



**MUNICIPAL ALCOHOL**

**POLICY**

**(MAP)**

**Policy CS30**

January 9, 2014 (recommended by RPAC for approval)  
By-law No. 2014-023 Approved by Council January 27, 2014



# MUNICIPAL ALCOHOL POLICY

## TABLE OF CONTENTS

	<u>Page</u>
1.0 Background and Purpose.....	1
1.1 Purpose of the Municipal Alcohol Policy.....	1
2.0 Definitions.....	3
3.0 Designation of Properties and Events.....	5
3.1 Designation of Properties.....	5
3.2 Designation of Events.....	6
4.0 Management Practices.....	7
4.1 Insurance.....	7
4.2 Roles and Responsibilities and Recommended Minimum Staffing Levels.....	7
4.3 Youth Admittance for an All Ages Event.....	12
4.4 Gambling.....	12
4.5 Prior to Event.....	12
4.6 Prevention Strategies.....	12
4.7 Signage.....	14
4.8 Actions to Enforce.....	14
5.0 Policy Review and Implementation.....	16
5.1 Policy Review.....	16
5.2 Implementation Phase.....	16
5.3 Appendices	
<b>Appendices:</b>	
A AGCO Special Occasion Permits Fact Sheet, Application & Guide.....	17
B Designated Properties.....	32
C Checklist Agreement for Licensed Events.....	33
D Checking Identification (ID).....	35
E Operational Plan Requirements.....	36
F Information to be Submitted Prior to Event.....	45
G Low Risk Alcohol Drinking Guidelines & Standard Drink Sizes.....	47
H Safe Transportation Options.....	48
I Signage.....	49

# **CITY OF OWEN SOUND MUNICIPAL ALCOHOL POLICY ("MAP")**

## **1.0 BACKGROUND & PURPOSE**

The City's Strategic Plan encourages the City to play an active role in facilitating, enhancing and promoting special events in the City. In order for the City to ensure the health and safety of participants, minimize municipal risk and liability and protect City facilities and property, this Municipal Alcohol Policy has been developed to support the orderly consumption of alcohol during events and festivals in City facilities and property.

A special occasion permit ("SOP") is required any time alcohol is offered for sale, served or consumed anywhere other than in a licensed establishment or a private place. SOPs are issued for occasional special events and not for an ongoing business.

The Alcohol and Gaming Commission of Ontario ("AGCO") is the authority that issues SOPs.

There are three types of SOPs:

- Private event
- Public event
- Industry promotional event

In addition, a Caterer's Endorsement allows Event Organizers to serve alcohol in certain circumstances.

The Event Organizers are third parties and are not the City's servants or agents in holding the Event. This MAP is intended to apply to approvals for the use of the City facilities and property by such third parties, so that the Event Organizers take necessary and appropriate steps to provide a safe environment for the general public where the organizers desire alcoholic beverages to be part of the Event.

**Appendix A** contains information sheets from the AGCO regarding public and private Event SOP's together with the AGCO SOP Application. This MAP is intended to complement approvals and conditions required through the AGCO permit process.

The designation of an Event as "Municipally Significant" shall be governed by City Policy CS80.

### **1.1 PURPOSE OF THE MUNICIPAL ALCOHOL POLICY**

The purpose of this MAP is to allow use of City facilities and property for events which include alcoholic beverages only where full responsibility is assumed by the persons or organization proposing the Event.

The MAP is designed to inform the Event Organizers requesting permission for use of City facilities and property on strategies to help them limit alcohol related problems and to require them to inform themselves, prepare for the Event, train their staff and volunteers, and monitor, manage and assume responsibility for the liability and other risks associated with having alcoholic beverages at their Event.

The MAP is intended to:

- provide for responsible use of City facilities and property by promoting responsible alcohol consumption, reducing exposure to risk, minimizing the potential for host liability, and providing proactive risk management guidelines and standardized operating procedures; and
- include a number of management practices that Event Organizers will be required to adopt where the consumption of alcohol is proposed on City facilities and property under a Special Occasion Permit or Caterer's Endorsement; and
- Apply to all City owned facilities and property.

The MAP includes a list of designated properties, management strategies, prevention strategies, signage requirements and enforcement protocols for infractions of the policy.

Event Organizers who fail to comply with the MAP may be refused future use of City facilities and property and other consequences provided for in this document and in City agreements for the use of premises.

The MAP relies upon the holders of permits from the AGCO to comply with their legal obligations, including but without limiting the generality of those obligations, to not serve minors or apparently intoxicated persons with alcohol, and to not supply alcohol to persons to the point of intoxication.

## **2.0 DEFINITIONS**

### **AGCO**

Means the Alcohol and Gaming Commission of Ontario.  
<http://www.agco.on.ca/en/about/index.aspx>

### **Caterer's Endorsement**

Means a liquor sales license authorizing the applicant to sell and serve liquor for an Event held on premises other than the premises to which the liquor sales license applies.

### **City**

Means the Corporation of the City of Owen Sound.

### **Event**

Means any licensed Event held at a municipal facility or on City land including streets at which alcohol will be served and/or sold and includes both private and public events.

### **Event Organizer**

Refers to the individual(s) who has signed the facility rental agreement for an Event that will involve the selling and/or serving of alcohol at municipal premises. This individual(s) assumes responsibility and the liability for the operation of the Event and for ensuring that the MAP is followed.

### **Event Worker**

Means a paid/volunteer person(s) appointed by the Event Organizer, who is over the age of 18 and who has satisfactorily proven to the Event Organizer that she/he will act in accordance with the MAP. All Event Workers have a responsibility in the operation of the Event and shall not consume or be under the influence of alcohol at any time during the Event. Event Workers may have one or more of the following roles:

- Floor monitor
- Door monitor
- Server/bartender
- Ticket seller

Detailed roles and responsibilities for each type of Event Worker can be found in Section 4.0 of this policy.

### **Licensed Security**

Means security personnel whose responsibility is to monitor entrances and patrol licensed areas to ensure the safety and security of the establishment, its employees and patrons. Security must be licensed under the *Private Security and Investigative Services Act* (PSISA). [Private Security and Investigative Services Act, 2005](#)

### **Liquor License Act (LLA)**

Outlines the laws regarding the sale and service of alcohol.  
<http://www.agco.on.ca/en/whatwedo/index.aspx>

### **MAP**

Means this Municipal Alcohol Policy.

**Municipal Properties**

Means lands, buildings and structures including public highways owned or leased by the City.

**Municipal Representative**

Means municipal staff or a designate that may attend and monitor an Event on behalf of the City.

**Operational Plan**

Means a coordinated plan of actions to prevent and control potential risks. Refer to the AGCO's document "Operational Plan Requirements" for more information. (Appendix E).

**Permit Holder**

Means the person in whose name the SOP or Caterer's Endorsement is issued by the AGCO.

**Server Training Program**

Means a certificate training program for serving alcohol that is approved by the AGCO. An example is the training program offered by Smart Serve Ontario (<https://www.smartserve.ca>).

**Special Occasion Permit (SOP)**

Means a liquor permit issued by the Alcohol and Gaming Commission of Ontario (AGCO) for social events where alcohol will be sold or served.  
[http://www.agco.on.ca/en/services/permit\\_special\\_gpb.aspx](http://www.agco.on.ca/en/services/permit_special_gpb.aspx).

**Special Occasion Permit Holder**

Refers to the individual who signs the application for a Special Occasion Permit to sell and/or serve alcohol.

**Standard Drink**

Means:

12 oz or 341 ml. of beer with up to a maximum of 5% alcohol **OR**  
5 oz or 142 ml. of wine with up to a maximum 12% alcohol **OR**  
1 oz or 43 ml. of spirits with up to a maximum 40% alcohol

**Trained**

Means certified by a Server Training Program recognized by the AGCO.

## **3.0 DESIGNATION OF PROPERTIES AND EVENTS**

### **3.1 DESIGNATION OF PROPERTIES**

#### **3.1.1 Designated Property**

Alcohol may only be sold or served in facilities that are licensed under the *Liquor Licence Act*.

For those facilities and properties that are not licenced, the City has developed a "Designated Properties" list (attached as Appendix B), identifying Municipal Properties where events with alcohol being served under an SOP or a Caterer's Endorsement may be approved.

#### **3.1.2 Properties Not Designated**

An Event Organizer who wishes to hold a licensed Event in a Municipal Property not listed in Appendix B may make a request in writing to the attention of the City Clerk. City Council approval of additional locations is required.

Regardless of an approval for a Municipal Property not on the Designated Properties List, the Event Organizer and their Event will be subject to the MAP unless the approval specifically provides otherwise.

#### **3.1.3 City Approval Requirements**

Approval by the City is required in advance of the issuance of a Public Event SOP or Caterer's Endorsement for the use of Municipal Property for public events which includes the sale or service of alcohol. An agreement for the use of a City property for a public Event SOP is required.

Agreements and approvals may be required to formalize the use of Municipal Property under the MAP for private events depending on the nature of the Event and the location.

#### **3.1.4 Refusal of Use of Municipal Property**

The City reserves the right, in its sole discretion, to refuse an Event Organizer permission to hold its Event on Municipal Property.

#### **3.1.5 Exceptions**

For greater clarity, upon the date the MAP comes into effect, the MAP is intended to apply to all Municipal Properties, with the following exceptions:

- Municipal Properties for which the City has an existing valid lease or contract with Third Parties with respect to the use of the Municipal Properties where such facilities are subject to a Liquor Licence as per the AGCO.

## **3.2 DESIGNATION OF EVENTS**

### **3.2.1 Youth Focused Event**

It is not recommended that alcohol be served or sold at a youth focused Event (eg. minor sports tournament).

### **3.2.2 Events requiring an Operational Plan**

The City may, at its discretion, require an "Operational Plan" in accordance with Section 4.2.3. for any Event in a Municipal Property including:

- SOP Private Events
- SOP Public Events
- Industry Promotional Events
- Events of "Municipal Significance"

### **3.2.3 Municipal Significance**

An individual or business may also apply for a Public Event SOP if organizing or conducting an Event of "municipal significance" for which a municipal resolution or letter from the municipal clerk or designated authority is required and indicates the Event is one of municipal significance. The designation of an Event as "Municipally Significant" shall be governed by City Policy CS80.



## **4.0 MANAGEMENT PRACTICES**

### **4.1 INSURANCE**

#### **4.1.1 Insurance Requirements**

The Permit Holder and Event Organizer must provide proof of insurance by way of submitting an original Certificate of Insurance to the City.

