



Alcohol Management Policy

November 4, 2013

Parks, Recreation & Culture

Township of King

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PREAMBLE

The Township of King is committed to providing a safe and enjoyable environment for the users of its Facilities. The goal of the Township's Alcohol Management Policy is to foster public health by reducing opportunities to engage in high-risk alcohol consumption and promoting responsibility and moderation for those users choosing to consume alcohol. In addition, the Township strives to avoid alcohol related problems that arise from alcohol consumption within its Facilities and that could result in claims against the Township, community organizations, volunteers and participants.

PURPOSE OF THE ALCOHOL MANAGEMENT POLICY

The purpose of the Alcohol Management Policy is to allow the use of certain Township of King Facilities for Events which include alcoholic beverages only where full responsibility is assumed by the persons or organization proposing the Event. These persons or organizations must obtain a Special Occasion Permit or a Liquor Licence in accordance with the Liquor Licence Act allowing such Event Organizers to sell or serve alcohol or have alcohol sold or served on their behalf.

The Event Organizers are third parties and are not the Township's servants or agents in holding the event. The Alcohol Management Policy is intended to apply to approvals for the use of Township Facilities by Event Organizers so that they take necessary and appropriate steps to provide a safe environment for the general public where the Event Organizers desire alcoholic beverages to be part of the Event.

The Alcohol Management Policy is designed to require Event Organizers making Application for use of Township Facilities to avoid 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 Alcohol Management Policy is intended to provide for responsible use of Township Facilities by promoting low alcohol consumption, reducing exposure to risk, minimizing the potential for host liability, and providing proactive risk containment guidelines and standardized operating procedures.

The Policy includes a series of reasonable conditions which Event Organizers will be required to agree to adopt where the consumption of alcohol is proposed at Township Facilities under a Special Occasion Permit or Liquor Licence. The Township, through the Alcohol Management Policy, relies upon Permit Holders issued under the Liquor Licence Act 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.

The Alcohol Management Policy includes a listing of designated facilities that are eligible for Special Occasion Permits or a Liquor Licence, management strategies, prevention strategies, signage requirements and enforcement protocols for infractions to the procedures.

In addition to other consequences set out in this Policy, Event Organizers who fail to comply with the Alcohol Management Policy may be refused future use of Township Facilities for Events.

DEFINITIONS

For ease of reference, the following terms, capitalized throughout this Policy and in these Definitions, have the meanings as set out below.

AGCO means the Alcohol and Gaming Commission of Ontario.

Alcohol Management Policy or Policy means Township of King Alcohol Management Policy adopted on July 8, 2013 and includes any amendments to it that may be made from time to time.

Application means an application made to the Township for the use of a Facility for an Event involving alcohol and which application is based upon the requirements of the Alcohol Management Policy.

Community Events means community events, festivals and fairs which take place on Township Facilities, for example the Nobleton Victoria Day Celebration.

Designated Facilities List means those Township Facilities, or parts of such Facilities that are listed in the chart in Subsection 1.1 of this Policy.

Director means the Director of Parks Recreation and Culture of the Township or his or her designate.

Event means any gathering, of any kind, whether family, sports, recreational, social, business or otherwise, and includes the set-up, tear down, clean-up and any and all other activities of any kind that occur in, on or around any Township Facility related to the preparations for, conduct of or finalization of the Event and use of the Township Facility.

Event Delegate means an employee, agent, servant, representative, partner or other individual designated by the Event Organizer to manage the Event or to ensure compliance with the Event Organizer's responsibilities under the Alcohol Management Policy.

Event Organizer means any person or organization applying to hold an Event at a Township Facility and includes the person or organization on whose behalf such persons apply or seek permission to hold the Event and the person whose name is listed as the Permit Holder for such Event.

Event Worker means any representative, agent, partner, employee, servant, contractor or other individual or entity working on or at the Event for the Event Organizer, and includes volunteers, the Event Organizer, Event Delegates, Servers and Monitors.

Facility or Facilities means those facilities, lands, buildings, structures premises or other real property, or any part thereof as set out in this Policy, for which the Township is the legal owner or over which the Township has authority to grant use.

Fortified Drinks means any drinks with more alcohol content than a Standard Drink as defined below.

