



MUNICIPAL ALCOHOL POLICY

Effective April 28, 2003. Amended August 30, 2007

GOAL OF THE ALCOHOL MANAGEMENT POLICY

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

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

ADMINISTRATION OF POLICY

The Parks, Arena, & Cemetery Manager will be responsible and accountable for the administration of this Policy for the following facilities: Minden Community Centre, the S.G. Nesbitt Memorial Arena (ice surface only in the summer months), the Minden Fairgrounds, including the ball diamond areas, the Lochlin Community Hall, the Irondale Community Centre and the Gelert Community Hall.

The Minden Hills Cultural Centre Director will be responsible and accountable for the administration of this Policy for the Minden Hills Cultural Centre (Agnes Jamieson Gallery, R.D. Lawrence Centre and Minden Hills Museum).

The Chief Administrative Officer will be responsible and accountable for the administration of this Policy for the Minden Hills Township Building (including Council Chambers).

SPECIAL OCCASION PERMITS – FACILITIES AND PARKS

For the purposes of this policy, the Minden Community Centre, the S.G. Nesbitt Memorial Arena (ice surface only in the summer months), Minden Fairgrounds, including the ball diamond areas, the Gelert Community Hall, the Irondale Community Centre and the Lochlin Community Hall, shall be the only facilities located within the Township of Minden Hills eligible for Special Occasion Permit events. Individuals and/or organizations wishing Special Occasion Permits for any other Municipal facilities shall make special requests to Council.

This policy must be adhered to for events held at The Minden Hills Cultural Centre and Township Building for the serving of alcohol. Only Township sponsored events can be held at the Cultural Centre and/or Township Building where alcohol is being served; however, a Special Occasion Permit must be obtained from the LLBO.

EVENTS NOT ELIGIBLE FOR SPECIAL OCCASION PERMITS

1. All **youth events** where patrons and/or participants will be under the age of nineteen (19) years of age.

SERVER TRAINING

1. All alcohol servers must have received and successfully completed the Addiction Research Foundation S.I.P. or Smart Serve training.
2. A list of municipal employees and alcohol servers, who have been employed by the Municipality and who have received and successfully completed the Addiction Research Foundation S.I.P. or Smart Serve training, shall be provided to the Special Occasion Permit holder and it is strongly recommended that the alcohol servers for the event be selected from this list.

SAFE TRANSPORTATION

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

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Transportation options that may be available to event holders are:

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

NON ALCOHOLIC DRINKS AND FOOD

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

INSURANCE

1. Proof of liability insurance coverage from Special Occasion Permit event holder, of at least \$1,000,000, naming the Township of Minden Hills as an additional insured party must be submitted to the Minden Community Centre/S.G. Nesbitt Memorial Arena, one (1) week prior to the function.

CONTROLS

1. A Special Occasion Permit event holder must:
 - a. Provide controls to prevent under age, intoxicated and or rowdy people from entering the premises.
 - b. Refuse service of alcoholic beverages to intoxicated individuals and remove them from the event.
2. The Special Occasion Permit event holder shall provide to the Parks and Recreation Manager, at least one (1) week prior to the event:
 - a. A list of workers as well as a list of bar servers and their S.I.P./Smart Serve Registration Numbers.
 - b. Proof of Special Occasion Permit from L.L.B.O.
 - c. Ensure that the entrance is monitored by a person nineteen (19) years of age or over and is a person of responsibility of the permit holder group.
 - d. Ensure that the only acceptable form of identification shall be a Driver's Licence with photo or another piece of photo identification and must be presented upon request.
 - e. Be responsible for the decision making should a problem occur and must be present for the entire event.
3. The event sponsor shall:
 - a. Refrain from consuming alcohol while the event is in progress.
 - b. Ensure that the event workers must be a member of the permit holding group and refrain from consuming alcohol while the event is in progress.
 - c. In conjunction with the Recreation Staff, ensure that the physical setting is safe for all participants of the event.
 - d. In conjunction with the Recreation Staff, must create an environment to prevent patrons from engaging in activities that can harm themselves or others.
 - e. Be available to assist the person monitoring the entrance.
 - f. Be responsible for the cost of two (2) police officers if required to be present.
 - g. N.B. The Parks and Recreation Manager, or his/her designate, reserves the right to require the presence of two (2) police officers for an event, or for the duration of a function, if in his/her opinion it is necessary.
 - h. Encourage patrons to consume low alcohol beverages and non alcohol beverages.
 - i. Ensure that bar operations close at 1:00 a.m.
 - j. Ensure that all alcohol is removed from the facility by 1:45 a.m., save and except if the event is for two (2) or three (3) days in succession.
 - k. Ensure that all entertainment is completed by 1:30 a.m. and facilities are vacated by 2:30 a.m.
 - l. We also recommend a Wrist Band Policy be used to identify age of majority patrons.

NON COMPLIANCE OF CONTROLS

Individuals and/or groups who fail to comply with this policy shall be held responsible for the consequences as decided by the Parks and Recreation Manager, or Minden Hills Cultural Centre Director, or Chief Administrative Officer, or his/her designate, as applicable for their facilities under their responsibility.

ACCOUNTABILITY

The Parks, Arena & Cemetery Manager, Cultural Centre Director, or Chief Administrative Officer, and/or designate, of the Township of Minden Hills, has the authority to demand corrections to and/or to shut down an event on behalf of the Municipality, for those facilities under their responsibility, should the need arise, and no refund of the rental fee will be granted.

CONSEQUENCES OF WILLFUL NON-COMPLIANCE:

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

That the said organization will not be allowed to rent a Township facility for a minimum of 18 months, at the discretion of the Parks, Arena & Cemetery Manager, Cultural Centre Director, or Chief Administrative Officer, and/or designate.

SIGNS:

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

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

Signs will also be provided which must be posted which warn of the dangers of drinking during pregnancy and drinking and driving.

SERVICE OF NON-ALCOHOLIC BEVERAGES AND FOOD ITEMS:

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

AGREEMENT FORM FOR SPECIAL OCCASION PERMIT HOLDER

1. I have reviewed a copy of the Township of Minden Hills' Municipal Facilities Alcohol Policy.
2. I have received and reviewed a copy of the Township of Minden Hills' Guidelines for Special Occasion Permit Holders.
3. I understand that I must adhere to the conditions of the alcohol policy and the Liquor Licence Act of Ontario.
4. I understand that if I or other individuals at the event fail to adhere to the alcohol policy, the Township of Minden Hills' staff will take the appropriate action. This action may include eviction, revoking of the Special occasion Permit and the notification of local authorities.
5. I understand I can be held liable for injuries and damages from failure to adhere to the Liquor Licence Act of Ontario.
6. I understand that I must show proof of my purchase of third party liability insurance and Special Occasion permit to the facility representative seven (7) days prior to the event.
7. I understand that, if the Municipal Facilities Alcohol Policy is not followed by myself or my representatives, my organization will be prohibited from renting any Township facility for any reason for a period of eighteen months.

Sponsor Signature

Date

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

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

Municipal Facility Rented: _____

Date of Event: _____

Third Party Liability Insurance Number: _____

Special Occasion Permit Number: _____

Sponsor Signature

Date

This signed form must be received by the Township,
along with all other required documents,
no less than seven (7) days prior to any event where alcohol is to be served.