#### **4.1.2 Conditions of Insurance**

- The Certificate of Insurance must be in effect for date(s) where Municipal Property is being used or occupied by the Event Organizer/Permit Holder.
- The insurance provider of the Event Organizer/Permit Holder may have additional recommendations for insurance coverage.
- Proof of a minimum of Five million Canadian dollars (\$5,000,000) Commercial General Liability Insurance issued by an insurance company satisfactory to the City that is licensed to carry on business in Ontario and which must at a minimum include the following:
  - a) Coverage for bodily injury and property damage liability;
  - b) A Host Liquor Liability endorsement;
  - c) The City named as an additional insured to the policy;
  - d) Show that the coverage is in effect prior to the start of the Event during setup and be in effect until at least 5 hours after the bar closes or take-down has been completed, whichever is later.
- The City reserves the right to request even higher limits of insurance should the Event be deemed as higher risk;
- Insurance Certificate, SOP and Rental Agreement must be provided to the Municipality at least 7 days prior to the Event.

#### **4.1.3 Failure to Provide**

Failure to provide proof of insurance will result in cancellation of authorization to serve alcohol during the Event.

### **4.2 ROLES AND RESPONSIBILITIES AND RECOMMENDED MINIMUM STAFFING LEVELS**

#### **4.2.1 Roles and Responsibilities**

##### **4.2.1.1 Role of City Council**

City Council shall be responsible to:

- approve this policy and amendments thereto;
- consider the addition of facilities under section 3.1.2 of this Policy;
- authorize Bylaws as necessary to execute agreements for the use of certain facilities where such an agreement is required.

##### **4.2.1.2 Role of City Staff**

City staff monitoring a liquor-licensed Event shall be trained.

City staff shall:

- provide information to Event Organizers regarding this MAP and other policies and requirements of the City with respect to the use of Municipal Property and ensure that they have been informed of their responsibilities.
- prepare reports for the consideration of Council where Council approval for the use of a Municipal Property is required;
- prepare agreement(s) for the use of Municipal Property for consideration by the Event Organizer;
- monitor to ensure that the conditions of Council and other City requirements are satisfied prior to the Event;
- coordinate meetings of various groups and organizations toward supporting an Event. These groups and organizations may include, but are not limited to the AGCO, Owen Sound Police Services, Grey County EMS, Owen Sound Fire Department, and various City Departments.

#### **4.2.1.3 Role and Responsibilities of Permit Holder, Event Organizer and Designates**

The Permit Holder and designates must be 19 years of age or older. The Event Organizer and designates must be 18 years of age or older.

If the Event Organizer is not the holder of the SOP or the sponsor for a Catering Endorsement, the Permit Holder shall be required to provide their written authorization to the agreement with the City.

The Permit Holder (or designate as provided by the LLA) must attend for the duration of the Event, including set up and post Event clean up and be responsible for decisions regarding the operation of the Event.

Where the Event Organizer is not the Permit Holder, the Event Organizer is also required to attend for the duration of the Event, including set up and post Event clean up and be responsible for decisions regarding the operation of the Event. The name and contact information of the Event Organizer or their designate shall be clearly posted at all times during an Event.

The Event Organizer and or Permit Holder are responsible and liable for the conduct and management of the Event, including, but not limited to:

- ensuring compliance with the MAP and facility rental agreement;
- ensuring compliance with the *Liquor License Act* and its regulations as well as with the permit from the AGCO for the Event;
- ensuring compliance with any conditions set out by Council and meeting all other requirements of City with respect to use of Municipal Property;
- planning, organization, set-up and clean-up of the Event;

- arranging Event Workers, including but not limited to the following:
  - Floor monitor;
  - Door monitor;
  - Server/bartender;
  - Ticket seller;

and ensure that they understand and ensure their actions are to be in compliance with the MAP;

- hiring Trained Event Workers;
- Training of their designates and other Event Workers;
- posting the SOP or Caterer’s Endorsement in a conspicuous place on the premises to which the permit applies or keep it in a place where it is readily available for inspection;
- sale and service of alcohol - including the choice of beverages;
- ensuring no one consumes alcohol in unauthorized locations;
- the safety and sobriety of people attending the Event including those persons turned away to control the Event;
- organizing safe transportation options (e.g. designated drivers, taxis);
- responding to emergencies including contacting police or other emergency services;
- the return of Municipal Property in the same or better condition;
- reporting in a timely manner, to City staff any incident that:
  - involves bodily injury or property damage;
  - where Liquor Inspectors under the LLA have made a report or where the Event Organizer and or Permit Holder is aware, or has been made aware, of any LLA or MAP violation.
- reading and signing *the Checklist for Liquor Licensed Events - Organizers and Permit Holders* (Appendix C) to indicate that they have read this policy and understand their responsibilities;
- provide a copy of the SOP and any updates to the City prior to the start of the Event;
- Event Organizer (or designate) must attend for the duration of Event – including set-up and post-Event clean-up and be responsible for decisions regarding the actual operation of the Event.

#### **4.2.1.4 Role and Responsibility of ALL Event Staff**

ALL Event staff will be required to:

- be appointed by the Event Organizer and shall ensure compliance with the LLA and MAP;

- all Event staff involved in the sale or monitoring of the consumption of alcohol shall be Trained;
- abstain from consuming alcohol during the Event and will not be under the influence of any alcohol prior to the Event;
- wear identifiable clothing (such as “Event staff” printed on clothing, or wear clearly identifiable name tags) and be present on the licenced premises during all hours of alcohol service;
- ensure all patrons have vacated and ensure the premises is secured prior to leaving;
- be aware of the Fire safety plan for the Event or facility in which the Event is located;
- ensure all signs regarding the sale and service of alcohol are cleared within 45 minutes following the end of the licensed portion of an indoor Event and within 12 hours following the end of the licensed portion of an outdoor Event;
- must be 18 years of age or older.

#### **4.2.1.5 Role and Responsibility of Bartenders**

In addition to the Roles and Responsibility of all Event staff, the Bartender is required to:

- check identification and verify age (see Appendix D);
- accept tickets for the purchase of alcoholic drinks;
- serve Standard Drinks;
- serve a maximum of two Standard Drinks per patron per visit – no doubles;
- monitor for intoxication;
- refuse service when patron appears to be near intoxication;
- offer non-alcoholic substitutes.

#### **4.2.1.6 Ticket Seller Roles and Responsibilities**

In addition to the Roles and Responsibility of all Event staff, the Ticket seller will:

- check identification and verify age (see Appendix D);
- monitor for intoxication;
- sell a maximum of five (5) tickets per patron at one time;
- refuse sale of tickets to patrons near intoxication;
- refund tickets on request whenever the bar is open and up to 30 minutes after the bar has closed.

#### **4.2.1.7 Role and Responsibility of Door Monitor**

In addition to the Roles and Responsibility of all Event staff, the Door Monitor will:

- be present to ensure that each entrance/exit of the premises is monitored for the duration of the Event and until the premises have been secured at the end of the Event;
- check identification and verify age (see Appendix D);

- monitor for signs of intoxication and immediately notify the Event Organizer/Permit Holder;
- monitor attendance and limit entry to venue nearing capacity to ensure the capacity of the venue is not exceeded;
- refuse admission to intoxicated and troublesome individuals;
- ensure that participants are clearly marked using wristbands or other form of identification if there will be youth in attendance at the Event;
- suggest safe transportation options.

#### **4.2.1.7 Role and Responsibilities of Floor Monitor**

In addition to the Roles and Responsibilities of all Event staff, the Floor Monitor will:

- monitor patron behaviour and crowd control;
- monitor for signs of intoxication and immediately advise the Event Organizer/Permit Holder;
- identify potential problems and make these known to the Event Organizer and Security;
- suggest safe transportation alternatives.

•

#### **4.2.1.8 Licensed Security/Paid Duty Police Criteria and Responsibilities:**

If Event security is to be provided by a security company – the company must be duly bonded and licensed under the [Private Security and Investigative Services Act, 2005](#);

In addition to the Roles and Responsibilities of all Event staff, the Licensed Security/Paid Duty Police will:

- patrol the licensed area and immediate area outside the licensed area, washrooms and parking lot scanning for potential trouble;
- terminate the Event should it be determined there is a risk to public safety or the facility;
- ensure alcohol remains within the licensed area;
- notify Event staff, Event Organizer and Permit Holder of potential incidents;
- help in handling disturbances;
- assist the Permit Holder in vacating the premises;
- summon police when requested by the Permit Holder, Municipal Representative, or as deemed necessary;
- be required to check ID as necessary (see Appendix D).

#### **4.2.2 Operational Plans and Minimum Event Staffing Levels – Private & Public Event SOP**

The City and the Owen Sound Police & Fire Services reserve the right to adjust the following requirements or to introduce other conditions to ensure the safety of participants as deemed necessary where an Operational Plan is required.

The following staffing level is required for all events held under a Private Event SOP with a maximum attendance of 450 persons.

Attendance*	Number of Trained Bartenders	Number of Trained Door Monitors/Ticket Sellers/Floor Monitors	Number of Licensed Security or Paid Duty Police
Up to 100	1	1	At discretion of municipality
101-225	2	2	At discretion of municipality
226-450	3	3	At discretion of municipality

(\* attendance will be determined as per the capacity of the Event venue and as listed on the SOP for the Event)

For events held under a Private Event SOP where attendance is below 450 persons, the number of Licensed Security or Paid Duty Police will be determined at the discretion of the Municipality. This shall be done by Facility Booking coordinator in consultation with Owen Sound Police Services.

For events held under a Private Event SOP where attendance exceeds 450 persons the minimum Event staffing level will be determined based on an Operational Plan to be approved by the City and Owen Sound Police & Fire Services.

All events held under a Public Event SOP require an Operational Plan to be approved by the City and Owen Sound Police & Fire Services in accordance with Sections 3.2.2 and 4.2.3.

#### **4.2.3 Operational Plan Requirements**

Operational plans required to be submitted under the MAP shall include the information as per Appendix E.

Operational Plans are required to be approved by Owen Sound and any other group deemed necessary by the City.

All costs associated with preparing and complying with the operational plan shall be borne by the Event Organizer.

#### **4.3 YOUTH ADMITTANCE FOR AN ALL AGES EVENT**

Depending on the level of Event risk, minors may not be permitted to attend an Event. In all cases, no one under the age of 19 shall be served alcoholic beverages at licensed Events.

At licensed Public Events where the permit allows patrons under the age of 19, the following will apply:

- all age of majority patrons will be identified (i.e. wrist banded or other appropriate identification), to identify them as eligible to be served. Event Workers shall ask anyone who appears to be under the age of 30 for valid photograph identification (see Appendix D);

At licensed Private Events where the permit allows patrons under the age of 19, the method to identify all age of majority patrons shall be at the discretion of the Event Organizer/Permit Holder, or the City; and where applicable will be as per the approved Operational Plan.

