

Township of Severn



Municipal Alcohol Policy (M.A.P.)

Revised March 2015

Township of Severn

Municipal Alcohol Policy

Purpose of Policy

- Ensure proper control, management, and responsible use of alcohol during events and functions held in or at facilities owned and operated by the Township of Severn
- Reduce risk of alcohol-related liability suits against the Township; and
- To ensure public safety at all alcohol-related functions

Goal Statement

It is the goal of the Township of Severn that as many people as possible can enjoy our facilities in a manner that ensures the health and safety of the participants and the protection of the Township of Severn, and to provide for the orderly use of alcohol during events and functions.

Objectives

1. To provide appropriate and reasonable procedures and education to individuals or groups wishing to hold events in order to encourage and enforce responsible drinking practices and adherence to the **Alcohol Gaming Commission of Ontario (AGCO)**.
2. To ensure proper supervision and proper operation of events in order to protect the Corporation of the Township of Severn and its staff from liability arising therefrom, and to assist event sponsors in doing so by providing guidelines for proper supervision and proper operation of events.
3. To encourage and reinforce responsible, moderate drinking practices for consumers through the development of appropriate operational procedures, controls, training, and education.
4. To honour the decision of abstainers not to drink alcohol and to encourage their participation by providing alternative, non-alcoholic drinks.
5. To provide for a balanced use of alcohol so the alcohol becomes a responsible part of a social function rather than the reason for it.
6. To promote the safe and responsible use of Township facilities and ensure that consumers, abstainers, adults, youth, and families will be adequately serviced and protected.

7. To be proactive in the reduction of incidents including injury and death through the implementation of a Municipal Alcohol Policy.
8. To develop a Municipal Alcohol Policy that is easy to read and understand in order to maximise its use and adherence.
9. To review the Municipal Alcohol Policy on a regular basis.

History

Municipalities inherently have an exposure to liability with respect to alcohol-related injuries due to the provision and rental of their facilities for events involving the use of alcohol. Essentially, the potential liability results from one of two areas:

1. As a provider of alcohol
2. As an occupier of the premises upon which alcohol is being consumed (i.e. Rental function and Municipality controls the premises)

Conditions for Special Occasion Permits

The person/group responsible for an event must obtain a Special Occasion Permit from the **Alcohol and Gaming Commission of Ontario**, and ensure that all the conditions of the Liquor License Act and the Township of Severn are adhered to for the event. The Township reserves the right to refuse any applicant permission to run a licensed event on its property and to impose on the event whatever restrictions it deems appropriate to the circumstances. Permits will not be issued by the Township of Severn for alcohol consumption at any youth focused event.

Municipal Properties Where Alcohol is Permitted within Licensed Areas Under a Special Occasion Permit

- a) Facilities
 1. Coldwater Community Centre (arena floor – non-ice events only), Upper Hall
 2. Lake St. George Community Centre (Upper and lower hall)
 3. Matchedash Heritage Community Centre (Main hall)
 4. Washago Community Centre (Main hall)
- b) Parks (Township sanctioned Special Occasion Permit events)
 1. Coldwater Fairgrounds – designated areas
 2. Washago Centennial Park – designated areas

Municipal Properties Where Alcohol is Not Permitted

a) Facilities

1. Coldwater Community Centre (arena ice – non-ice events only), Lobby
2. All facility dressing/change rooms/washrooms
3. All facility multi-purpose rooms or activity rooms
4. Township Administration Offices

All other municipally owned properties (facilities, streets, and open spaces) not specifically designated in this policy as eligible for alcohol use.

All municipally owned parks, beaches and green spaces not specifically designated in this policy as eligible for alcohol use.

All Special Occasion Permit holders are required to adhere to the conditions are outlined in the sections that follow:

Section 1 – Definitions of Events

This section pertains to all events held at Township of Severn municipally owned and operated facilities.

Private Events

Private Event SOPs are typically issued for events such as weddings, birthdays, funerals, bridal showers, etc.

Private Events are for invited guests only and the event must not be advertised to the public, including by way of flyers, newspaper, internet, or radio. The event cannot be open to the public.

Under a Private Event SOP, there can be no intention to gain or profit from the sale of alcohol at the event.

Permit applications for Private Events must be submitted to an LCBO SOP service store at least 10 days before the event takes place. Permit applications for all other events must be submitted to an LCBO SOP service store at least 30 days before the event takes place.