Liquor Licence Act or LLA means the *Liquor Licence Act*, R. S. O. 1990. c. L.19 as amended and includes applicable Regulations passed pursuant to the Act.

Liquor Licence means a licence to sell or serve alcohol issued under the Liquor Licence Act

Monitor means an Event Worker for purposes other than being a Server.

Permit means either a Special Occasion Permit or a Liquor Licence.

Permit Holder means the person who holds either a Special Occasion Permit or a Liquor Licence.

Publicly Advertised means an event which is made known to the public for their attendance, utilizing advertisement sources such as flyers, newspaper, radio, web communities or formal announcements.

Server means an Event Worker serving or selling alcoholic beverages or selling or providing tickets for redemption for such alcohol, or who is acting as a bartender.

Smart Serve means the Smart Serve certification program for responsible service training to all individuals who serve alcoholic beverages or who work where alcoholic beverages are served in the Province of Ontario.

Special Occasion Permit or SOP means a permit issued for the sale or service of alcohol pursuant to the Liquor Licence Act.

Standard Drink means any of the following, each having 0.6 ounces or 17 ml. of pure alcohol:

- † 12 oz or 341 ml. of beer with 5% alcohol by volume
- † 5 oz or 142 ml. of wine with 12% alcohol by volume
- † 1 1/2 oz or 43 ml. of spirits with 40% alcohol by volume

Township Staff means, where there is a reference to reporting to or contacting staff of the Township, staff who are identified by the Township as the contact for either purposes of the Alcohol Management Policy or the Facility in question as the context requires.

SECTION 1

1.1 Designation of Facilities

The Facilities listed below in the Designated Facilities List are the only Township Facilities designated for alcohol use under the authority of a Special Occasion Permit or Liquor Licence. Township Council may change the designation of any Facility at its discretion.

Approval of an Application by the Township is required in advance of the issuance of a Liquor Licence or an SOP. Separate Township approvals and a separate agreement (see Appendix 5 to this Policy) are required to formalize the use of Township Facilities.

The Township of King reserves the right to refuse an Application.

The Township Facilities listed below are designated as eligible for Special Occasion Permit Events and/or a Liquor Licence. The chart also indicates which Facilities are eligible to host only no-sales events and which Facilities are eligible for an outdoor beer tent. The Director or

designate will decide the appropriate location for a beer tent for any given eligible Facility on an Event-by-Event basis. Unless stated expressly to the contrary, all policies contained herein apply to both sale and no-sale events.

NAME OF FACILITY	AREA OF FACILITY ELIGIBLE FOR SOP	SOP NO-SALE EVENTS ONLY	ELIGIBILITY OF FACILITY FOR BEER TENT	AREA OF FACILITY ELIGIBLE FOR A LIQUOR LICENCE
King City Community Arena	Hall Lions Room Ice surface during periods when there is no ice			Hall Lobby Area Lions Room Arena Floor
King City Senior Centre	ALL			N/A
Laskay Hall	ALL			N/A
Nobleton Community Arena	Hall Senior's Room Ice surface during periods when there is no ice			Lobby Area Senior's Room Hall Arena Floor
Nobleton Hall	Because stairs link the two floors of this Facility, either only one level may be used for an SOP Event at any given time or two separate SOP events may be permitted at the same time with no			N/A

NAME OF FACILITY	AREA OF FACILITY ELIGIBLE FOR SOP	SOP NO-SALE EVENTS ONLY	ELIGIBILITY OF FACILITY FOR BEER TENT	AREA OF FACILITY ELIGIBLE FOR A LIQUOR LICENCE
	access between the two Events.			
Schomberg Hall	Because stairs link the two floors of this Facility, either only one level may be used for an SOP Event at any given time or two separate SOP events may be permitted at the same time with no access between the two Events.			N/A
Schomberg Arena	Ice Surface, only when there is no ice, is designated as a facility suitable for Special Occasion Permit Events. Hall			Hall
Trisan Centre	Arena Floor Multi-purpose rooms Lobby Area Curling Ice Floor			Curling Club Lounge