For Private Events where the identification of minors is not specified, this does not relieve the Event Organizer/Permit Holder from their responsibilities to ensure that minors are not served alcohol or otherwise consume alcohol.

#### **4.4 GAMBLING**

Gambling will only be permitted if expressly approved by the AGCO and in compliance with all City requirements.

#### **4.5 PRIOR TO EVENT**

Appendix F contains a checklist of information that must be submitted to the City a minimum of seven (7) days prior to the Event.

#### **4.6 PREVENTION STRATEGIES**

##### **4.6.1 Safe Transportation**

The Event Organizer and Permit Holder are responsible to have safe transportation strategy options for all participants, to ensure participant safety.

Examples of safe transportation options are found at Appendix H.

Safe Transportation options shall be advertised at the Event so that all participants are aware of what is available.

##### **4.6.2 Safe Environment**

In order to provide a safe Event environment where alcohol is being consumed, the Event Organizer/Permit Holder shall ensure the following:

- that all alcoholic drinks must be poured into plastic or paper cups; all bottles to be retained in the bar area; wine may be served by the bottle in glasses at sit down dinners;
- that unsafe activities such as, but not limited to, drinking contests, discounted drinks, dancing on tables, or other dangerous activities are strictly prohibited;
- that the facility is adequately lighted, signs are visible, and stairs and emergency exits are clear. The Event Organizer/Permit Holder are responsible to ensure the physical setting is safe for all participants.

##### **4.6.3 Control of Alcohol Service**

In addition to the responsibilities of the Event Organizer/Permit Holder and all Event Workers, in addition to the Low Risk Alcohol Drinking Guidelines and Standard Drink Sizes (Appendix G), the following shall be followed to ensure that the consumption of alcohol is done as safely as possible:

- ensure that beverages will be offered that consist of low or non-alcohol options (e.g. light beer, juice and water);
- price of non-alcoholic beverages must be less than the price of alcohol sold on the premises;
- alcohol shall not be offered or given as a prize in a contest;

- an adequate supply of food must be available to persons attending the Event. Snacks such as chips, peanuts or popcorn are not an acceptable food for this requirement;
- no self-serve Events permitted;
- tickets for alcohol must be purchased from designated ticket sellers and must be redeemed at the bar;
- no "last call" announcement and alcohol must stop being served 30 minutes before the end of the Event as per rental agreement;
- patrons may redeem unused tickets for cash up until 30 minutes following the close of the bar. Information regarding refunds shall be posted with the ticket selling prices;
- no alcoholic beverages shall leave the licensed area;
- SOP's or Caterer's Endorsement and levy receipts must be posted in the bar area;
- bar area shall be closed in accordance with the times outlined for the facilities and property in Appendix B unless the approval of Council has been granted for an extension;
- no alcoholic beverages will be allowed in the licensed area other than what is purchased under the SOP or Caterer's Endorsement;

#### **4.6.4 No Alcohol Promotion to Youth**

- No alcohol advertising at events frequented by youth (e.g., beer company umbrellas, posters, flags, clocks).

### **4.7 SIGNAGE**

#### **4.7.1 Required Signage**

Signage is required in the Ticket Sales and Bar Area. Samples of signage are included at Appendix I and are intended to be representative of appropriate signage.

### **4.8 ACTIONS TO ENFORCE**

#### **4.8.1 Duty to Report**

A police officer or AGCO inspector may inform the Permit Holder and or Event Organizer or designate that they are in violation of the Liquor Licence Act and/or provincial law. Charges may be laid against the offending individual(s) at the officer's or inspector's discretion.

A violation of this policy occurs when the Event Organizer/Permit Holder or Event Workers fail to comply or ensure that the Event is operated in compliance with this MAP.

- Any person may notify the Event Organizer, SOP Holder, municipal staff or security personnel of suspected violations of the MAP.
- Event Workers should not attempt to rectify a violation that could lead to a confrontation resulting in personal injury or property damage. In such cases, the police and/or on-site Licensed Security shall be alerted.



- The Permit Holder/Event Organizer shall inform the City when repairs or other actions are required to make Municipal Property secure or safe for use prior to, during or following an Event.
- City staff on duty at the time of the Event reserve the right to ensure the MAP is being adhered to at all times.

#### **4.8.2 Consequences for Failure to Comply with Municipal Alcohol Policy**

Enforcement related to compliance with the LLA and its Regulations are the sole responsibility of the Registrar under that Act who may designate persons employed by the AGCO to undertake inspections and to enforce the LLA.

Where an Event is not in compliance with the requirements of the MAP, the City reserves the right to make the Event Organizer/Permit Holder aware of the infraction. The City's actions may include but are not limited to any of the following:

- verbal warning;
- registered letter;
- suspension of further use, for a specified period or indefinitely;
- termination of the Event.

The City shall not be held responsible for any loss, financial or otherwise where an Event has to be cancelled for reasons of non-compliance with this MAP and regardless of the reason for termination, the City shall not be responsible or liable for any financial compensation to the Event Organizer/Permit Holder or attendees.

## **5.0 POLICY REVIEW AND IMPLEMENTATION**

### **5.1 POLICY REVIEW**

To monitor effectiveness of this MAP, staff shall initiate a review of this policy not less than every five years or as needed.

### **5.2 IMPLEMENTATION PHASE**

It is recommended that the City design and implement a strategy to orientate all municipal staff and community user groups to the policy requirements and to promote the policy to the community at large, service clubs, community groups who have held licensed events etc. This can only assist these organizations with due diligence, accident prevention, and to reduce potential insurance claims.

### **5.3 APPENDICES**

Amendments to the Appendix do not require the approval of Council unless such changes are considered substantive to the implementation or direction of the Policy.

# APPENDIX A

## SPECIAL OCCASION PERMITS



Alcohol and Gaming  
Commission of Ontario

### Application for a Special Occasion Permit Guide

**Please read these instructions carefully and keep this information.**

#### What is a Special Occasion Permit?

A Special Occasion Permit (SOP) is needed **any** time alcohol is offered for sale **or** served **anywhere** other than in a licensed establishment or a private place. A private place is an **indoor** area not usually open to the public and not open to the public during the event (for example, a boardroom, private office or a residence).

SOPs are for **occasional, special** events only, and not for personal profit or running an ongoing business. A permit may be revoked if the Registrar of Alcohol and Gaming (the Registrar) has reason to believe the event is being used for personal gain.

#### Types of Permits

There are three types of SOPs (see pages 4 – 6 for more details):

- Private Event SOPs: For events where only invited guests will attend. These events cannot be advertised and there can be no intent to gain or profit from the sale of alcohol at the event.
- Public Event SOPs: For events that are open to the public. Public events can be advertised and allow for fundraising/profit from the sale of alcohol.
- Industry Promotional Event SOPs: For events held to promote a manufacturer's product(s) through sampling. There can be no intent to gain or profit from the sale of alcohol at the event.

#### Submitting an SOP Application

SOP applications are reviewed and permits issued from the Liquor Control Board of Ontario (LCBO) SOP service stores throughout Ontario.

Permit applications must be submitted at least 30 days before the event takes place, except Private Event applications which must be submitted at least 10 days before the event. The permit application may be refused if this requirement is not met.

The completed application, with supporting documentation as required and payment of application fees, must be submitted to an LCBO SOP service store.

For a listing of LCBO SOP service store locations and hours, please visit: <http://hellolcbo.com>.

As the regulator of beverage alcohol in Ontario, the Alcohol and Gaming Commission of Ontario (AGCO) may review applications for SOPs to determine if there are any risks associated with an event and to assist applicants and permit holders in understanding how to conduct an event in a responsible manner.

#### Conditions on an SOP

The Registrar has the authority to attach conditions to an SOP to mitigate any risk that may be related to an event. Conditions might include, for example, limiting the hours of sale and service of alcohol, or requiring licensed security staff to be hired/on duty during the event. Please visit [www.agco.on.ca](http://www.agco.on.ca) for a list of AGCO Board approved conditions.

#### Applicants Must Provide Notice to the Municipality (Outdoor Events)

Written notice of outdoor events must be provided to the local municipal clerk's department, police, fire and health departments at least 30 days prior to the event date if estimated attendance at the event is fewer than 5,000 people per day, and 60 days prior to the event date if estimated attendance at the event is 5,000 people per day or more. If a tent, marquee, pavilion or tiered seating is being used, you must also notify the local building department in writing.

#### Responsible Person Must Be Present at the Event

The permit holder, designate or responsible person(s) must be present throughout the SOP event.

## Purchasing Alcohol for an SOP Event

The permit and product receipts for alcohol purchased under the permit must be readily available during the SOP event for presentation upon request by AGCO Inspectors or police officers.

All alcohol must be purchased in Ontario under the permit through a government store including any LCBO Store, LCBO Agency Store, The Beer Store or any authorized manufacturer's on-site or off-site retail store.

### LCBO Notice – SALE Events:

When you purchase alcohol under a SALE permit at any government store (LCBO, LCBO Agency store, The Beer Store or any authorized Ontario winery, brewery or distillery retail store), you will be charged a levy on your purchases.

Applicants should contact the Canada Revenue Agency for information concerning any collection or other obligations they may have relating to the Harmonized Sales Tax and the sale of alcohol under the permit.



## Compliance with the Law

AGCO Inspectors and police officers have the authority to access and inspect any location or area where an SOP event is being held.

If breaches of the *Liquor Licence Act* (LLA) or Regulations are observed or if there is an immediate threat to public safety, an AGCO Inspector or police officer may revoke an SOP while the event is underway.

A permit holder may be issued a monetary penalty by the AGCO as a result of specific breaches of the LLA or Regulations. For further information please visit: [http://www.agco.on.ca/en/whatwedo/monetary\\_penalties\\_alcohol.aspx](http://www.agco.on.ca/en/whatwedo/monetary_penalties_alcohol.aspx)

## Responsibilities of a Permit Holder

The permit holder is responsible for the safety and sobriety of people attending the event as well as compliance with the LLA and Regulations. The LLA and Regulations may be obtained from Publications Ontario at 1 800 668-9938 or 416 326-5300 or on the AGCO website at <http://www.agco.on.ca>. A fuller list of some of the responsibilities of a permit holder can be found in the following AGCO Responsible Service Tip Sheets:

- Special Occasion Permits - Public Events;
- Special Occasion Permits - Private Events; and
- Special Occasion Permits - Industry Promotional Events.

These Tip Sheets are also available on the AGCO's website at: [http://www.agco.on.ca/en/whatwedo/service\\_tipsheets.aspx](http://www.agco.on.ca/en/whatwedo/service_tipsheets.aspx)

## GUIDE for Special Occasion Permit Applications

(see corresponding sections and/or questions on Special Occasion Permit Application Form)

### 1. Application Fee

#### No Sale - \$25 per day

A No Sale permit is required when:

- alcohol is served without charge;
- no money is collected directly or indirectly for alcohol from guests (e.g. through admission charge or ticket sales to cover the cost of alcohol); and
- the permit holder absorbs all alcohol costs.

