



MUNICIPAL ALCOHOL POLICY (MAP)

TITLE: Municipal Alcohol Policy (MAP)
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TOWNSHIP OF WEST LINCOLN
MUNICIPAL ALCOHOL POLICY – POL-REC-01-2020

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1.0 Introduction

The Township of West Lincoln owns and manages facilities and property where alcohol consumption is not permitted and other facilities and property where alcohol consumption is permitted under the authority of a Special Occasion Permit through the Alcohol and Gaming Commission of Ontario.

The Township of West Lincoln has developed this Municipal Alcohol Policy in order to:

- Promote a safe, responsible and enjoyable environment for those who use these facilities.
- Prevent alcohol related problems that may arise from alcohol consumption within its facilities and parks.
- Provide a reference tool for the standard operating procedures for event organizers to successfully operate events that include the service of alcoholic beverages.

Problems arise with the irresponsible consumption and selling or serving of alcoholic beverages. These problems can affect not only the person or persons consuming alcohol, but other people who use the facilities and the general public. These problems may include:

- Injuries to persons consuming alcohol or other individuals
- Vandalism and destruction of municipal property
- Police attending at municipal property
- Liability action arising from alcohol related injuries or deaths resulting in claims against the Township
- Suspension or loss of alcohol permit privileges by the Alcohol and Gaming Commission of Ontario
- Possible increased insurance rates as a result of alcohol related incidents
- Loss of insurability should the insurer's risk assessment escalate
- Charges laid against the Township under the Liquor License Act by the Alcohol and Gaming Commission of Ontario
- Loss of enjoyment by persons who abstain from consuming alcohol and by person's who drink responsibly
- Complaints lodged by offended parties

In most cases, these problems will not be attributable to individuals who drink moderately, or to those who respect the rules regarding alcohol consumption. It is believed that the majority of these problems arise from individuals who engage in four specific practices:

- Underage consumption of alcohol
- Consumption of alcohol in unlicensed areas
- Consuming alcohol to the point of intoxication
- Driving while intoxicated

To the extent that these four practices can be reduced, the likelihood of alcohol related problems correspondingly diminish. For those individuals who do not engage in these targeted practices, the Policy will be minimally intrusive. It is not the intention of this Policy to stand in opposition to legal and responsible drinking.

2.0 Definitions

Designated Drivers

Persons who abstain from drinking alcohol at an event and who will agree to drive other members of their party home safely.

Duty of Care

The Supreme Court of Canada has imposed a general common duty on providers of alcohol to protect their intoxicated patrons or guests from harm.

Event Organizer/Sponsor (see Permit Holder)

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

Event Workers

Individuals who serve or sell liquor or are involved in an alcohol event.

Extra-strength Drinks

Drinks that contain alcohol in excess of the standard drink (see Standard Drink).

Facility Rental Contract

A rental agreement between the Township/Hall Boards and facility renters.

Intoxication

Under the influence of alcohol, to the extent that a person's physical or mental functioning is substantially impaired.

Light Beer

Less than 5 percent alcohol content by volume, usually 4 percent.

Liquor Licensing Act

Each province or territory has a liquor license act, which outlines the laws regarding the sale and service of alcohol.

Municipal Alcohol Policy (MAP)

A local policy option for municipalities to manage events held in municipally owned facilities when alcohol is sold or served.

Occupier

The Ontario Occupiers' Liability Act defines an occupier as anyone who controls the premises and has the power to admit or exclude entrants. Depending on the facts, several parties may be considered to be co-occupiers of a place.

Occupiers' Liability Act

The Ontario Occupiers' Liability Act states that an occupier of premises owes a duty to take such care as in all the circumstances are reasonable to see that persons entering on the premises, and the property brought on the premises by those persons, are reasonably safe while on the premises. Under the Occupiers' Liability Act of Ontario, municipalities as owners/occupiers, have the duty to prevent foreseeable harm to anyone who enters or is in the facility.