NAME OF FACILITY	AREA OF FACILITY ELIGIBLE FOR SOP	SOP NO-SALE EVENTS ONLY	ELIGIBILITY OF FACILITY FOR BEER TENT	AREA OF FACILITY ELIGIBLE FOR A LIQUOR LICENCE
Pottageville-Kettleby Lions Hall	ALL			N/A
Pottageville Pavilion	This facility may be used for no-sale events only and the Special Occasion Permit and the event must remain within the confines of the facility	✓		N/A
Council Chambers	for hospitality Events, only with Council approval	✓		N/A
Cold Creek Conservation Area	Education Centre – main floor only Visitors Centre Picnic Shelter			N/A
King Township Museum	Gallery Space, Genview Sales floor area	✓		N/A
Nobleton Community Sports Park				
King City Memorial Park				

NAME OF FACILITY	AREA OF FACILITY ELIGIBLE FOR SOP	SOP NO-SALE EVENTS ONLY	ELIGIBILITY OF FACILITY FOR BEER TENT	AREA OF FACILITY ELIGIBLE FOR A LIQUOR LICENCE
Trywhitt Park, Kettleby			✓	
Schomberg Osin Lion's Park			✓	
Wellesley Park, King City			✓	
Pottageville Community Park			✓	

1.2 Designation of Events

1.2.1 Alcohol Prohibited

The serving of alcohol will not be permitted at the following Events, notwithstanding that the Facility is eligible for an SOP or Liquor Licence or carries a Liquor Licence:

- (i) any events where the focus of the event is for youth under the age of 19. For further clarity, the serving of alcohol will not be permitted at any youth events or minor sports events, including banquets. Associated adult evening social Events commencing after 8:30 pm may be permitted, but minors will not be allowed entry to the Event. In the case of daytime Events such as adult tournaments or Community Events, persons under the legal drinking age may enter outdoor licenced areas as long as they are accompanied by a parent or guardian;
- (ii) Persons under the legal drinking age must not be admitted to an Event held after 8:30 pm except in the case of a family occasion such as a wedding, birthday or anniversary celebration;
- (iii) Family Day Events with the exception of Community Events; and
- (iv) outdoor Events, with the exception of Community Events or where a beer tent has been approved as part of an approved Application.

1.3 Designation of Roles

1.3.1 Role of Township Staff

Township Staff will provide a copy of the Alcohol Management Policy to each Event Organizer prior to the making of an Application.

The Director or his or her designate will approve or reject the Application based upon compliance with the Alcohol Management Policy requirements and may add such conditions as the Director, in his or her sole discretion, deems appropriate or advisable for the particular Facility or Event. The Director may require that any of the matters required by this Policy be demonstrated to the satisfaction of the Director prior to the approval of an Application.

The Director or his or her designate may waive specific minor requirements of the Policy, which in his or her sole discretion are appropriate for the Facility or the Event, provided that the waiver is in writing. However, no such waiver shall have the effect, express or implied, of relieving the Event Organizer, the Permit Holder, alcohol caterer or Event Workers from their legal obligations.

1.3.2 Role of the Event Organizer

The Event Organizer is responsible for the management and control of the Event in every aspect, including but not limited to:

- (i) organization, planning and set up of the Event;
- (ii) training of all Event Workers;
- (iii) inspection of the Facility;
- (iv) alcohol service and sales including the choice of beverages so as to avoid the supply of Fortified Drinks or Extra-Strength Drinks;
- (v) the safety and sobriety of people attending the Event including those persons turned away to control the Event or because of intoxication;
- (vi) control of access to the Facility at any time during the occupation of the Facility;
- (vii) response to emergencies including contacting police or other emergency services;
- (viii) the return of the Facility in vacant and proper condition;
- (ix) compliance with the Liquor Licence Act, the SOP or Liquor Licence, the Alcohol Management Policy and any other conditions of the permission for use of the Facility granted by the Township.

Where the Event Organizer is not the person named as the applicant for or Permit Holder, such person shall also be a signatory to the agreement attached as Appendix 5 to this Policy.

It is the Event Organizer's responsibility to ensure that Event Workers and patrons are following the conditions and requirements set out in the LLA, this Policy and other agreements for use of the Facility, and that sufficient numbers of trained Event Workers are in attendance and applied as needed to monitor, manage and control the Event and use of the Facility. The Event

Organizer may nominate an individual or individuals as the Event Delegate to help with management of the event and compliance with the LLA and Policy, but in no event shall such delegation relieve the Event Organizer of their responsibilities, liabilities or duties pursuant to the LLA, the Policy or any agreement with the Township.