#### Sale - \$75 up to three consecutive days

A Sale permit is required for events where money is collected for alcohol through, for example:

- an admission charge to the event;
- the sale of alcohol (cash bar) or alcohol tickets sold to people attending the event; or
- the collection of money for alcohol before the event.

Receipts for all alcohol products purchased under the permit must be readily available for inspection by AGCO Inspectors or police.

### 2. Applicant Information

You must be 19 years of age or older to apply for an SOP. You may be asked to provide acceptable government-issued identification, such as a passport or driver's licence.

If the applicant is an organization/association/company, the application must be signed by a member or representative at least 19 years of age who has signing authority for the organization/association/company.

Applicants must submit **all** information, materials, documentation or approvals as may be requested.

### 3. Responsible Person(s) Information

The permit holder, designate or responsible person(s) must be present throughout the SOP event. The responsible person(s) must ensure the event is run properly and in accordance with the LLA and Regulations.

The responsible person(s) indicated on the application will be noted on the permit. If there is more than one responsible person, please attach a list on a separate sheet.

### 4. Location Information

The location/area where the event is to take place must meet the guidelines below. You can obtain this information from the premises owner or manager and should confirm that the building has been inspected by the proper authorities. The following guidelines must be met:

- the permit location/area where alcohol will be sold/served/consumed must be separated from areas where the permit does not apply by a minimum 36" (0.9m) high barrier/partition;
- the location may not be a licensed establishment under suspension and the event must comply with any conditions that apply to the licence (e.g. restricted hours of operation);
- the premises may not be a dwelling, or rooms or land adjacent to and used in conjunction with a dwelling;
- the location may not be in a dry area if alcohol is to be sold at the event. A dry area is an area/municipality where alcohol is not sold.

#### 4.4 Details and/or Name (if applicable) of Event

In this section, please expand on the details and purpose of your event. If your event has a name (e.g. "Annual Ribfest"), please provide that information in this section.

### 5. Dates and Times of Events

You may sell, serve and consume alcohol only during the hours specified on your permit.

Hours must be between 11 a.m. to 2 a.m. on any day except New Year's Eve (December 31) where hours may be between 11 a.m. and 3 a.m. the following day (January 1).

In completing **Section 5** (chart) of the application, please provide the following information:

1575E (2012/07)

**Date(s):** Indicate the day on which the event will take place. If your event runs into the following day (e.g. until 2 a.m.), you must only indicate the first day (e.g. if the event begins April 9th at 7 p.m. and ends April 10th at 2 a.m. you would only indicate "April 9").

**Start Time:** Indicate the time at which the sale (if Sale permit), service and consumption of alcohol will begin.

**End Time:** Indicate the time at which the sale (if Sale permit), service and consumption of alcohol will end. Please note that the signs of alcohol must be cleared no later than 45 minutes after the end of the serving period (e.g. if serving period ends at 1 a.m., all alcohol must be cleared by 1:45 a.m.)

**Room Name/Area/Location:** If the room or location is within a large complex, specify the room name or use the exact location (e.g. Main Hall B, or 2nd floor, North West section). Do not use the name of the building or complex to describe the room or location (e.g. the North Tower).

For OUTDOOR areas, you must use specific descriptions (e.g. pavilion, outdoor fenced area, main banquet room & fenced area/patio, etc). Do not use "grounds", "outside" or name of the park.

**Estimated Attendance:** Indicate how many people you expect will attend the event per day. If your event is to be held outdoors, please see Section 7.4 for information on notification requirements and timelines.

Sample Application Form chart:

Date (s)	Start Time	End Time	Room Name/Area/Location	Estimated Attendance per day
Apr. 9/11	7pm	2am	Main Hall	80
Apr 10/11	12pm	2am	Patio	100
Apr 11/11	11am	1am	Banquet Room A	70

#### 5.1 Capacity (1,000 persons or more)

If the proposed permit area can hold 1,000 persons or more, you must answer "yes" to this question.

The maximum capacity of many indoor premises is predetermined by either the Building or Fire Department. It is the permit holder's responsibility to ensure these capacities are not exceeded during the permit event.

Page 3 of 15

Maximum capacities for all outdoor areas (and indoor areas without a designated Building or Fire Department capacity) is determined by dividing the actual size of the permit area (as determined in square metres or square feet) by 1.11 square metres or 12 square feet per person.

For example:

- **30 m x 60 m = 1,800 square metres ÷ 1.11 = 1,621 persons; or**
- **100 ft x 200 ft = 20,000 sq.ft. ÷ 12 = 1,666 persons.**

The capacity for any location/room/area is the lesser of the capacity set by Fire, Health or Building or that determined by the calculation noted above. It is the permit holder's responsibility to ensure these capacities are correct and are not exceeded during the permit event.

## 6. Event Type

### 6.1 What is a Private Event?

A Private Event is held for invited guests only. Examples include a wedding reception, an anniversary party, baptism or birthday party, among others, where only family, friends and people known to the hosts or permit holders are invited to attend. The public cannot be admitted, and there can be no intention to gain or profit from the sale of alcohol at the event.

Private Events **cannot** be publicly advertised. Information about the event may be shared with invited guests and members only.

#### i) **Homemade wine/beer**

##### **Weddings or other religious events**

Homemade wine and beer can only be served but not sold at a wedding or other religious event. An event is considered to be a **religious event** when it is presided over by an officiant.

This means a religious ceremony conducted by persons such as priests, ministers, Justices of the Peace, rabbis, etc.

Examples of religious occasions are weddings, bar mitzvahs, baptisms, etc. Wedding vow renewals do not qualify as a religious occasion, unless presided over by an officiant.

The wine/beer must be made by a member of the family hosting the event. The permit holder may not sell the wine/beer.

#### **Wine/beer club/association/group**

The objects of the club/association/group are the testing, exhibition and judging of wine/beer made by its members. Wine/beer may only be served to members of the club/association/group. No service is allowed to the public. These events must be No Sale events and alcohol must be served without charge.

### 6.2 What is a Public Event?

A Public Event SOP can be issued:

- to a registered charity under the *Income Tax Act* (Canada);
- to a non-profit organization or association organized to promote charitable, educational, religious or community objects;
- for an event of provincial, national or international significance; or
- for an event designated by a municipal council as an event of municipal significance.

Public Events may be held to raise funds for charitable purposes and objects that benefit the public at large (i.e. advancement of education, religion, relief of poverty, charitable purposes benefiting the community).

An event of municipal significance requires a municipal resolution or a letter from a delegated municipal official (e.g. municipal clerk) designating the event as "municipally significant".

#### i) **Designated Public Events – outdoor public events involving liquor sales licensed establishments**

If an SOP has been issued for an outdoor event that has both licensed areas (bars, restaurants, etc.) and areas to which the SOP applies (i.e. the street on which the event

is taking place), patrons can move freely between these areas with a single serving of alcohol under certain conditions approved by the Registrar of Alcohol and Gaming.

To be eligible, the event must meet the following criteria:

- the event must be an outdoor event (e.g. street festival);
- the event must be designated “municipally significant” and the applicant must submit a resolution of municipal council or a letter from a delegated municipal official designating the event as “municipally significant”; and
- the licence holder and the permit holder must have entered into an agreement to ensure that there is no unreasonable risk to public safety, the public interest and the public, and no unreasonable risk of non-compliance with the LLA and Regulations by either of the parties.

**This agreement must be submitted to the AGCO for review and approval at least 30 days prior to the event.**

Please refer to Section 34.1, Regulation 719 of the LLA for further information.

## ii) Donated alcohol

Under the Public Event category, only registered charities or non-profit organizations/associations qualify to accept donations of alcohol from liquor manufacturers. Records for all donated products must be obtained by the SOP holder and must be made available for inspection by an AGCO Inspector or a police officer.

Donated alcohol must be processed by a government store (LCBO, LCBO Agency Store, The Beer Store or manufacturer's retail store) under the permit.

Social Gaming events are eligible for an SOP for a Public Event provided the applicant is a registered charity or religious organization and the games are licensed under section 207 of the *Criminal Code* (Canada).

The holder of an SOP for a Public Event may offer alcohol, donated or otherwise, as a prize, provided there is a lottery licence issued to the permit holder. Only charities or not-for-profit organizations/associations are eligible for a lottery licence. Please note only those over 19 years of age may be awarded alcohol as a prize and this condition must be disclosed on all ticket sales. For more information on obtaining a lottery licence, visit: [www.agco.on.ca](http://www.agco.on.ca).

## 6.3 What is an Industry Promotional Event?

Industry Promotional Events are events that promote a manufacturer's products. These events only allow for the sampling of products, and orders for alcohol purchases may also be taken (no retailing of alcohol is allowed). There can be no intent to gain or profit from the sale of alcohol at the event.

Only manufacturers, AGCO licensed representatives of manufacturers, or event organizers acting on behalf of a manufacturer or AGCO licensed representative may provide the samples of alcohol. Event organizers conducting sampling at an Industry Promotional SOP Event may be required to produce a letter of authorization from the manufacturer or AGCO licensed representative upon request.

### i) Market research

Market research may be conducted under an Industry Promotional, No Sale SOP by or on behalf of a liquor manufacturer. Market research conducted under Industry Promotional SOPs can be advertised and open to the public or for invited guests only.

Industry Promotional Events held for the purpose of market research must be conducted for the purposes of gathering and analyzing information about consumers' needs and preferences. They allow for sampling of alcohol only.

If an event organizer or an AGCO licensed representative is conducting the market research or providing samples on behalf of a manufacturer, the event organizer must

make available upon request a letter from the manufacturer authorizing them as their representative to conduct market research.

It is a requirement to have a clearly defined permit area. If the market research is done in an open area (e.g. a mall foyer), the area must still be separated from the area where the permit does not apply by a minimum 36" (0.9 m) high barrier.

Alcohol being sampled at a market research event does not have to be purchased from a government store. Samples cannot be sold. Retailing of alcohol is not permitted at the event.

## **7. Questions for All Applicants**

### **7.1 Will alcohol be sold?**

You must answer "yes" to this question if you are collecting money for alcohol either directly, through the sale of alcohol or drink tickets at the event (e.g. cash bar, sale of drink tickets), or indirectly through the sale of admission, membership fees or the collection of money for alcohol before the event.

### **7.2 Will tickets be sold?**

You must answer "yes" to this question if you are collecting money through ticket sales to the event.

