearly designated as areas not suitable for drinking alcohol before, during or after sporting events.

4.2.3 Arena Spectator Seating

Rationale:

The arena seating area is designated as not suitable for drinking alcohol due to safety concerns.

4.2.4 North Easthope Hall

Rationale:

Traditionally this hall has not been designated as a suitable location for licenced events.

4.2.5 Rostock Hall

Rationale:

Traditionally this hall has not been designated as a suitable location for licenced events.

4.2.6 Perth East Recreation Complex Swimming Pool

Rationale:

Alcohol is not permitted in this area due to safety concerns.

4.2.7 Administration Building

Rationale:

This facility is a work place and not suitable for alcohol related events.

4.2.8 Public Works Buildings

Rationale:

These facilities are a work place and not suitable for alcohol related events.

4.3. Regulation # 3 - Signage

4.3.1 Statement of Intoxication

Rationale:

In Ontario, it is illegal for anyone to serve a person to the point of intoxication. Signage provides authoritative support to servers and supervisors should they have to refuse service to consumers approaching the point of intoxication. This message indicates that the sponsor is aware of the Liquor License Act and the Municipal Alcohol Policy. This message is consistent with the Alcohol and Gaming Commission of Ontario Special Occasion Permit Application which states that the holder of the Special Occasion Permit and the facility owners are jointly responsible for the "safety and sobriety of the people attending the event."

The following sign shall be prominently displayed during all licenced events in all designated Municipal facilities.

"Servers are required by law not to serve an intoxicated person or to serve anyone to the point of intoxication. Low-alcohol and non-alcohol beverages and food items are available."

4.3.2 Safe Transportation

Rationale:

The risk of liability is high when a patron under the influence of alcohol leaves an event where alcohol is served. Event organizer must assume responsibility for promoting safe transportation for all patrons consuming alcohol.

The following statements will appear on a wall sign, supplied by the Municipality or its agents, and located at the main entrance and bar areas of the event.

"Taxi Service is available by calling....."

"Designated Drivers

We are pleased to offer you Free non-alcoholic beverages"

4.3.3 Accountability

Rationale:

Although informed of the date, time and place of SOP events in their area, police do not always have the time to drop in. The Liquor License Inspector may not be readily available to check in on SOP events. The following sign informs the participants that

there is a procedure for lodging complaints even if enforcement personnel are not present at the event.

The following information will appear on a wall sign and located at the main entrances and in bar areas of the event:

**“ Township of Perth East
Responsible Alcohol Management
Anyone concerned about the operation of this event can direct his or
her comment to:**

**Township of Perth East
25 Mill St E
Milverton, ON N0K 1M0
(519)595-2800**

**O.P.P. Sebringville Detachment
P.O. Box 38
Sebringville, ON N0K 1X0
(519)393-6123**

(Event Name)

(Event Sponsor)”

The wall sign will name the sponsor of the event and will provide the address and telephone number of the Township of Perth East and the Ontario Provincial Police.

4.3.4 Event Service

Rationale:

While this policy addresses the need for control measures to be in place by event organizers, there is an additional need to assist the event organizers in the education of event participants. This sign informs the participants of some of the basic control measure for the event and should serve to assist such enforcement by event organizers.

The following information will appear on a wall sign and shall be prominently displayed during all Special Occasion Permit functions in all designated Municipal facilities.

1. **No more than four (4) drink tickets may be purchased by any person at one time**
2. **No more than four two 2 drinks may be served to one person at one time**
3. **An adequate supply of food must be available to persons attending the event. Snacks such as chips, peanuts or popcorn are not an acceptable substitute for the requirement.**
4. **Only single drinks will be served (no more than one shot in one glass)**
5. **Drink tickets may be purchased no later than ½ hour before closing.**
6. **The bar will be closed no later than 1:00 am**
7. **There will be no last call announced**
8. **All entertainment will end no later than 1:00 am**
9. **All tables will be cleared of alcohol ½ hour after closing of bar**
10. **Facility must be vacated by 2:00 am**
11. **Unused drink tickets may be redeemed for cash during this licensed event, ½ hour prior to the end of ticket sales closing.**

4.4 Regulation #4 – Staffing Requirements

Rationale:

Reducing the risk of litigation requires not only the components of policy and procedures, but also the recruitment of appropriately trained supervisors and servers. The Municipality is morally obliged to inform event sponsors of the potential for litigation and to provide them with the tools to avoid such action.

4.4.1 Facility Staff

All facility staff, whether employed by Township or acting as an operating agent, that has direct supervision of event must have Smart Serve certification or equivalent.

4.4.2 Event Monitors

In order to provide a safe environment and control behaviour, event sponsor must supervise entrances and exits. By controlling entry, underage, intoxicated, rowdy and/or unauthorized people can be prevented from entering an event. This will considerably reduce the likelihood of a problem occurring.

Identified monitors will supervise the event, encourage legal and moderate drinking behavior and ensure that any problems that arise are dealt with appropriately by security. Monitors must be readily identifiable by a nametag or item of clothing.