The Event Organizer has a duty to report to Township 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 is aware or has been made aware of any LLA or Policy violations. Such report must be provided to Township staff immediately after the Event. Any such report will be considered by the Township in any future Applications made by the Event Organizer.

SECTION 2

2.0 Management Practices

2.1 Conditions for the Use of Alcohol in Township Facilities

The Alcohol Management Policy will apply to all Events where alcoholic beverages are served under an SOP or a Liquor Licence. The Event Organizer must comply with the LLA and all provisions of the Alcohol Management Policy and must ensure compliance by all other persons involved in the Event, including but not limited to the caterer for alcohol service, and, if different from the Event Organizer including the person to whom the SOP was issued.

The Event Organizer must obtain a Permit and must show proof of this to the Director as soon as the Permit is received and before ordering alcohol for the Event.

2.2 Advertising

The Event Organizer shall not permit, cause or allow promotional advertising of the names, brands or manufacturers of alcoholic beverages at an Event that is attended by persons under the age of 19.

2.3 Insurance and Indemnification

Prior to the Event the Event Organizer must obtain confirmation from the Township of the acceptable form and content of insurance and at least fourteen (14) days before the start of the Event, must submit an original Certificate of Insurance to the Township that:

- (i) provides proof of Commercial General Liability insurance in the amount of at least \$2,000,000.00 per occurrence covering legal liability for bodily injury to or damage to property of others issued by an insurance company satisfactory to the Township, and which must at a minimum include the following:
 - (a) A Host Liquor Liability endorsement;
 - (b) The Township of King shown as an additional insured to the policy; and
 - (c) Cross liability/severability of interest clause.
- (ii) shows that coverage is in effect on the dates of the Event . The Certificate of Insurance must be in effect for all dates upon which the Facility is being used or occupied by the Event Organizer, including but not limited to all dates for set up and take down.

The Event Organizer agrees to indemnify and save the Township of King, its elected officials, public officials, employees, agents and servants harmless from all claims, damages, losses and expenses which might arise as a result of the Event taking place.

2.4 Event Workers

- 2.4.1 It is the Event Organizer's responsibility to ensure that all Event Workers participating in the Event are at least 19 years of age, are familiar with and carry out the requirements of the Policy, and the Liquor Licence Act and that they are familiar with the Township Facility to be used for the Event. The Event Organizer shall not use any Event Worker unless the Event Organizer is satisfied that such Worker has been adequately trained and prepared to carry out the responsibilities assigned.
- 2.4.2 The Event Organizer must provide a list of Event Workers to the Director at least one week prior to the Event, along with each Worker's Permit registration number. The Township reserves the right to assign Event Workers to the Event at the sole expense of the Event Organizer.
- 2.4.3 The Event Organizer and all other Event Workers must not consume alcoholic beverages during their attendance at the Township Facility, while on duty or during breaks, nor will they be under the influence of alcohol consumed before going on duty.
- 2.4.4 The Event Organizer or the Event Delegate must attend the Event for the entire duration, including the post Event clean up, and remain in attendance until the Facility is vacated, and shall be responsible for making all decisions regarding the operation of the Event and safe transportation.
- 2.4.5 The Event Organizer must provide sufficient numbers of trained Event Workers to ensure compliance with all requirements of the LLA, the Alcohol Management Policy and all conditions of the SOP and the Township.
- 2.4.6 The chart below sets out the minimum number of Event Workers to guests required for an Event. The actual number, training and types of Event Workers above these minimums shall be decided by and be the sole responsibility of the Event Organizer as required for management and control of the Event, control of the Facility and compliance with the LLA, SOP and the Policy and all responsibilities. The Township shall be at liberty to adjust the minimum Event Worker to guest ratio on an Event-by-Event basis.