Public Events

Public Event SOPs are issued for events that are open to the general public, such as charity fundraisers, outdoor street festivals, community festivals, etc.

An SOP for a Public Event can be issued to:

- A charity registered under the Income Tax Act (Canada); or
- A non-profit organization or association organized to promote charitable, educational, religious or community objects.

An individual or business may also apply for a Public Event SOP if organizing or conducting an event of:

- “provincial, national or international significance”, as agreed to by the Registrar of Alcohol and Gaming (the Registrar); or
- “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

For outdoor events where fewer than 5,000 people per day are expected to attend, the permit applicant must give written notice of the event 30 days before the event to the clerk, police, fire, and health departments of the municipality in which the event is to take place.

For outdoor events where 5,000 people per day or more are expected to attend, the permit applicant must give written notice of the event 60 days before the event to the clerk, police, fire, and health departments of the municipality in which the event is to take place.

Section 2 – Controls Prior to Event

The permit holders will receive a copy of this policy, together with an Agreement Form attached hereto as Schedule “A” and Appendix “2” to this document, and return the signed Agreement Form to the Manager of Recreation and Facilities at least two weeks prior to the event.

The permit holders will provide the Manager of Recreation and Facilities with a list of bartenders, door and floor monitors that will be working at the event at least two weeks prior to the event. All bartenders must have completed the **Smart Serve Program (S.S.P.) or AGCO equivalent** and submit their certification numbers, and be qualified and aware of their responsibilities and legal liabilities. The Special Permit holder must ensure that all conditions of the **AGCO** and policies of the Township of Severn are adhered to.

The permit holder will ensure that the bartenders and servers do not serve alcohol to underage, intoxicated, rowdy or unauthorized people at the event.

Section 3 – Monitors and Identification

Public Events

1. Entrance to public events will be monitored by two people 19 years of age or older who have preferably completed an **AGCO** recognized server training program and acceptable identification will include photo identification such as:
 - a. Ontario Driver's License with a photo of the person to whom the license is issued
 - b. A Canadian Passport
 - c. Canadian Citizenship Card with a photo of the person to whom the license is issued
 - d. Canadian Armed Forces Identification Card
 - e. A photo card issued by the Liquor Control Board of Ontario (LCBO), entitled Bring Your Own ID (BYID)
 - f. A Secure Indian Status Card issued by the Government of Canada
 - g. A Permanent Resident Card issued by the Government of Canada
 - h. A Photo Card issued under the Photo Card Act, 2008
2. Event workers must wear highly visible identification. Suggestions include shirts, hats, or badges.
3. The Permit holder will ensure that all supervisors will monitor the event, encourage legal and moderate drinking behaviour and ensure that any problems that arise are dealt with appropriately.
4. The monitors, bartenders and servers will not consume alcohol during the event, nor will they be under the influence of any alcohol consumed before the event.
5. The permit holder will be responsible for recognizing the need for assistance during the event, and requesting it from the appropriate Township of Severn staff or security officers.
6. The Special Occasion Permit signatory or designate must attend the event and be responsible for making decisions regarding operation of the event. They must not consume alcohol while performing this role.
7. The Township of Severn reserves the right to require the presence of two off-duty police officers for the duration of an event with the cost to be borne by the sponsoring group or individual.
8. At least one municipal employee with authority to demand correction or shut down of an event on behalf of the Township of Severn will be on duty for all Special Occasion Permit licensed events

Server Training

A training program is in place through the hospitality industry. The Smart Serve training program will give liquor servers the information they need to understand and implement the skills of responsible service. This program replaces the Server Intervention Program. Qualified Smart Serve bartenders will know:

- Their responsibilities and obligations under the law
- Proactive approaches to preventing alcohol-related problems
- How to recognize signs of intoxication
- How to implement intervention strategies for aggressive customers

It is mandated by the Municipality that hosts have qualified individuals behind the bar who have attended this training course.

For further information, contact:

Smart Serve Ontario

5090 Explorer Drive, Suite 800
Mississauga, Ontario, Canada
L4W 4T9

www.smartserve.ca

Tel: (416) 695-8737 | Fax: (416) 695-0684 | Toll-free: 1-877-620-6082

Email: info@smartserve.ca

Private Events

1. The permit holder will ensure that all monitors will supervise the event, encourage legal and moderate drinking behaviour and ensure that any problems that arise are dealt with appropriately.
2. The permit holder will be responsible for recognizing the need for assistance during the event, and requesting it from the appropriate Township of Severn staff or security officers
3. The Special Occasion Permit signatory or designate must attend the event and be responsible for making decisions regarding operation of the event. They should not consume alcohol while performing this role.
4. The Township of Severn reserves the right to require the presence of two off-duty police officers for the duration of an event with the cost to be borne by the sponsoring group or individual.