Outdoor Alcohol Event

An area within parkland or a parking lot that is specifically fenced and licensed to serve alcohol.

Outdoor Events

Events that take place outdoors in an open space within a permanent (pavilion) or temporary (tent) structure.

Parkland

Open space owned and/or operated by the Township of West Lincoln

Parking Lots

Areas owned by the Township of West Lincoln for the purpose of parking motor vehicles.

Permit Holder (Event Organizer/Sponsor)

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

Public Events

A public event is one that is conducted by a registered charity, and not for profit entity, a significant entertainment event, or an event of municipal, provincial, national or international significance.

Private Events

Event that is not open to the public.

Open Events

Events open for the public to attend or that involve ticket sales (i.e. Buck and Does, Fundraisers, etc...)

Special Occasion Permit

A liquor license issued by the provincial licensing authority for one-time social events where alcohol will be sold or served.

Standard Drink

= 12 oz. 5 percent alcohol content Beer; or

= 5 oz. 12 percent Wine; or

= 1 ½ oz. 40 percent spirits

3.0 Purpose of the Policy

The Policy will ensure that clear, responsible guidelines are in place to assist in the prevention of alcohol related problems thereby allowing for the enjoyment of those who use the Township of West Lincoln facilities. By reducing the potential for alcohol related problems, the Township of West Lincoln simultaneously seeks to reduce the users' loss of enjoyment of the facilities/events, reduce the risk of injury and death, and reduce the risk of liability actions.

4.0 Areas Designated For Conditional Use of Alcohol

The consumption of alcoholic beverages is prohibited in the majority of Township of West Lincoln owned or controlled facilities and properties. The Township of West Lincoln Council may change the designation of any site at its discretion. Township of West Lincoln facilities and property that are designated as suitable for Special Occasion Permit functions are listed in **Appendix "A"**. Appendix "A" also outlines the type of events (Open Events; Outdoor Alcohol Event; Outdoor Event; Public Event; or Private Event) that is allowed in that facility/property.

5.0 Certification/Training - Smart Serve Program

In order to allow the usage of a Township of West Lincoln facility for a Special Occasion Permit function, the event sponsor must use bartenders, servers, alcohol ticket sellers, and door monitors with certification from a recognized Ontario-based server program and must ensure that caterers have all personnel who have contact with the sale or service of alcohol trained under the Smart Serve Program. When event workers are supplied by the facility renter, Smart Serve Program certification must be provided two (2) weeks prior to the event to the designated Township staff (see **Appendix "C"**).

The Smart Serve Program has been developed by the Hospitality Industry Training Organization of Ontario, and is recognized by the Alcohol and Gaming Commission of Ontario. It introduces participants to the following topics:

Effects of Alcohol

- Standard drink
- Alcohol and the body
- Blood alcohol concentration and factors affecting it
- Signs of intoxication

Legal Issues

- The Liquor License Act
- Civil Liability

Maintaining a Safe and Enjoyable Atmosphere

- Age identification
- Controlling number of drinks served
- Managing the intoxicated person
- Establishing policies

The Event Organizer/Sponsor must ensure the presence of trained bartenders, servers, alcohol ticket sellers and door monitors at alcohol related events as set out in **Appendix “B”**, to manage the risk and responsibilities as the owner of the facility.

6.0 Safe Transportation Strategy

The best policy is to avoid intoxication, however, the Event Organizer/Sponsor are required to provide safe options for transportation. The risk of liability is especially high when an intoxicated driver leaves an alcohol related event. Safe transportation options are essential since the only way to sober up an intoxicated person is with time.