Guest to Event Worker Ratio

Number of Guests	Minimum # Event Workers excluding Door Supervisors	Breakdown of Minimum Number of Event Workers		
		Bartenders (All to be Smart serve trained)	Door Supervisors (Each access point must be supervised monitored)	Ticket Sellers
1-60	1	1	Supervisor at each access point	1
61 to 99	2	2	Supervisor at each access point	2
100-199	3	2	Supervisor at each access point	2

200-299	4	2	Supervisor at each access point	2
300-399	5	3	Supervisor at each access point	2
400-499	6	3	Supervisor at each access point	3

- 2.4.7 All Access points to the licenced area of the Facility must be supervised to ensure that those attending the event have been monitored at the door and are not underage, intoxicated or known troublemakers and that underage participants attending family events do not leave or arrive through an unsupervised access area in order to consume alcohol in another location. The number of door supervisors will vary for each Facility depending on the layout of the Facility.
- 2.4.8 Event Workers must be trained by the Event Organizer as to their roles and responsibilities and effective policies and strategies for carry out same.
- 2.4.9 Event Workers shall wear an identification name tag and/or clothing, highly visible in a crowd so that they can be easily identified. Provision of this identification and clothing is the responsibility of the Event Organizer.
- 2.4.10 The Event Organizer and Event Workers must ensure that the physical setting of the Facility is safe for both drinkers and non-drinkers and must ensure that Event participants do not engage in activities that could potentially harm themselves or others.
- 2.4.11 The Event Organizer shall provide a list of all Servers with proof of Smart Serve certification (including their certification numbers). In addition, where Monitors have Smart Serve certification, the Event Organizer shall provide a similar list. Such lists must be provided to the Township at least two (2) weeks prior to the Event.

2.5 Entry, Monitoring and the Serving of Alcohol

2.5.1 Entry and Monitoring

It is the added responsibility of the Event Organizer to train and inform the Event Workers that persons who appear to be under 25 years of age shall be required to show their photograph identification at the ticket purchase area and/or the alcohol service area. The only acceptable form of identification will be an age of majority card or a valid driver's licence.

2.5.2 Refusal of Entry, Removal of persons

The Event Organizer is responsible for and shall ensure that any imposed capacities for facilities and outdoor areas are not exceeded during the course of the Event, and notwithstanding anything in subsections 2.4.5 and 2.4.6 to the contrary, the Event Organizer shall ensure sufficient staffing to control all access points to the Event.

The Event Organizer shall ensure the Event is managed and controlled to prevent dangers to attendees and other persons present, and shall not allow persons to enter the premises that are or appear to be intoxicated. The Permit Holder and Event Workers shall exercise their rights to remove or deny entry to intoxicated persons, aggressive persons, or to unauthorized youths or youths found drinking alcohol. The Event Organizer is responsible for ensuring that the Permit Holder and Event Workers are supported or assisted as required, and that safe transportation

options are offered or arranged where required, and the Permit Holder and Event Workers carry out their responsibilities. If underage drinking is encountered, Event Workers must also report the findings to the Permit Holder.

No persons shall be allowed to consume alcohol outside of the areas designated for consumption either by the Permit or this Policy.

If intoxication, riotous, quarrelsome, violent, aggressive or disorderly conduct is observed at the Event, the Event Organizer and the Event Workers shall:

- (i) first ask the person to leave, and
- (ii) if the individual refuses to leave, call the Police
- (iii) seek any necessary assistance and transportation to maintain control and management of the Event and ensure the safety and protection of persons including Event Workers

2.5.3 Serving of Alcohol

In hosting an Event the Event Organizer must ensure and carry out the following:

- (i) Alcohol tickets will not be sold to anyone under the age of 19 years, or to persons apparently under the age of 25 who do not produce proper identification
- (ii) Alcoholic beverages will not be sold or served to anyone under the age of 19 years, or to persons apparently under the age of 25 who do not produce proper identification
- (iii) Alcohol will not be served to anyone who may appear to be intoxicated
- (iv) Ticket sales for alcohol shall be limited to 2 tickets at one time per person
- (v) Alcohol service shall be limited to 2 drinks per person at one time
- (vi) A floor supervisor must be available upon request to Event Workers who require assistance in managing a person who is refused a sale of alcohol
- (vii) Unused tickets are to be redeemable for cash on demand at any time during the event, to a maximum of six (6) tickets per person
- (viii) Low alcohol drinks must be available throughout the duration of an Event.
- (ix) Non-alcoholic drinks must be available throughout the duration of an Event and must be offered at no charge or at a price substantially lower than that charged for the lowest priced alcoholic drink.
- (x) Other than low-alcohol and non-alcohol drinks, only Standard Drinks shall be available at an Event.
- (xi) No Fortified Drinks shall be available.
- (xii) All beverages served at the Event shall be served only in plastic or paper containers, unless the Director or designate, approves an Application and permits beverages,

including alcohol, to be served in bottles, cans and/or glassware. The decision of the Director may be based upon the nature of the Event and the Facility at which it is to be held. Wine may be served at tables.