Job Descriptions

Roles and Responsibilities 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 licensed 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.

Roles and Responsibilities of Bartenders

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

- Check identification and verify age;
- 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.

Roles and Responsibilities of Ticket Sellers

In addition to the Roles and Responsibilities of all Event staff, the Ticket Seller will:

- Check identification and verify age;
- Monitor for intoxication
- Sell a maximum of four (4) 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.

Roles and Responsibilities of Door Monitor

In addition to the Roles and Responsibilities 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;
- 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.

Roles 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

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.

Section 4 – Ratio of Event Workers

Number of Attendees	Bartenders	Door Supervisors	Door Monitors	Floor Monitors	Security	Ticket Sellers
Under 75	1	0	1	1	-	-
75 to 125	2	1	-	-	1	1
126 to 200	2	1	-	-	2	2
201 to 300	3	1	-	-	3	2
301 to 400	3	1	-	-	4	2
401 to 500	4	1	-	-	5	2
501 to 750	5	2	-	-	5	2
751 to 1000	8	2	-	-	6	2

Number of Attendees	Bartenders	Door Supervisors	Door Monitors	Floor Monitors	Security	Ticket Sellers
1000 to 1500	8	2	-	-	7	2

Events that are not Stag and Doe type events, such as weddings, anniversaries, etc., are exempt from the security worker requirements for events with 125 or fewer attendees. Prior approval must be obtained from Council for Stag and Doe events. Renter must adhere to all contract requirements.

Section 5 – Youth Admittance

Adult Events

It is recommended that if minors are attending a public event that they be distinguished from other participants by a visible means, i.e. stamp, wrist band.

Youth Events

No alcohol will be permitted at youth events. No alcohol advertising will be permitted at youth events.

Section 6 – Masquerade Events

Participants at masquerade events must be prepared to unmask and identify themselves with acceptable Photo I.D. For example: Ontario Driver's License, Canadian Passport or Canadian Armed Forces Identification Card.

Section 7 – Bar Area Closure and Premises Vacated

The bar is to be closed at 1:00 a.m. **with no last call.**

The event is to end by 1:00 a.m. with the facilities to be vacated **by 1:30 a.m.** The only exception is to be for the purposes of clean up after the event. This must be negotiated with the Manager of Recreation and Facilities in advance.

Section 8 – Consequences for Failure to Comply with Policy

Area Where Alcohol is Permitted by Special Occasion Permit

The individual and/or group who fail to comply with the Municipal Alcohol Policy or the Liquor License Act of Ontario will be subject to the following consequences:

Suspension of Privileges for Violations

- i. First Offence

Advise the group/team in writing by **Registered Mail** that the next incident will result in rental privileges being revoked. This will be done by the Manager of Recreation and Facilities. Where infractions are related to the Liquor License Act, a copy will be sent to the **Alcohol Gaming Commission of Ontario**.

ii. **Second Offence**

The Manager of Recreation and Facilities will advise the events sponsor/group or team in writing that the rental privileges have been revoked. Where infractions are related to the Liquor License Act, a copy will be sent to the Alcohol Gaming Commission of Ontario

The Township 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 Township shall not be responsible or liable for any financial compensation to the Event Organizer/Permit Holder or attendees.

Areas Where Alcohol/Use of Illegal Substance is Prohibited

The consumption of alcohol is prohibited in all public places unless a Special Occasion Permit or license for the facility has been obtained. The use of illegal substances is prohibited at all facilities owned and operated by the Township of Severn.

Section 9 – Liability Insurance

Groups hosting Public Events must provide:

1. Proof of \$2,000,000 (two million dollars) in public liability insurance naming the Corporation of the Township of Severn as an additional insured and a cross liability clause holding the Township of Severn harmless.
2. A Certificate of Liability insurance which must include the following information:
 - Policy number
 - Company name
 - Expiry date and time – to include five (5) hours after the event has expired
 - Amount of insurance coverage
 - An endorsement from the insurance company that they are aware of the SOP event and that coverage is in place. Date and location of the event must be included.
 - The coverage must include host liquor liability

Proof of above listed insurance must be provided to the Township of Severn two weeks prior to the event.