Event organizers are required to promote safe transportation options. Examples of safe transportation options:

- Arranging a designated driver
- Informing participants of taxi service if available
- Transportation provided by the event sponsor
- Warning the intoxicated person that the police will be called should they attempt to get behind the wheel of a vehicle
- Calling the police if an intoxicated person attempts to drive

7.0 Strategies for Preventing Problems

The Event Sponsor must demonstrate that there are sufficient controls in place to prevent intoxicated or rowdy individuals from entering the event and that intoxicated or rowdy individuals will be refused service and safely escorted from the event. In order to be eligible for a facility rental contract for a Special Occasion Permit function, the event sponsor must demonstrate that sufficient controls are in place to the satisfaction of the Chief Administrative Officer (CAO), or designate(s), for events held in Facilities, Parks, or in Parking Lots; or any Township of West Lincoln owned or operated property.

8.0 Special Occasion Permit

A copy of Township of West Lincoln Municipal Alcohol Policy will be provided to the Special Occasion Permit Holder at the time of application for a Facility Rental Contract and the Permit Holder must sign in the applicable spot that he/she has read, understands and agrees to comply with the rules stated within this Municipal Alcohol Policy (**Appendix “J”**).

8.1 The CAO, or designate(s) Township Staff, for events held in facilities, parks, parking lots; or any Township of West Lincoln owned or operated property in conjunction with the NRP., have the right to determine whether security or police will be required to be present based upon the event type and estimated attendance (**Appendix “D”**). All costs will be the responsibility of the event organizer.

8.2 The CAO, or designate(s) Township Staff may, depending on the nature of the event or issues, bring the matter to Council for consideration and approval.

- 8.3 The Special Occasion Permit Holder must assume responsibility for any incident or violation of the Policy that may endanger participants at the Special Occasion Permit function and must ensure all entrances and exits to the event are adequately supervised as set out in **Appendix “B”**.
- 8.4 The Special Occasion Permit holder is encouraged to acquire Smart Serve Program training.
- 8.5 The Special Occasion Permit Holder or designate who is named on the form provided by the Registrar of Alcohol and Gaming Commission of Ontario, must be present for the duration of the entire event. The Special Occasion Permit Holder must ensure that the Special Occasion Permit is submitted to the designated Township Staff at least two weeks prior to the event and that any form naming a designate is posted with the Special Occasion Permit.
- 8.6 The Special Occasion Permit Holder or designate is responsible for decision making during the event, and therefore, the Special Occasion Permit Holder and all other event staff must not consume alcohol.
- 8.7 The Permit Holder must ensure that the Special Occasion Permit and levy receipt (for liquor sale events) are available upon request during the entire time the event is in progress.
- 8.8 The Special Occasion Permit holder must follow the event worker ratio as outlined in **Appendix “B”**.
- 8.9 When event workers are supplied by the facility renter, the Special Occasion Permit holder must provide a list two weeks prior to the event of door monitors, bartenders, servers and alcohol ticket sellers with their proof of certification and shall post the list with the group’s Special Occasion Permit (**Appendix “C”**).
- 8.10 The Permit Holder must ensure all event workers, are of the age of majority, and where required, recognized as certified under a Smart Serve program. Age of majority for serving alcohol is 18 years old but for drinking alcoholic beverages is 19 years old. Food catering and kitchen staff that is not involved in the service of alcohol is not required to be 18 years of age.
- 8.11 The Permit Holder must ensure no event workers (door and floor monitors, bartenders, servers, alcohol ticket sellers etc.) consume alcohol.
- 8.12 The Permit Holder must ensure that all door and floor monitors, bartenders, servers and alcohol ticket sellers, acting in official capacity at the event, wear a name tag or some type of identification that states they are event workers such as T-shirts or vests, if required by the Township of West Lincoln.
- 8.13 The Permit Holder shall advise event workers with respect to admittance of persons who are underage and of the right to refuse admittance to an individual who appears intoxicated.