- (xiii) All beverage containers whether containing alcohol or not, must remain in the designated service area.
- (xiv) Food shall be available for the duration of the event, and is not satisfied by snack foods such as chips, peanuts, popcorn. Minimally, food consists of sandwiches, cheese, vegetables and dip. Food must not be removed until 12:45 am
- (xv) Event Workers should encourage patrons to consume food, low-alcohol beverages and non-alcohol beverages.
- (xvi) "Last call" will not be announced.
- (xvii) Ticket sales and alcohol service will cease 60 minutes prior to the end of the Event or at the time shown on the Permit, whichever is the earlier.
- (xviii) No tickets shall be sold after 12:30 am
- (xix) No person will be admitted to the Event after 12:30 am with the exception of designated drivers
- (xx) The bar will close no later than 1:00 am and will not re-open
- (xxi) All lights must be turned on at 1:00 am
- (xxii) Participants must leave by 1:30 am
- (xxiii) Facilities must be vacated by 1:45 am
- (xxiv) All evidence of alcohol must be removed by 1:45 am
- (xxv) All alcohol beverages must be cleared from the Facility immediately following the Event
- (xxvi) It is suggested that persons be allowed to redeem their unused tickets for alcoholic beverages at any time during the Event as shown on the Permit
- (xxvii) Marketing practices which encourage increased consumption of alcohol shall be prohibited (eg. oversized drinks, double shots, pitchers, drinking contests, volume discounts).
- (xxviii) Alcohol shall not be offered as a prize in a contest.
- (xxix) No persons shall be allowed to bring in their own alcohol to the Event or allowed to pour their own alcoholic drinks.
- (xxx) A minimum of two (2) York Regional Police paid duty officers must be hired to work at all Events organized for more than three hundred (300) participants, with the Township reserving the right to require same, regardless of the size of the Event

- (xxxi) Whenever possible, police will be notified by the Event Organizer or Event Workers of a potentially risky situation before the situation is out of control
- (xxxii) At masquerade Events, participants shall be required to identify themselves to Event Workers on demand
- (xxxiii) At youth dances, no one who leaves the Event will be readmitted

SECTION 3

3.1 Safe Transportation Strategy

The Event Organizer must demonstrate to the satisfaction of the Director that a safe transportation options strategy will be implemented for attendees of the Event, including for persons who may be denied entry or removed from the event. These safe transportation options include:

- (i) Implementing a designated driver program. Such program shall be advertised at the Event, with designated drivers displaying an appropriate form of identification and receiving free non-alcohol drinks throughout the Event. The designated driver program must also include plans for backup transportation options for safe transport of participants including those for whom the intoxicated person may be responsible; and/or,
- (ii) Sponsor a bus or taxis, or other forms of alternate transportation; and/or,
- (iii) Call or request a friend, relative, or taxi to assist a potentially intoxicated person

The Police must be notified in the event an apparently intoxicated person attempts to drive a vehicle.

The Event Organizer must remain on the premises at least until all attendees have left the property at which the Event is located.

SECTION 4

4.1 Signage

The Event Organizer shall post signage for the event as required under the guidelines of the AGCO, LLA and this Policy, including the following:

- (i) SOP or Liquor Licence
- (ii) Statement of Intoxication
- (iii) RIDE Awareness
- (iv) SOP Accountability
- (v) No Last Call

- (vi) Ticket Sales
- (vii) Proof of Age
- (viii) No-Alcohol Areas
- (ix) Fetal Alcohol Spectrum Disorder
- (x) Designated Drivers
- (xi) Standard Drink Size
- (xii) Service Guidelines

A copy of each of the required signs may be obtained from the Township and form part of Appendix 1 to this Policy.