Section 10 – Alcohol Service

Low alcoholic and Non-alcoholic Options

1. Bartenders will not serve any one person at any one time more than two (2) alcoholic beverages. No “doubles” and no “extra strength” beer over 5% will be offered. Jello shooters, or shooters of any kind are not permitted on the premises, as well as alcohol soaked or injected candy or fruit.
2. All bottles will be retained in the bar area. Drinks will be served in disposable cups except for formal dinners or catered events where glass may be used.
3. The Permit Holder shall ensure that alcohol which is sold or served on the premises is not removed from the premises by a person attending the event.
4. We recommend that tickets for both alcoholic and non-alcoholic drinks be purchased from a designated ticket seller, and redeemed at the bar. As a requirement for a Facility Permit involving an Alcohol Permit, the organizing group must ensure that a minimum of 30% of the alcohol beverages available must be of a low alcohol concentration level (less than 5% alcohol).
5. Unused tickets purchased at the event may be redeemable for cash at any time during the event.
6. The bar area is to close after the last person is served beyond 12:30 a.m. and no later than 1:00 a.m. with no last call. All patrons must vacate the facility by 1:30 a.m.
7. No person attending the event shall bring their own alcohol onto the premises
8. Marketing practices which encourage increased consumption will not be permitted, i.e. oversized drinks, double shots, pitchers of beer, drinking contests, volume discounts on tickets, and events that include the bar.
9. Adequate supply of food must be served to persons attending the event. Items not considered food are snacks such as peanuts, potato chips and other salty items.

Section 11 – Advertising and Purchase of Alcohol

Advertising

The following alcohol advertising regulations set out for establishments are the same for Special Occasion Permit holders.

- i. Advertisements may state only the name of the establishment, that you have a liquor license and the types of liquor you have available. You may not mention brand names or manufacturers in the advertisement. Liquor prices may not be advertised outside the establishment. Ads that carry more information than the above must be approved by the LCBO.
- ii. Anyone involved in the sale and service of alcohol must know that no action, such as pricing or advertising, may promote or encourage excessive consumption. It is also a violation to require patrons, as a condition of entering or remaining on the premises, to purchase a minimum number of alcoholic beverages.

Purchase of Alcohol

According to the Liquor License Act, no person shall purchase liquor except from a government store or from a person authorized by license or permit to sell liquor.

Section 12 – Signs

The following sign will be displayed at the bar indicating that it is illegal to serve anyone to intoxication. The sign shall read:

Township of Severn Municipal Alcohol Policy

It is against the law to serve anyone to intoxication and/or to serve someone who appears to be intoxicated. Servers in our facilities are required to obey the law.

We do not wish to harm our customers, nor do we wish them to harm others. People use our facilities for enjoyable social gatherings, and we are happy to provide these opportunities.

It is our policy that a maximum of two (2) alcoholic beverages per person may be served at any one time. Should you wish a non-alcoholic beverage, request a soda pop, coffee, or other alternative. If you would like a smaller than standard portion of alcohol, please request a low alcohol beer, wine or mixed drink.

At any time during the event unused tickets may be redeemed for cash.

The Township of Severn supports the R.I.D.E. Program. The Ontario Provincial Police look forward to personally thanking you, at one of their spot checks, for leaving this event as a sober driver.

Section 13 – Safe Transportation Policy

The Permit Holder will be responsible for promoting safe transportation options for the drinking participants, such as but not limited to the following:

- Provide free non-alcoholic beverages for designated drivers

- Post the phone numbers of local taxi companies
- Provide an alternative means of transportation for those who are suspected to be intoxicated, i.e. call a friend, relative or taxi, call the police to warn or apprehend the driver who is suspected to be intoxicated.

Section 14 – Table Tents: Sober Driver Spot Check

We recommend the use of table tents to remind event participants about the importance of not drinking and driving. Table tents should have messages such as:

- The Ontario Provincial Police thank you for helping to reduce impaired driving everywhere in the Township of Severn and the County of Simcoe. We look forward to personally thanking you at one of our spot checks for leaving this event sober.

Section 15 – Operational Plan Requirements

Operational plans required to be submitted under the MAP shall include the information as per Appendix “1”.