### **7.3 Is there an admission charge?**

You must answer "yes" to this question if you are collecting money through an admission charge to the event.

### **7.4 Outdoor events**

Outdoor events are those which take place outdoors or in a temporary structure, such as a tent, marquee, pavilion or tiered seating.

The outdoor area must be clearly defined and separated from areas where the permit does not apply by a minimum 36" (0.9m) high barrier.

You must include with your application a detailed sketch showing the dimensions of the area for which the permit will apply (see example in Section 7.6).

You must also notify in writing the local municipal clerk's department, police, fire and health departments informing them of the event and include a sketch identifying the physical boundaries. If a tent, marquee, pavilion or tiered seating is used, you must also notify in writing the local building department.

The applicant's timelines for notifying local authorities are:

- **30 days** before the event takes place, if **fewer than 5,000** people per day are expected to attend the event; or
- **60 days** before the event takes place if **5,000 people or more** per day are expected to attend the event.

**You should retain copies of all letters sent to authorities, as you may be required to include them with your application or make them available upon request.**

**IMPORTANT: If your event includes *any* of the following, copies of notification letters to municipal authorities *must* be included with your application:**

- any tiered seating;
- any proposed permit area that has a capacity of 1,000 persons or more;
- Outdoor Public Events involving liquor sales licensed establishments (e.g. Outdoor Street Festival) – see section 6.2 i);
- Public Events requiring a municipal resolution or letter from a delegated municipal official designating the event as "municipally significant" – see section 6.2.

### **7.5 Invited guests**

If your event is not open to the public, and for invited guests only, answer "yes" to this question.

If your event is open to the public and has been or will be advertised, answer "no" to this question.

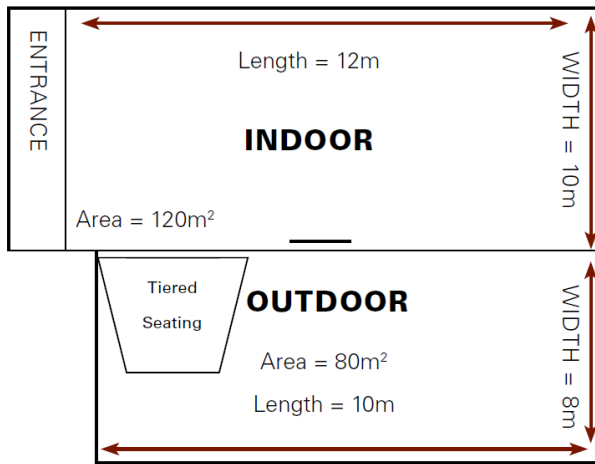
### **7.6 Tiered seating**

If an SOP application is submitted for a location that includes tiered seating (e.g. bleachers, stadium seating, etc.), this must be indicated on your application.



If the event is outdoors, the location of the tiered seating must be clearly identified on a sketch and submitted along with the application.

Example of sketch showing SOP area:



## 7.7 Multiple day events and storage of alcohol

Multiple day event permits can only be issued if:

- each event is one in a series of events;
- the application for the permit is for all of the events (dates);
- the nature, purpose, location and target audience of each of the events (dates) are the same (e.g. monthly social club gatherings, monthly book club meetings, etc.); and
- as a result of doing so, the permit holder is not operating an ongoing business, or does not appear to be doing so.

In answering questions 7.8 through 7.10, please consider the following:

- 7.8** The nature of your event describes the type and reason(s) for hosting the series of event dates (e.g. book club).
- 7.9** The purpose of your event describes the objectives and goals of the series of event dates (e.g. to discuss book of the month).
- 7.10** The target audience of your event describes a group of people with a similar interest in the purpose and nature of your event as described inques-

tions 7.8 and 7.9 (e.g. book club members and author).

## 7.11, 7.12, 7.13 Storage of alcohol

If a multiple day event permit is issued, the permit holder may store alcohol that is sold under the permit between event dates if the permit holder:

- identifies on the application, the location where the alcohol sold under the permit is to be stored (**7.12**);
- stores the alcohol in a secure area that is not a dwelling;
- ensures that the alcohol is stored separately from other alcohol not purchased under the permit;
- provides the AGCO with a list of persons with access to the location (**7.13**); and
- ensures that the alcohol is made available to AGCO Inspectors and police officers for inspection upon request.

## Application Statements

### Check all boxes

In this section, you must check all boxes to confirm you understand your responsibility and what is required from you as a permit holder.

### Check only those boxes that apply to your event

In this section, check only those statements that apply to your event. For example, if alcohol is to be sold at a Private Event, you must check the box relating to "Private Event Sale Permit."

## Other Important Information

### Refunds

The application fee is non-refundable.

### Food

An adequate supply of food must be available to persons attending the event.

### Advertising

PRIVATE EVENTS CANNOT BE PUBLICLY ADVERTISED. Notification is limited to invited guests only. Acceptable forms of notification may include social media (not available for viewing by the general public, must be a personal guest list), private invitation, etc.

A Public Event or Industry Promotional Event permit holder may advertise or promote the availability of alcohol only in accordance with the Registrar's Advertising Guidelines (available at [www.agco.on.ca](http://www.agco.on.ca)). Please refer to Section 7(2), Regulation 389/91 of the LLA for further information.

### Changes to your Event/Permit

If there is a change to the permit area(s) or the event after the permit is issued (such as a change in location, a change in date, event type, a change of permit area(s) and/or capacity, the addition of tiered seating, or the addition of participating licensees), the permit holder must notify the AGCO immediately and apply for a new permit. If the permit holder does not notify the AGCO of any such changes, administrative action may be taken against the permit holder including, but not limited to, the immediate revocation of the SOP.

## Security

The permit holder must provide security sufficient to ensure that unauthorized persons do not attend the event and to ensure that the conditions of the permit and requirements of the LLA are observed. In order to determine whether security is sufficient, the permit holder shall consider,

- a) The nature of the event;
- b) The size of the premises; and
- c) The age and number of persons attending the event.

## Events held by a Foreign Government

For events held by a foreign government, the application must be affixed with the consular or embassy seal. The applicant must be the Ambassador/High Commissioner of the embassy/high commission, the Consul General, or Trade Commissioner or an authorized representative of a foreign government.

Only two LCBO stores, # 217 (2 Cooper Street, Queen's Quay, Toronto) and # 243 (1980 Bank Street, Ottawa), are able to accept applications by a foreign government.

## FOR MORE INFORMATION

### Call or write to:

Alcohol and Gaming Commission of Ontario  
90 SHEPPARD AVE E  
SUITE 200  
TORONTO ON M2N 0A4  
Telephone: 416 326-8700  
or toll free in Ontario 1 800 522-2876  
Fax: 416 326-5555  
Email: [licensing@agco.ca](mailto:licensing@agco.ca)  
Website: [www.agco.on.ca](http://www.agco.on.ca)



**Please read the Application Guide prior to completing this application.**

This application must be submitted to an LCBO SOP Service store.

The application fee must accompany the application - cash, credit card, debit or money order made payable to the LCBO or Minister of Finance at least **10 days prior to a Private Event or 30 days prior to all other events. The application fee is non-refundable.**

**1. Application Fee** (See section 1 of Guide for details)

	<b>Class of Permit and Fee</b>	<input type="checkbox"/> \$25 No Sale, per day	<input type="checkbox"/> \$75 Sale, up to three consecutive days

**2. Applicant Information** (See section 2 of Guide for details)  
(May be an individual or an organization/association)

2.1 Last Name		First Name		Middle Name(s)	
Name of applicant (if applicant is an organization/association)					
2.2 Street Number	Street Name			Street Type	Direction Suite/Floor/Apt.
2.3 Lot/Concession/Rural Route		City/Town		Province	Postal Code
2.4 Telephone Number ( )		Fax (if applicable) ( )		Email (if applicable)	

**3. Responsible Person Information** (See section 3 of Guide for details)

Name of person who will attend and be responsible for event (must be an individual(s)). Attach separate sheet if more than one person.

3.1 Last Name		First Name		Middle Name(s)	
3.2 Street Number Street Name Street Type Direction Suite/Floor/Apt.					
3.3 Lot/Concession/Rural Route		City/Town		Province	Postal Code
3.4 Telephone Number ( )		Fax (if applicable) ( )		Email (if applicable)	

**4. Location Information** (See section 4 of Guide for details)

4.1 Name of Premises where event is to be held					
4.2 Street number	Street Name			Street Type	Direction Suite/Floor
4.3 City/Town		Municipality		Province	Postal Code
4.4 Details and/or Name (if applicable) of Event:					



**6. Event Type – Private, Public or Industry Promotional (See section 6 of Guide for details)**

Certain applications will be forwarded to the AGCO for review. You may be required at any time to make additional supporting documents available to LCBO or AGCO staff.

6.1  **Private Event**

Private Events are limited to invited guests only and may not be publicly advertised. The public cannot be admitted and there can be no intent to gain or profit directly or indirectly from the sale of alcohol at the event.

i) Are you serving homemade wine/beer? (religious events or beer/wine clubs only) Yes  No

6.2  **Public Event**

Public Events are events that are open to the public. The event can be advertised, and fundraising from the sale of alcohol at the event is permitted.

Select one (a, b or c) that applies to you:

(a) Registered charity (under the *Income Tax Act* (Canada))

Provide charitable organization registration number ➤

**RR#**

(b) Non-profit association or organization

(c) Other (event of significance)

**Events of “municipal significance” require a municipal resolution or letter from a delegated municipal authority to be submitted with your application.** (See section 6.2 of Guide for details)

i) If the Public Event is outdoors (e.g. street festival), will liquor sales licensed establishments be participating as part of the event? Yes  No

If **YES:** ➤ The applicant must submit with this application a municipal resolution or letter from a delegated municipal official. (See section 6.2 i) of Guide)

➤ An agreement between the permit holder and each participating liquor sales licence holder must be submitted for approval to the AGCO no later than 30 days prior to the event date. (See section 6.2 i) of Guide)

ii) Will you be receiving any donated alcohol from manufacturers for this event? Yes  No

*Only registered charities and non-profit associations / organizations are eligible to receive donated alcohol.*  
(See section 6.2 ii) of Guide)

6.3  **Industry Promotional Event**

Industry Promotional Events are events that promote a manufacturer’s product(s). Samples for tasting at the event may be provided and orders for alcohol purchases may be taken. There can be no intent to profit from the sale of alcohol at the event. Market research may also be conducted for the purposes of gathering and analyzing information about consumers’ needs and preferences.