SECTION 5

5.0 Actions to Enforce

5.1 Duty to Report

The Event Organizer has a duty to report to the Township Staff issues with details of any incident that involves bodily injury or property damage, where a Liquor Inspector under the LLA has made a report on any incident or violation, or where the Event Organizer or Permit Holder is aware or has been made aware of any LLA or Policy violations. Police shall be informed by the Event Organizer as appropriate. Reports shall be made no later than two days after the conclusion of the event, but shall be made immediately where repairs or other action is required to make Township property secure or safe for use. The Event Organizer is responsible to make an immediate report to Township Staff if the Facility becomes unsafe for use, and to take all necessary steps to protect and exclude persons, erect barriers, give warnings and provide any other protection needed until Township Staff take control over the unsafe area.

5.2 Failure to Comply

- 5.2.1 Where there has been a failure to comply with the Liquor Licence Act, the police or the AGCO through a Liquor Inspector under the LLA, may intervene for enforcement purposes and may, at their discretion or other authority, terminate the Event. The Township of King may similarly cancel, intervene in or terminate the Event for violations of the Policy. It remains the responsibility of the Event Organizer to manage the event and to take appropriate actions, including ending the Event, vacating the Facility, maintaining insurance and any conditions of insurance, and providing safe transportation options. Regardless of the reason for termination of the Event, the Township will not be responsible for any compensation to the Event Organizer or affected persons or their resulting financial losses.
- 5.2.2 The Director will subsequently inform the Event Organizer and any organization they represent via registered letter that there has been a violation of the Policy and any imposed consequences or penalties.

5.3 Penalties

- 5.3.1 Where the Event is terminated under the Policy or agreement with the Township there will be no financial compensation by the Township. Additional penalties for failure to comply may include, but are not limited to the following:
- (i) The Event Workers may report any infraction of this Policy to legal authorities whenever they believe such action is required.
 - (ii) Any infraction of the Policy will be reviewed by the Director and appropriate Facility committee.
 - (iii) A registered letter describing the problem will be sent by the Director to the Event Organizer and Permit Holder with a copy to the appropriate Facility committee.
 - (iv) Where underage youth are found to have consumed or to be consuming alcohol at an Event, police must be called by the Event Organizer or Permit Holder and may be called at the sole discretion of the Director.
 - (v) Where adults and/or youth engage in disruptive behaviour at an Event, authorities may be called at the discretion of the Event Organizer, Permit Holder or the Director.
 - (vi) When individuals are found to be consuming alcohol in no-alcohol areas, police will be called to enforce the law.
 - (vii) Where a Permit Holder or Event Organizer contravenes this Policy, they will be barred from renting any Facilities for a period of one year. Following the one year period, the Event Organizer or Permit Holder will be required to obtain or update Smart Serve training at his/her own expense prior to being reconsidered for rental of any Facilities and must demonstrate, to the satisfaction of the Director, that compliance with the Policy will occur at future Events.
 - (viii) Should an Event Organizer or Permit Holder contravene Policy a second time, she/he will be permanently barred from renting any Facilities.
 - (ix) Event Workers who contravene the Policy will be removed from the Smart Serve workers list for a period of one year.
 - (x) Event Workers who contravene the Policy a second time will be removed from the Smart Serve workers list for a period of one year and be required to obtain further Smart Serve training at their own expense.
 - (xi) Should an Event Worker contravene the Policy a third time, she/he will be permanently barred from working at any Events in any Township Facilities.

SECTION 6

6.1 Policy Support

The Alcohol Management Policy will undergo a periodic review based on change within the industry standard and updated as required. A call for review could be initiated by the following: Community Services, Public Health Services, Public Works or Corporate Services.

APPENDIX 1

SIGNS TO BE POSTED AT FUNCTION/EVENT

(SEE 11X17 SIGNS ATTACHED)

APPENDIX 2

SPECIAL OCCASION PERMIT INFORMATION SHEET

A Special Occasion Permit is required if you are planning to sell or serve liquor at special occasions, such as weddings, charity fundraisers and receptions. SOP's are available for any type location other than a residence, but common areas of multiple unit residential building are not disqualified. It is unnecessary to obtain an SOP if an event is already being conducted under the authority of a caterer's endorsement.

A Special Occasions Permit will only be issued if the Event is not intended to be held for gain or profit.

Special Occasion Permits are issued from select Liquor Control Board of Ontario ("LCBO") stores located throughout the province.