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

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

Section 16 – Definitions

AGCO

Means the Alcohol and Gaming Commission of Ontario. [Alcohol and Gaming Commission of Ontario | \(agco.ca\)](http://www.agco.ca)

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.

Township

Means the Corporation of the Township of Severn.

Event

Means any licensed Event held at a municipal facility or on Township 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 they 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 3.0 of this policy.

Fortified Drinks, Extra-Strength Drinks

Any drinks with more alcohol content than a standard drink. Many coolers and some brands of beer and wine contain more alcohol than a standard drink.

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).

Liquor License Act (LLA)

Outlines the laws regarding the sale and service of alcohol. [The Liquor Licence Act | Alcohol and Gaming Commission of Ontario \(agco.ca\)](#)

MAP

Means this Municipal Alcohol Policy.

Municipal Properties

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

Municipal Representative

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

Occupier

Means anyone who has control of the premises and the power to admit or exclude others.

Occupier Liability

Means condition of premises; conduct of entrants; and activities permitted on the premises.

Operational Plan

Means a coordinated plan of actions to prevent and control potential risks. Refer to "Appendix 1" for more information.

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. [Welcome to Smart Serve Ontario - Smart Serve](#)

Server Intervention Program (SIP)

Program previously offered by the Alcohol and Gaming Commission of Ontario. The Server Intervention Program taught people how to prevent alcohol related problems and proper ways to intervene if a problem occurred. Program replaced by Smart Serve Program.

Please note that the AGCO still recognizes the Server Intervention Program (SIP) certification issued prior to May 1995. For the purpose of this Municipal Alcohol Policy, where the term Smart Serve Program is used, the Server Intervention Program may be substituted.

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.

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

Each of these standard drinks has 0.6 ounces or 17 ml. of pure alcohol.

Trained

Means certified by a Server Training Program recognized by the AGCO

Section 17 – Enforcement Procedures for Policy Violation

- a) A violation of this policy occurs when the SOP holders fail to comply with this policy and the conditions of the Liquor License Act of Ontario or any other relevant legislation. Intervention can be initiated by a participant at the event, Township of Severn staff members, a member of the Ontario Provincial Police or an Inspector of the LCBO.
- b) A member of the organizing group or the designated monitor may intervene by informing the offending individual(s) of the policy violation and that it cease. Group members and monitors should feel encouraged to intervene in this way because intervention at other levels could result in the loss of privileges and legal charges.
- c) A staff member with recognized authority in the Township of Severn will intervene whenever he or she encounters a violation of the policy. Depending upon the severity of the violation or they may close down the event. Should the organizers fail to comply, the staff members may call the police for enforcement.
- d) Where the Special Occasion Permit holders have violated the Municipal Alcohol Policy and have been confronted by a Township of Severn staff member, the group will be sent a letter advising them of the violation and indicating that no further violation will be tolerated. At this time, the Manager of Recreation and Facilities may at their discretion revoke user privileges for the organizing group, based upon the severity of the violation(s). (The organizing group will also forfeit the “Event Deposit”, if applicable.) The organizing group will also be invoiced for any costs or damages.

- e) Should members of an organized group/team violate the policy within one year of receiving notice of their first violation, the group may be suspended from future organized use for a period of one year (or longer). A registered letter will be sent to their contact person advising of the suspension from the Manager of Recreation and Facilities.
- f) The Manager of Recreation and Facilities reserves the right to revoke rental privileges immediately for any serious altercation (i.e. serving without a proper license, loss of control, total neglect of the facility, etc.).
- g) A member of the Ontario Provincial Police or LCBO Inspector may intervene in a violation of this policy on his/her initiative or in response to a request either from a Township of Severn staff member or a member of the public. Depending on the severity of the infraction, charges may be laid under the Liquor License Act of Ontario and/or any other relevant legislation.
- h) An individual or organized group may appeal to the Township of Severn to have their privileges re-instated.
- i) A violation of this policy occurs when individuals consume alcohol in a Facility or area where the consumption of alcohol is not permitted. Intervention can be initiated by a member of the group using the facility or area (if it is a group event), a staff member of the Township of Severn or by a member of the Ontario Provincial Police.
- j) A group member may intervene by informing the offending individuals that the Municipal Alcohol Policy prohibits alcohol consumption and asking that it stop. Group members should feel encouraged to intervene, as intervention from any other level may result in the suspension of privileges for the group.
- k) A staff member with recognized authority in the Township of Severn will intervene whenever they encounter a violation of the policy. Staff members can ask individuals to cease the consumption of alcohol, they can ask the individual or organized group to leave the facility area, depending on the circumstances and nature of the violation (especially the potential of harm or loss of enjoyment by non-drinkers). Should the individual or group member fail to comply, the staff can call police for enforcement.
- l) When the member(s) or organized group/team have violated the Municipal Alcohol Policy and have been confronted by Township of Severn staff, the group will be sent a letter advising of the violation, and indicating that no further violation will be tolerated. As well, the group may be invoiced for any and all damages and costs associated with the violation.
- m) A member of the Ontario Provincial Police may intervene in a violation of this policy on their initiative or in response to a request either from a Township of Severn staff member or a member of the general public. The Police Officer may ask that the alcohol consumption stop or can order the individuals, or organized