Monitors shall not consume alcohol during the event, nor shall they be under the influence of any alcohol consumed before the event.

4.4.3 Requirements of Staffing at SOP Events

In order to become eligible to hold a SOP function at a Municipal facility, the sponsor must demonstrate to the satisfaction of the Municipality or operating agent that the event servers, ticket sellers and monitors have attended a Smart Serve course and have been trained in responsible server techniques.

The event sponsors shall provide the Municipality or operating agent with a list of servers, ticket sellers and monitors. Those who have previously over-served, served minors and served intoxicated patrons can be asked to not participate in the event. The skills and awareness obtained by the training provided in the Smart Serve Course will assist the sponsor in providing for a responsible SOP event.

Where possible, a list of individuals with Smart Serve Intervention training will be provided to the event sponsor.

4.4.3 Required Number of Staff

In addition to adhering to the contract requirements the sponsor must provide Smart Serve trained personnel according to the following guidelines. It is understood that the guidelines represent the required number of Smart Serve trained personnel only and that the sponsor will provide additional personnel numbers sufficient to operate an enjoyable and safe SOP event.

TYPE OF EVENT	Up to 200	201- 350	351 - 500	501 and over
Private gatherings and Invitation Only events (not applicable for Buck'n Does)	1 Bartender 1 Ticket Seller 1 Floor Monitor	2 Bartenders 2 Ticket Sellers 1 Floor Monitor	3 Bartenders 2 Ticket Sellers 2 Floor Monitors	4 Bartenders 2 Ticket Sellers 2 Floor Monitor
Public Events and Buck'n Does &	1 Bartender 1 Ticket Seller 4 Floor Monitor	2 Bartenders 2 Ticket Sellers 4 Floor monitor	3 Bartenders 2 Ticket Sellers 4 Floor Monitors	4 Bartenders 2 Ticket Sellers 4 Floor Monitors

4.4.4 PERC Servers

Any SOP events at PERC, which includes the Banquet Hall, Auditorium and Arena Floor, the PERC Manager will determine the number of municipal bar staff required to operate the bar based on

the size of the event. The cost of bar service will be charged accordingly to the sponsor of the event. Additional volunteer ticket sellers, with Smart Serve, would be provided by the SOP event sponsor. It is at the discretion of Management to allow non-municipal bar staff to operate the bar.

4.5 Regulation # 5 – Safe Transportation

Rationale:

The risk of liability is high when a patron under the influence of alcohol leaves an event where alcohol is served. Event organizer must assume responsibility for promoting safe transportation for all patrons consuming alcohol.

Prior to receiving rental privileges of a Municipal facility for a licenced event, event sponsors shall be required to demonstrate to the satisfaction of the municipality that a safe transportation strategy be implemented. This strategy will include a designated driver program* or additional alternative home transportation options** (to prevent intoxicated participants from driving) combined with the promotion of the community's sober driver spot-checks.***

A. *Designated Driver

- designated driver program advertised at event;
- receive free non-alcoholic drinks such as coffee, pop, juice

OR

B. **Alternate Transportation Options

- call a friend, relative or taxi to assist intoxicated driver and/or collect keys upon entry and/or,

4.6 Regulation # 6 – Incident and Occurrences

Township staff or operating agent on duty during events will maintain an incident and occurrence log which shall be reported to the Manager of the facility or operating agent.

At a facility where Township staff or Operators of

4.7 Regulation # 7 – Event Deposit

The Municipality or its agents reserves the right to require an "Event Deposit". Amount to be set out in the user agreement.

4.8 Regulation # 8 – Policy Monitoring and Revisions

The Municipality will perform revisions of the policy as may be required to allow for changes and modifications that may become necessary or come to light after policy implementation. All such revisions will be passed by Council and will be published as an updated version of the policy.

4.9 Regulation # 9 – Insurance

Rationale:

By insisting on insurance, potentially risky groups may be discouraged from sponsoring events since they may be unable to obtain insurance. Case law indicates that judges and juries are sympathetic towards the injured plaintiff. SOP permit holders, hall owners, club executives and volunteers could all be named in a lawsuit. Municipalities can be held jointly liable and could end up paying the predominant share of an award to a plaintiff should the sponsor be uninsured.

4.9.1 Insurance Requirements

The sponsor(s) of an SOP event being held in a municipally-owned facility are required to provide proof, at least 14 days prior to the event, that they have purchased a minimum of two million dollars in liability insurance for a 24 hour period. This public liability insurance shall state the Township of Perth East and operating agent if applicable as an additional named insured with a cross

liability clause holding the Township of Perth East and operating agent, if applicable, harmless.

4.10 Regulation # 10 – Policy Promotion

Rationale:

Without a publicity campaign, the policy will have no impact on community behaviour. Most people are law-abiding citizens and will comply with rules if adequately informed. Publicizing the policy actually helps to affect public behaviour and compliance to the policy.