Permit applications must be submitted to a LCBO permit issuing store 30 days before the event takes place except for indoor reception events which require only 10 days' notice.

The following stores issue Special Occasion Permits in the Area:

LCBO Schomberg
17240 Highway 27
Schomberg ON
L0G 1T0
905-939-8191

LCBO Bolton
30 McEwan Drive East
Bolton ON
L7E 2Y3
905-857-2620

LCBO Aurora
14824 Yonge Street
Aurora ON
L4G 1N3
905-727-9722

LCBO Newmarket
17555 Yonge Street
Newmarket ON
L3Y 5H6
905-895-6341

More information is available at www.LCBO.com

APPENDIX 3

SMART SERVE INFORMATION SHEET

Smart Serve Ontario is a non-profit organization dedicated to developing and delivering a responsible service training program to all individuals who serve alcohol beverages or work where alcoholic beverages are served in the Province of Ontario.

Smart Serve Ontario is recognized by the Alcohol and Gaming Commission of Ontario as the official delivery agent of the Smart Serve Responsible Alcohol Beverage Service Training Program in the Province of Ontario. Developed originally for the licensee, the Smart Serve program has proven beneficial for all individuals engaged in the sale and service of alcohol beverages.

The Smart Serve Training Program

The Smart Serve Training Program has been designed to promote the responsible service of alcohol as it pertains to the current liquor laws in the Province of Ontario.

This training program provides valuable information to individuals on the responsible service and sale of alcohol beverages. It will enable you to take a pro-active approach to serving alcohol responsibly.

The Smart Serve Training Program has been developed by Smart Serve Ontario, a division of the Hospitality Industry Training Organization of Ontario (HITOO), and endorsed by the AGCO.

Smart Serve training is mandatory for the following individuals:

1. New liquor sales licence holders, including new licence applicants, licence transfer applicants and temporary transfer applicants intending to operate an establishment. In addition to licence holders, all managers, servers of beverage alcohol and security staff must hold Smart Serve certificates;
2. Stadium licencees, their managers, servers and security staff;
3. Course marshals and employees dispensing liquor from vending carts on golf courses that hold a Golf Course Endorsement;
4. Holders of Caterer's Endorsements and servers and security staff working at catered events; and
5. Where ordered by the AGCO (i.e. disciplinary cases).

For more information visit www.smartserve.org

Online training is available for groups and individuals

APPENDIX 4
FUNCTION CHECKLIST

Function Date: _____ Time: _____ Renter's Name: _____

FUNCTION INSPECTION

Insurance	Statement of Intoxication sign	Alcohol Policy Understood
Permit Obtained	RIDE Awareness sign	Physical setting safe
Permit Posted	Accountability Sign	Entrance is supervised
Smart Serve Bartender(s)	No Last Call Sign	Floor Supervised
Smart Serve Ticket Seller(s)	Ticket Sales Sign	Plastic and Paper cups
Alcohol Policy is on-site	Proof of Age Sign	Food/Snacks are provided
Rental Complete	No Alcohol Area Sign	List of Event workers
Exits Unlocked	Fetal Alcohol Syndrome Sign	Renter present at event
Exits Supervised	Designated Drivers Sign	Event workers all have visual identification
Non-alcoholic beverages are available	Standard Drink Size Sign	

Inspection complete ↑

Renter's Signature: _____ Date: _____

Facility Supervisor's Signature: _____ Date: _____

APPENDIX 5
SPECIAL OCCASION PERMIT HOLDER AGREEMENT

Name of Team/Group: _____

Name of Event Organizer: _____

Certification:

1. I have received and reviewed a copy of the Alcohol Management Policy for Township Facilities.
2. I agree to adhere to the conditions of this Policy and the Liquor License Act of Ontario.
3. I understand that if an infraction of the Policy occurs, the Township of King may warn or suspend my organization from using any of the Facilities for a period of one year.
4. 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.
5. I understand that York Region Police and a Liquor License Board Inspector can lay charges for infractions of the Liquor License Act of Ontario or other relevant legislation.
6. I agree to satisfy the liability insurance requirements and indemnification in accordance with Section 2.3 of the Policy.

Signature: _____

(Contact person with signing authority)

Position: _____
please print

Office Use

Agreement Received By: _____
Signature of Parks Recreation and Culture Department Staff

Date: _____