group to leave the facility or area. In addition, the Police Officer may at their discretion lay charges against the offending individual(s) under the Liquor License Act of Ontario and/or any other relevant legislation.

Schedule "A"

Agreement Form for Special Occasion Permit Holder

1. I have received and reviewed a copy of the Township of Severn "Municipal Alcohol Policy and Procedure" (attached)
2. I understand that I must adhere to the conditions of the Municipal Alcohol Policy and Procedure and the Liquor License Act of Ontario
3. I understand that if I or other individuals at the event fail to adhere to the Township of Severn's "Municipal Alcohol Policy" and related Procedure(s), Township staff will take the appropriate action. This action may include eviction, revoking of the Special Occasion Permit and the notification of Police or Alcohol and Gaming Commission of Ontario authorities.
4. I understand I can be held liable for injuries and damages arising from failure to adhere to the Liquor License Act of Ontario.
5. I understand that the Ontario Provincial Police and/or the Alcohol and Gaming Commission of Ontario authority may lay charges for infraction of the Liquor License Act of Ontario or other relevant legislation.
6. I understand and acknowledge that I must attend the event and be responsible for making decisions regarding the operation of the event.
7. I understand and acknowledge that I must refrain from consuming alcohol while the event is in progress.

Name (please print)	
Signature	
Date	

Appendix 1 – Operational Plan Requirements

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

Once the operational plan has been completed there will be a review. If additional information is required, you will be notified. Please allow a minimum of two weeks.

Applicant Information

Group/Organization:

Person in charge of Event:

Address:

Unit number:

City:

Postal code:

Province:

E-mail:

Telephone number:

Fax:

Cell number:

Event Information

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 the music/entertainment will occur (if event is more than one date, list all times):

What type of music/entertainment will be at your event:

Provide a 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?

There is no smoking in parks, playgrounds, trails and sports fields. How will you enforce this?:

How will you handle 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. to be set up at the event? If so, include the details for installation:

The Township of Severn must issue permits and inspect these structures. Who is the provider of the portable structures?:

Is on-site camping/accommodation needed? If yes, Township Council approval is required:

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 detailed maps):

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

Alcohol Service

List your licensed hours each day of your event (i.e. Saturday, October 1, 2013 9:00 a.m. – 11:00 p.m.) (Requests to extend licensed hours must be approved by Township 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 of Canada)
 - Non-Profit association or organization
 - Other (event of municipal significance)(events of municipal significance will require a municipal resolution – please submit your letter of request to the Township Administration Office)
 - Provincial, national or international significance
- Catering Endorsement – Name of company providing service:
- Industry Promotional Event (events that promote a manufacturer's products)

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 identifying those that can be served alcohol (i.e. wristbands, stamps etc.):

Describe where and how you will check for ID:

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 sellers will be on duty during all times of the event?:

Will your servers all be Smart Serve Program trained or accepted equivalent?:

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 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 4 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 specify how you will contact them in case of an emergency:

Security Plan

When planning security for your event, employ a risk-based

Site Map

Signage

Food Services

Signature of Applicant

Appendix 2 – Information to be Submitted Prior to Event

The following documents are required to be provided to the Township a minimum of fourteen (14) days prior to the Event:

- Copy of the Special Occasion Permit
- In accordance with Section 9 of this policy, proof of a minimum of two million dollars (\$2,000,000) Public Liability Insurance issued by an insurance company satisfactory to the Township 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.
 - Township 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.
- List of the Smart Serve Event Staff including card numbers, in accordance with Section 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 Township.
- Copy of the Operational Plan where required in accordance to Section 15 of this policy.