Select one (a, b or c) that applies to you:

(a) Manufacturer

(b) AGCO licensed representative of a manufacturer

(c) Event organizer

i) Is the Industry Promotional Event for the purpose of market research? Yes  No

*Market research type events must be conducted under a No Sale SOP and must be for the purpose of gathering and analyzing information about consumers’ needs and preferences.* (See section 6.3 i) of Guide)



## **Important - Please read carefully**

### **Designated or Responsible Person(s)**

The permit holder or responsible person as indicated on the application and permit must be in attendance at the event. If in an emergency situation the permit holder/responsible person is unable to attend, then it is the responsibility of the permit holder to designate in writing someone to attend the permit event on his/her behalf. The designated person is responsible to ensure that all legal requirements for the permit event are met. ***The designated person must not be someone who has previously been refused a special occasion permit(s) by the AGCO.***

All alcohol must be purchased with the permit at a government store such as an LCBO Store, an LCBO Agency Store, The Beer Store or any authorized Ontario Winery, Brewery or Distillery Store. All receipts of alcohol purchased under the permit must be made available upon request at the event to an AGCO Inspector or a police officer.

Private Events must be events that are limited to invited guests only (including stags, stag and does, bridal showers, etc.). The event must not be advertised to the public (for example: by way of flyers, newspaper, internet or radio). There can be no intent to gain or profit from the sale of alcohol at the event.

Public events conducted by registered charities and non-profit organizations / associations may accept alcohol donated by manufacturers of alcohol. Receipts for all donated product must be made available.

Left over alcohol must be removed from the premises at the end of the event. When returning unopened alcohol purchased from a government store, you must produce the permit and a copy of the receipt(s). Check with the retailer at which you purchased the alcohol for further details.

The holder of an SOP that permits multiple day events may choose to store alcohol that is sold or served under the permit between days of the events. The alcohol must be stored in a secure area that is not a dwelling and it cannot be stored with other alcohol not sold or served under the permit. The permit holder must have completed the appropriate section of the application form advising the AGCO of the location where the alcohol will be stored, as well as a list of persons with access to this location.

**If there is a change to the permit area(s) or the event after the permit is issued (such as a change in location, date, event type, permit area(s) and/or capacity, the addition of tiered seating, or the addition of participating licensees) the permit holder must notify the AGCO immediately and apply for a new permit. If the permit holder does not notify the AGCO of any such changes, administrative action may be taken against the permit holder including, but not limited to, the immediate revocation of the SOP.** Application fees are non-refundable.

A police officer or AGCO Inspector may revoke an SOP while the event is underway if he/she reasonably believes that the *Liquor Licence Act* or Regulations are being contravened in connection with the event.

Any SOP holder may be issued a monetary penalty as a result of specific breaches of the *Liquor Licence Act* and Regulations. The amount of the monetary penalty will be based on the approved Schedule of Monetary Penalties which can be found on the AGCO website. For further information on monetary penalties please go to [www.agco.on.ca](http://www.agco.on.ca).

SOPs may be subject to conditions, such as hours of sales and service, or requiring licensed security staff to be hired/on duty during the event.

## Application Statements

**Before signing this application, please make sure that you have read all of the information above, including the Application Guide, and completed all of the questions. Any changes to the application must be initialed by the applicant.**

### Check all boxes below:

- I am aware that police and AGCO Inspectors have full authorized access to the event, and the area/location where the alcohol will be stored, if any.
- I am 19 years of age or older.
- I understand the application fee is non-refundable.

### Check only those boxes that apply to your event:

- I have/will have notified the required municipal authorities of this event which will take place outdoors.
- This event is hosted by a foreign government (the event must comply with all other applicable legislation).

#### Private Event

- I understand, as a holder of a Private Event **No Sale** Permit, **I cannot sell alcohol** (e.g. alcohol will be served without charge, money will not be collected for alcohol from guests, etc.).
- I understand, as a holder of a Private Event **Sale** Permit, that **money can be collected for alcohol** (e.g. through an admission charge, the sale of alcohol or alcohol tickets to attendees, or the collection of money for alcohol before the event). However, there can be no intention to gain or profit from the sale of alcohol at the event.
- I understand the event cannot be and has not been publicly advertised.

#### Public Event

- I understand, as a holder of a Public Event **Sale** Permit, that money can be collected for alcohol (e.g. through an admission charge, the sale of alcohol or alcohol tickets to attendees, or the collection of money for alcohol before the event). Funds may be raised through the sale of alcohol.
- I understand, as a holder of a Public Event **No Sale** Permit, **I cannot sell alcohol** (e.g. alcohol will be served without charge, money will not be collected for alcohol from guests, etc.).
- The event is being conducted by a charitable organization registered under the *Income Tax Act* (Canada) or by a non-profit association/organization for the advancement of charitable, educational, religious or community objects.
- The event is of provincial, national or international significance.
- The event is designated by a municipal council (or its delegated authority) as an event of municipal significance.

#### Industry Promotional Event

- I understand, as a holder of an Industry Promotional **No Sale** Permit, **I cannot sell alcohol or samples of alcohol** (e.g. alcohol will be served without charge, money will not be collected for alcohol from guests, etc.).
- I understand, as a holder of an Industry Promotional **Sale** Permit, that money can be collected for alcohol (e.g. through an admission charge, the sale of alcohol or alcohol tickets to attendees, or the collection of money for alcohol before the event). However, there can be no intention to gain or profit from the sale of alcohol at the event.
- I understand that samples for tasting at the event will be provided by the manufacturer, an AGCO licensed representative of the manufacturer, or an event organizer acting on behalf of the manufacturer or AGCO licensed representative only.



**It is a serious offence to make a false statement. A fine of up to \$100,000 can be imposed.  
I certify the information is true and I understand my legal obligation as a permit holder.**

Signature of applicant	Office held in organization (if applicable)	Date
------------------------	---	------

The above information is collected pursuant to the *Liquor Licence Act*, R.S.O. 1990, chapter L.19. The principal purpose of the collection is to determine eligibility for the issuance of an SOP. The information may also be disclosed pursuant to the *Freedom of Information and Protection of Privacy Act*. For questions about the collection of this information, please contact the Manager, Liquor Eligibility, Alcohol and Gaming Commission of Ontario 90 SHEPPARD AVE E, Suite 200, TORONTO ON M2N 0A4. Telephone: 416 326-8700 (in the GTA), 1 800 522-2876 (toll-free in Ontario). Email address: [licensing@agco.ca](mailto:licensing@agco.ca) .

<b>For Office Use Only</b>	Store No.	Fee received \$: <input type="checkbox"/> Cash <input type="checkbox"/> Money Order <input type="checkbox"/> Debit <input type="checkbox"/> Credit <input type="checkbox"/> Certified Cheque				
	Police		<input type="checkbox"/> Sale		<input type="checkbox"/> No Sale	
	Reference No.					

[Clear Form Entries](#)

## **APPENDIX B DESIGNATED PROPERTIES**

### **Harry Lumley Bayshore Community Centre**

#### Indoor:

Entire stadium (tiered seating)  
Second floor; east section (concourse area)  
Second floor; south east section (private box)  
Second floor; east section (private boxes 1-4; 7-10)  
Second floor; east section (private boxes 5 & 6)  
Ice surface  
Ground floor; south concourse area  
Upper floor; south concourse area  
Main floor; northwest section (Bay, Sound, Lobby)  
Main floor; west section (Christie-Hare (Shore Room))  
Main floor; centre west section Christie-Hare Lobby

#### Outdoor:

Main floor: west section (Bay Room Patio)

For events at the Harry Lumley Bayshore Community Centre, where multiple licensed events are occurring during the same time period where there is a high likelihood of people moving between events, the City reserves the right to require the use of the City's Joint Licensing approval.

### **Julie McArthur Regional Recreation Centre**

Ground floor; both floor surface  
Ground floor; east/west corridor  
Upper floor; concourse area  
Upper floor; seating area west and east

### **Parks & Outdoor Areas:**

Tom Williams Park  
Duncan McLellan Park  
Inner Harbour  
Victoria Park  
Kelso Beach  
City Hall and parking lot area  
Jervis Bay (1<sup>st</sup> Avenue West between 8<sup>th</sup> Street West and 9<sup>th</sup> Street West)

**Note:** The maximum capacity for indoor premises is predetermined by either the Building or Fire Department. It is the responsibility of the permit holder to ensure that these capacities are not exceeded during an event.

Maximum capacity for all outdoor areas and indoor areas without a designated Building or Fire Department capacity is determined by dividing the size of the permit area by 1.11 m<sup>2</sup> (12 square feet) per person.

The capacity shall be lesser of the capacity set by Fire, Health or Building or that determined by the calculation noted above.

Any individual or organization wishing to hold a licensed Event in a location not listed in the policy must make application to the City for approval.

## APPENDIX C CHECKLIST AGREEMENT FOR LICENSED EVENTS PERMIT HOLDER AND EVENT ORGANIZER

### MUNICIPAL ALCOHOL POLICY CHECKLIST

Name of Renter/Organization:		Date:
Name of Special Occasion Permit Holder		Phone #
E-mail address	Name Event & Description :	

#### Acknowledgement Terms (please initial each statement)

	I have received, reviewed and understand the City's Municipal Alcohol Policy and will comply with the requirements of the MAP in carrying out the Event. .
	I understand I can be held liable for injuries and damage arising from failing to adhere to the Liquor License Act of Ontario, or from otherwise failing to take action that will prevent foreseeable harm from occurring.
	I understand the Police and Alcohol and Gaming Commission of Ontario Inspector can lay charges for infractions of the Liquor Licence Act of Ontario and Its' Regulations or other relevant legislation.
	Permit Holder and Event Organizer or their designate must be present at all times during event set up, during the event and during clean up.
	Special Occasion Permit and levy receipts must be posted.
	All alcohol drinks from bar must be poured into plastic cups before being served. No bottles allowed on tables except at sit down dinners.
	All Event Workers must have the Smart Serve or Server Intervention Program certification and must be able to provide if requested.
	It is mandatory for all licensed events to have in effect host liquor liability insurance in the amount of \$5 million dollars naming "City of Owen Sound" as additional insured.
	Anyone who appears to be under the age of 30 years will be required show I.D. before they are allowed into the Event/facility'. Acceptable forms of ID are: Ontario driver's license, Canadian passport, Canadian Citizenship Card, Canadian armed forces identification card; LCBO "BYID" photo card; any photo card issued under the Photo Card Act 2008.
	City staff reserves the right to require the presence of police officers or a private security company for the duration of the Event, the cost of which will be borne by the Event sponsor.
	All Event staff must wear highly visible identification (e.g. shirts, badges and other apparel) supplied by the Event Organizer. Event staff must remove their identification if they consume alcohol after their shift.
	Unused tickets must be redeemable for cash on demand at any time during the Event and for up to 30 minutes following the close of the bar.
	There is <b>NO LAST CALL</b> . Hours of operation of the bar must be posted. The bar must close as stated on the Special Occasion Permit, no later than 1:00 a.m.
	No marketing practices which encourage increased consumption (i.e. oversized drinks, double shots, drinking contests, volume discounts) shall be permitted.
	No one under the age of 19 will be served alcohol.
	A limit of two (2) drinks may be served to a person at a time.
	All signs of alcohol must be cleared no later than forty five (45) minutes for an indoor event and within 12 hours for an outdoor event after the end of the serving period (e.g. if serving period ends at 1 a.m., all alcohol must be cleared by 1:45 a.m.)
	A limit of five (5) drink tickets is permitted to be purchased by a person at a time.
	You as the SOP holder will ensure the guests at the Event are properly supervised, and also ensure no one consumes alcohol in an unauthorized location, or leaves the facility in an intoxicated state.