The Municipality or operating agent will orient all community user groups to the Policy requirements and will promote the Policy to the community at large.

4.11 Regulation # 11 – Control

Rationale:

The law clearly states that the sponsor of an event has a “duty to control”, that is to protect participants from foreseeable harm to themselves or others. It would be difficult to demonstrate control if the control agents had been consuming an intoxicating substance.

Controlling the door to prevent underage, intoxicated and/or rowdy people from entering an event considerably reduces the likelihood of problems occurring. Properly trained floor supervisors are able to identify potentially troublesome situations and correct the problems before they are out of control. Selling tickets slows down the rate of consumption, as people are required to make two stops before getting their drinks. This provides event supervisors with the opportunity to look for signs of intoxication and to read the climate of the event.

The role of paid duty officer(s) or trained security personnel at an event is to generally keep the peace. It is still the responsibility of the event sponsors to ensure that all necessary controls and precautions are taken to have a safe and enjoyable event. It is unlawful to allow anyone under the legal age to consume alcohol at a licenced event. Reasonable precautions must be taken by event sponsors to ensure that the above is being enforced.

In order to be eligible to rent a Municipal facility for a licenced event, the sponsor must demonstrate to the satisfaction of the Municipality:

- a) that the alcohol management policy is understood;
- b) that the regulations will be strictly observed;
- c) that sufficient controls are in place which will assist in ensuring compliance to the policy.

4.11.1 Security Requirements

Public functions such as buck’n does and dances or other events as deemed necessary by the Management or operating agent require trained security personnel. It is the role of the security to keep peace. Security can assist with checking identification; assist with managing unacceptable behavior; and patrolling the facility and parking lot.

Upon booking of the PERC facility, PERC staff will make arrangements for the required security. The cost of security needs will be charged to the renter.

TYPE OF EVENT	Up to 200	201- 350	351 - 500	500 and over
Private gatherings and Invitation Only events (not applicable for Buck’n Does)	Do not require security at private functions, such as Wedding Receptions and invitation only events			
Public Events and Buck’n Does & Outdoor Functions	Minimum 2 officers or 2 private security	Minimum 2 officers or 3 private security	Minimum 2 officers or 4 private security	at the discretion of facility management

4.12 Regulation # 12 – Facility Occupancy Rating

Facility Capacity for SOP functions		
Note: facility ratings for non-alcohol functions may be increased		
Facility	Location	Maximum Capacity
PERC Banquet Hall	Perth East Recreation Complex	454
PERC Auditorium	Perth East Recreation Complex	200
PERC Arena Surface	Perth East Recreation Complex	1,200
Shakespeare Optimist Hall	Shakespeare	440
Lyle Yost Memorial Park	Millbank	300
Shakespeare Park	Shakespeare	200

4.13 Regulation # 13 – Enforcement Procedures for Policy Violation

A violation of this policy occurs when SOP holders or individual(s) fail to comply with this policy, the conditions of the Liquor License Act of Ontario, or any other relevant legislation. A participant at the event, a municipal employee, a member of the Ontario Provincial Police Service or an Inspector of the Alcohol and Gaming Commission of Ontario can initiate intervention.

Municipal staff or operating agent may at any time invoke the Trespass to Property Act in addition to the procedures herein described.

A member of the organizing group or the designated monitor may intervene by informing the offending individual(s) of the policy violation and that it ceases. Group members and monitors should feel encouraged to intervene in this way because intervention at other levels could result in loss of privileges, fines and legal charges.

A staff member with recognized authority in the Township of Perth East might intervene whenever he or she encounters a violation of the policy. Depending upon the severity of the violation, Municipal staff or operating agent may ask the event organizers or individual(s) to stop the violation or they may close down the event. Should the event organizers or individual(s) fail to comply, the staff member may call the police for enforcement.

Where the Special Occasion permit holders or individual(s) have violated the Municipal Alcohol Policy, and have been confronted by a Municipal staff member or operating agent, the group or individual(s) will be sent a letter advising them of the violation and indication that no further violation will be tolerated. At this time the Municipality may at their discretion revoke user privileges for the organizing group or individual(s), based upon the severity of the violation(s). The organizing group or individual(s) will also forfeit any deposit, if applicable. The organizing group or individual(s) will also be invoiced for any additional costs or damages.

Should members of an organized group or any individual violate the policy within one year of receiving notice of their first violation, the group or individual may be suspended from organized use of the Township of Perth East facilities and areas for a period of one year. The Municipality will send a registered letter to the contact person or individual advising of the suspension.

A member of the Ontario Provincial Police or Alcohol and Gaming Commission of Ontario Inspector may intervene in a violation of this policy on his or her initiative or in response to a request from either a Municipal staff member or a member of the general public. Depending on the severity of the infraction, charges may be laid under the Liquor License Act of Ontario and/or any other relevant legislation.

An individual or organized group may appeal to the Municipality to have their privileges reinstated.