City staff reserves the right to close the bar for any infraction of any of the above items.

**I agreed to adhere to the conditions of City of Owen Sound's Municipal Alcohol Policy and the Liquor License Act of Ontario and its' Regulations:**

Date: \_\_\_\_\_ Permit # \_\_\_\_\_

\_\_\_\_\_  
Signature of SOP holder/designate

\_\_\_\_\_  
Signature of City of Owen Sound representative

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

Name of off duty Police Officers or Security Company Provided (if applicable):

\_\_\_\_\_

## **APPENDIX D CHECKING IDENTIFICATION (ID)**

[http://www.agco.on.ca/pdfs/en/tip\\_sheets/3056.pdf](http://www.agco.on.ca/pdfs/en/tip_sheets/3056.pdf)

In order to be valid, identification must:

- have been issued by a government;
- be current (expired ID is not valid);
- include the person's photograph; and
- include the person's birth date.

Note: by law, no one can be required to produce the Ontario Health Card, nor can the health number be collected.

Some forms of acceptable ID include:

- Ontario Driver's Licence;
- LCBO BYID card;
- Canadian Armed Forces Identification Card;
- Photo card issued under the Photo Card Act;
- Canadian Citizenship Card with photograph;
- Canadian Passport;
- Permanent Resident Card (Canadian);
- Secure Indian Status Card (Canadian).

### **Tips for Checking ID**

- ensure you are in a well-lighted area;
- take your time and examine the ID closely. At the very least, check the photo, date of birth, and the expiry date;
- never accept ID without a photo. Hold the ID in your hands, rather than allowing the patron to flash it at you. If it is in any sort of case, take it out;
- feel for extra thickness around the photo and the edge of the lamination. This may be an indication of a second photograph placed on top of the original and re-laminated;

Effective January 1, 2013, a new identifier on Ontario driver's licences and photo ID cards issued to individuals aged 16 to 18 will clearly show when the cardholder turns 19. The cards will have an "AGE 19" banner followed by the exact date the card holder turns 19.

## APPENDIX E OPERATIONAL PLAN REQUIREMENTS

If Section 4.2.2 or 4.2.3 require an Operational Plan to be submitted, please complete the following information. The questions will assist you, the Event Organizer, in preparing for and executing a successful event.

Once the operational plan has been completed a meeting will occur with the Operation Plan Committee to review and approve your plan for your event:

Operation Plan Committee - Owen Sound Police Services; Alcohol & Gaming Commission of Ontario; Fire Services, Health Department; Emergency Medical Services; and Municipal Staff.

<b>APPLICANT INFORMATION</b>			
Group/Organization			
Person in charge of event			
Address			Unit number
City	Postal code	Province	E-mail
Telephone number (       )	Fax (       )		Cell number (       )
<b>EVENT INFORMATION:</b>			
Location of event			
Date(s) of Event			
Time of event		When will doors/gates open	
Projected attendance		How many people do you expect to arrive at once	
Admission Fee			
What time will the music/entertainment occur (if event is more than one date, list all times).			
What is the type of music/entertainment will be at your event. Provide schedule of music/entertainment.			

Will there be any heating units provided for event? If yes please indicate the type i.e. propane heaters etc.

Will there be on site vendors, if yes, how many and what type of vendors will there be. *(all vendors would require a Hawker & Peddler License if they currently do not have a business license with the City).*

Will there be a designated smoking area, if so where will it be located.

How you will handle the parking for the event? How many accessible handicapped parking spots will be available at your event?

Who will be providing your janitorial cleanup crew?

Will you be erecting any portable structures such as tents, stage etc. be set up at the event? If so, include the details for installation. The City of Owen Sound must issue permits and inspect these structures. How is the provider of the portable structures?

Is on-site camping available? If yes, how will this operate in detail.

Name of company who will be providing your electrical requirements.

**Are there any road closures being requested for this event? If so, which roads (provide details)**

**Will there be an application for noise by-law exemption?**

**ALCOHOL SERVICE**

List your licensed hours for each day of your event (i.e. Saturday, October 1, 2013 9:00 a.m. – 11:00 p.m.) *(approved hours of operation for an outdoor licensed event as per Policy PRC #31 is Monday-Friday no earlier than 11:00 a.m. and not later than 11:00 p.m.; Saturdays 11:00 a.m.; Sundays 12:00 noon – 11:00 p.m. Requests to extend these hours must be approved by City Council).*

Type of event you will be applying for:

- Private Event (limited to invited guests only and may not be publicly advertised; public cannot be admitted and there can be no intent to gain or profit directly or indirectly from the sale of alcohol at the event).
  
- Public Event (open to the public; event can be advertised, and fundraising from the sale of alcohol at the event is permitted).  
Select the one that applies to you:
  - Registered charity (under the Income Tax Act (Canada))
  - Non-Profit association or organization
  - Other (event of municipal significance) (events of municipal significance will require a municipal resolution - form for submitting request is available through Community Services)
  - Provincial, national or international significance.
  
- Catering Endorsement: Name of Company providing service: \_\_\_\_\_
  
- Industry Promotional Event (are events that promote a manufacturer's product(s))



Is the event an age of majority or are minors permitted? If minors are permitted in your licensed areas, include in detail how you will keep them from consuming alcohol.
How will you be indentifying those that can be served alcohol (i.e. wristbands, stamps etc.):
Describe where and how you will check for id (refer to Appendix D)?
Price of alcohol tickets (i.e. beer, coolers, wine etc.)
Type of alcohol to be served.
Type of non-alcoholic beverages served
What method of alcohol service i.e. plastic cups, cans etc.
How will alcohol be stored during the event and for multiple day events when the event is not open?
Do you have a safe transportation plan in place: If yes, what are the plans?
Bar service location.
Ticket sales location.
Describe your refund policy for unused alcohol tickets.

Ensure sufficient numbers of washrooms are available, including accessible facilities. Pump-out and clean washrooms during the event. Maintain supplies such as toilet paper, hand sanitizer, soap and water at each station. How many washrooms will you have, the location and the name of your provider:

Provide a schedule of your security by the hour.

Provide a schedule of volunteers by the hour.

Procedure for handling intoxicated persons.

Is there a lost child contact area and procedure, if so, please describe.

Who is selling alcohol tickets? How many ticket sellers will be on duty during all times of the event?

Will your servers all be smart trained?

How will volunteers be identifiable i.e. name tag, uniforms?

Based on your site map, what is the capacity of your licensed/permit area? *(Maximum capacities for all outdoor areas (and indoor areas without a designated Building or Fire Department capacity) is determined by dividing the actual size of the a permit area (as determined in square metres or square feet) by 1.11 square metres or 12 square feet per person (example: 30m x 60m = 1,800 square metres divided by 1.11 = 1,621 persons/100 ft x 200 ft = 20,000 square feet divided by 12 = 1,666 persons).*

How will you handle the security of money of the event:

Serving practices i.e. maximum 5 tickets sold to a person at a time, 2 servings of alcohol at a time.

Will you be applying for a license to allow for raffles, 50/50's etc.

### **EMS and Fire Services**

Include details if EMS and Fire Services will be servicing the event, including their schedule and what services will be on site (i.e. 1 ambulance, 4 paramedics, 6 first-aiders and a tented infirmary, 4 firefighters etc.). If you do not plan to have EMS or Fire Services on site, please specific how you will contact them in case of an emergency:

**SECURITY PLAN**

When planning security for your event, employ a risk-based strategy: the higher risk to public safety, the more security measures should be put in place. The number of staff, security and police will be based on, but not limited to, the following:

- The nature of the event and the sponsor;
- The age range of the people that your event will appeal to;
- Location of the event;
- Dates and hours of event;
- Number of people expected to attend;
- Size of the area where patrons will be allowed to consume alcohol;
- Whether there is any tiered seating in the area where patrons can take alcohol;
- Types of alcohol beverages (beer, wine and/or spirits) and non-alcoholic beverages you are going to sell or serve;
- Portion size, container types (plastic cups, cans etc) and price per serving;
- Whether minors will be permitted in the licensed area(s);
- How will people get into and out of the event?

Number of volunteers and how will the volunteers be identifiable i.e. name tag, uniforms etc.

Name of licensed private security company.

Number of licensed private security.

Number of paid duty police officers.

How will you communicate during the event (portable radios, headsets, cell phones etc?)

Who and how many people will be checking ID?

Will the facility have adequate lighting? Will you providing additional lighting? Will the exits and entrances be well-lit?

Proposed fence type and height: (*fencing will be discussed and decided by Operational Planning Committee*). *The following are best practices: Low Risk – minimum allowable is 36" or portable 4' modular fencing; Medium Risk – single or double 4' modular fencing; if double, include a 10" no-go zone" between fences; High Risk – double 6' or 8' modular fence with a 1'-moat between fences*).

How will you ensure accurate capacity numbers for your licensed area?

What are your plans to monitor the parking area, entry line ups for orderly conduct etc?

Describe your emergency plan in the case of a hurricane, emergency medical condition, bomb threat etc.?

### **SITE MAP**

Your site map should indicate the dimensions of the overall site, including licensed area and serving area. If guest will be permitted to carry alcohol through the event area please show where all the fencing will be positioned. Other items to include on site map include: (please attach)

Entry and exit gates/location; lighting; fencing; food area; washrooms; licensed area; first aid location/child lost area; street references; tent location, cooking area, id check location; on-site vendors; smoking area, ticket sales location; bar service area location; EMS and fire routes; structures within licensed area or adjacent fencing.

**SIGNAGE**

Consider using easy to read black and white signs identifying the following:  
Ticket sales – Price, Refunds; Enter and Exit; Washrooms; Menu items; Bag search, if applicable;  
First Aid Station; Age Of Majority, if applicable; No "Re-entry", if applicable; Wheelchair accessible areas.

Include signage that is required in accordance with the MAP

**FOOD SERVICES**

What type food will be available at your event? Is the food being prepared on-site or being delivered? Ensure that your food arrangements, whether prepared on-site or delivered, comply with local health authority and fire service requirements. Remember that food must be available whenever alcohol is being sold or served.

**SIGNATURE OF APPLICANT**

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

**OFFICE USE ONLY:**

Date Received: \_\_\_\_\_

Date of meeting with Operation Committee Members: \_\_\_\_\_

## **APPENDIX F INFORMATION TO BE SUBMITTED PRIOR TO EVENT**

The following documents are required to be provided to the City a minimum of seven (7) days prior to the Event:

- Copy of the Special Occasion Permit;
  
- In accordance with Section 4.1 of this policy, proof of a minimum of Five million dollars (\$5,000,000) Commercial General Liability Insurance issued by an insurance company satisfactory to the City that is licensed to carry on business in Ontario and which must at a minimum include the following:
  - Coverage for bodily injury and property damage liability
  - Host liquor liability endorsement
  - City named as an additional insured to the policy
  - Show that the coverage is in effect prior to the start of the event during setup and be in effect until at least 5 hours after the bar closes and take down has been completed whichever is later.
  - Event organizer, Special Occasion Permit Holder and Facility renter should be included as additional insured.
  
- If a Private Special Occasion Permit has been issued by the Alcohol & Gaming Commission of Ontario includes:
  - A proposed budget (see sample below) including the estimated costs of the sale of alcohol and the revenue from the sale of alcohol showing that no profit is intended to be made from the sale of alcohol is required.
  - Acceptable expenses may include: facility rental; purchase of alcohol including permit fees; bartenders; food to be served at the event; cost of security, monitors for the event; cost of mix, cups, ice etc, for the bar use; cost of entertainment).
  - Monies collected for admission to the event shall not be included in revenues from the sale of alcohol unless that admission charge covers the costs of the alcohol.
  
- List of the Smart Serve Event Staff including card numbers, in accordance with Section 4.4.2 of this Policy. The list of Event staff shall be provided in advance, however it is recognized that staffing levels may change. A complete list of staff with card numbers will be available at the event and shall be produced at the request of the City.
  
- Copy of the Operational Plan where required in accordance to Section 3.2.2 of this policy

Sample Budget (for Private Event SOP's only):

<u>Revenue:</u>	
Sale of alcohol (i.e. 200 people x 3 drink/person = 600 drinks x \$4.00)	= \$2400
Admission/ticket sales (only if admission charge covers portion of alcohol expense) (i.e. \$2 per ticket goes toward the purchase of alcohol)	= \$
Silent Auction	= \$
<b>TOTAL PROJECTED REVENUE</b>	<b>\$2,400</b>
<u>Expenses:</u>	
Facility Rental	= \$1,200
Purchase of alcohol	= \$2,000
Special Occasion Permit Fee	= \$ 75
Bartenders	= \$ 300
Food	= \$6,000
Security	= \$ 500
Mix, cups, ice etc for bar use	= \$ 500
Entertainment	= \$ 800
<b>TOTAL PROJECTED REVENUE</b>	<b>\$11,375</b>

So therefore, no profit is intended to be made from the sale of alcohol



## **APPENDIX G**

### **LOW RISK ALCOHOL DRINKING GUIDELINES & STANDARD DRINK SIZES**

<http://www.ccsa.ca/2012%20CCSA%20Documents/2012-Canada-Low-Risk-Alcohol-Drinking-Guidelines-Brochure-en.pdf>

One serving of alcohol contains 13.6 grams of pure alcohol. Since the alcohol content varies from beverage to beverage, the size of a standard drink will be different for each type of beverage depending on its alcohol content.

1 standard drink equals:

- 341 ml (12 oz.) of 5% alcohol content (beer, cider or cooler)
- 142 ml (5 oz.) of wine with 12% alcohol content
- 43 ml (1 oz.) serving of 40% distilled alcohol content (such as rum, rye, gin or vodka)

#### **Safer Drinking Tips**

- drink slowly. Have no more than 2 drinks in any 3 hours;
- for every alcoholic drink, have one non-alcoholic drink (this is called a 'spacer' drink);
- eat before and while you're drinking alcohol;
- always consider your weight, age, body weight and health problems that might suggest lower limits.

Drinking is a personal choice, and most people drink responsibly most of the time. These guidelines are intended to help people make smart choices about their alcohol consumption to reduce their risk of disease and injuries associated with alcohol consumption:

- women: no more than 2 drinks per day, 10 drinks per week;
- men: no more than 3 drinks per day, 15 drinks per week;
- plan at least 2 non-drinking days per week to avoid developing a habit;
- reduce your risk by drinking no more than 3 drinks for women and 4 drinks for men on any single occasion.

#### **Do not drink when you are:**

- driving a vehicle or using machinery and tools;
- taking medicine or other drugs that interact with alcohol;
- doing any kind of dangerous physical activity;
- living with mental or physical health problems;
- living with alcohol dependence;
- pregnant or planning to be pregnant;
- responsible for the safety of others;
- making important decisions.

## **APPENDIX H SAFE TRANSPORTATION OPTIONS**

Safe Transportation Options may include, but are not limited to, any of the following:

- designated drivers selected from non-drinking participants at the Event; or
- designated drivers provided by the sponsoring group; or
- providing taxi contact information; or
- taxis paid either by the sponsoring group or the participant.

# APPENDIX I EVENT SIGNAGE

## TICKET SALES

(post where tickets are being sold)

**(Note: Minimum requirements for sign size are 24" wide x 14" high)**

- Maximum number of tickets available for purchase at one time – FIVE (5)
- Unused tickets may be redeemed while the bar is open and up to 30 minutes after closing.
- Ticket sales end (30 minutes before the bar closes).

## PRICE LIST

Bottle Beer (12 oz)	\$
Wine (5 oz)	\$
Liquor (1 oz)	\$
Coolers	\$
Soft Drinks	\$
Bottle Water	\$

## **SERVICE GUIDELINES**

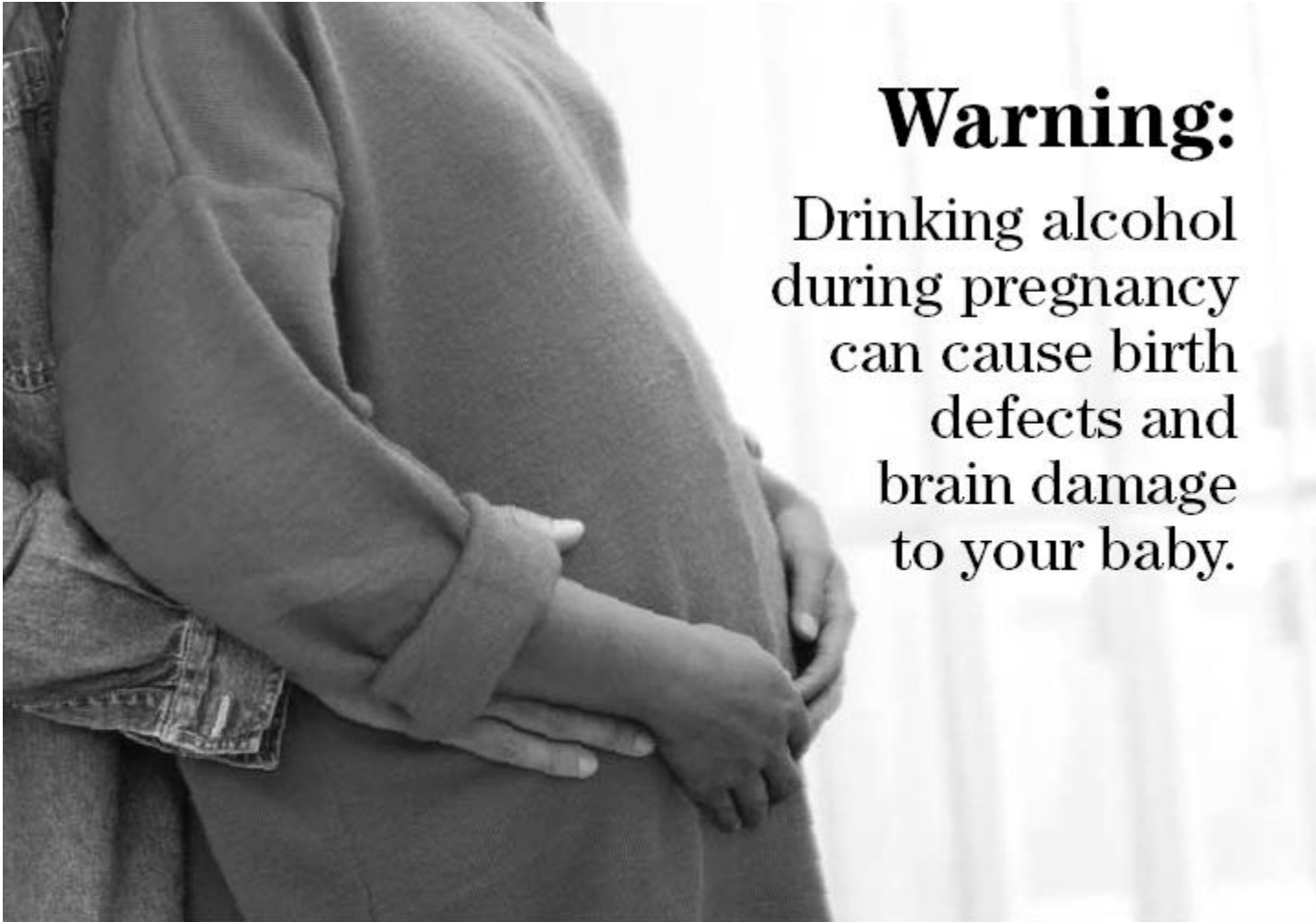
(post within licensed bar area)

**Note: (Minimum requirements for sign size are 24" wide x 14" high)**

- Servers are prohibited from serving alcohol to participants under 19 years of age.
- Proper I.D. must be presented to Event Staff when requested.
- Maximum number of drinks to be served to one person at one time - Two (2).
- Low or non-alcohol drink options are available.
- 
- Bartenders reserve the right to refuse service. Bartenders cannot serve alcohol to anyone who is intoxicated or appears to be at the point of intoxication.
- There will be **NO LAST CALL.**
- Low or non-alcohol drink options are available.
- Proper ID must be presented to event staff when requested.

**ASK YOUR SERVER ABOUT SAFE TRANSPORTATION OPTIONS**

Alcohol service ends at \_\_\_\_\_ (no later than 1:00 a.m.)



# Warning:

Drinking alcohol during pregnancy can cause birth defects and brain damage to your baby.

1-877-FAS-INFO • [www.alcoholfreepregnancy.ca](http://www.alcoholfreepregnancy.ca)