- 8.14 The Permit Holder must ensure that event workers know evacuation procedures and the location of entrance and exit accesses.
- 8.15 The Permit Holder shall ensure that event workers have a method of counting attendees to ensure the permit and building capacity is not exceeded, (example collect tickets and/or count clicker). It is the responsibility of the event sponsor to ensure that the building/attendance capacity is not exceeded during the event. If capacity is exceeded, the Township of West Lincoln staff has the right to close the event.
- 8.16 The Permit Holder shall ensure that the only acceptable form of identification for proof of age will be:
- a valid Driver's License with photo
 - Canadian passport with photo
 - Canadian Citizenship Card with photo,
 - A Canadian Armed Forces Identification
 - Bring Your Identification (BYID) Card issued by the Liquor Control Board of Ontario
 - A photo card issued by the Alcohol and Gaming Commission of Ontario
 - Secure Indian Status (Canadian)
 - Permanent Resident Card (Canadian)
 - Any photo card issued under the Photo Card Act, 2008
- 8.17 The Permit Holder shall ensure that at all times, bottle or draft beer of a light variety shall be offered, and a sign indicating availability be posted with the Special Occasion Permit and shall ensure that alcoholic beer or coolers of the standard 5.0% or less are emphasized as opposed to premium beers or wine coolers of greater alcoholic content.

RATIONALE: Low alcohol content beverages MAY help prevent intoxication by providing responsible consumers with an opportunity to consume less alcohol and avoid becoming intoxicated although some consumers may consume more volume of the low alcohol content beverages resulting in intoxication anyway. A patron consuming a regular beer (at 5% alcohol) would have to drink two “extra light” beers (at 2.5% alcohol) to ingest the same amount of alcohol. Similarly, light beer (at 4% alcohol) represents a 20% reduction in alcohol intake.

- 8.18 The Permit Holder shall ensure that no “Last Call” is announced and no “Happy Hours” are offered. The permissible start time shall be no earlier than 11:00am for the sale of alcohol.
- For West Lincoln Community Centre Facility, the Permit Holder must ensure that the bar area is closed 30 minutes before the building is closed, and that the alcohol is removed from the facility by the time the building closing hour, in accordance with the requirements of the Special Occasion Permit. The Township of West Lincoln reserves the right to restrict “sale hours” for Special Occasion Permit functions during hockey games, hockey tournaments, and sporting events in arena and parks.
- 8.19 The Permit Holder, at an event where alcohol tokens or alcohol tickets are sold, shall advertise that cash will not be refunded for unused alcohol tickets (refer to **Appendix “F”**).

The Permit Holder shall ensure that the time the sale of alcohol will end is posted.

RATIONALE: This should prevent people from feeling cheated if they have not used all their tickets or tokens. If it is a fundraising event, it is likely that attendees would not cash in their tickets but consider that they are making a donation to the event.

- 8.20** The Permit Holder shall ensure that non-alcoholic beverages shall be available at all times and that non-alcoholic beverages are provided at a cost significantly lower than alcoholic beverages and in accordance with the Special Occasion Permit that an adequate supply of food is available to persons attending the event.
- 8.21** The Permit Holder shall ensure that if alcohol is to be given as a contest prize, it is given in the form of a gift certificate or properly packaged so that no consumption of the gifted alcohol occurs during the event.
- 8.22** The Permit Holder shall ensure that any beverage being served at a Special Occasion Permit function will be served in plastic or paper cups unless otherwise authorized by the designated Township of West Lincoln staff. It is strongly recommended to use different coloured plastic or paper cups in order to distinguish between the alcohol and non-alcoholic drinks.
- 8.23** The Permit Holder shall ensure that no marketing practices which encourage increased consumption, i.e. oversized drinks, double shots, pitchers of beer, drinking contests, volume discounts (example \$3.00 each or 5 for \$14.00) are permitted.
- 8.24** The Permit Holder shall ensure that no more than five (5) drink tickets are sold to any one person at any one time. In the event of private events, bottles of wine will be allowed to be served. Please refer to the Low Risk Drinking Guidelines as provided in **Appendix “E”**.

RATIONALE: Table consumption can be moderated by not selling rounds of large numbers of tickets - a strip of twenty, for example.

- 8.25** The Permit Holder shall ensure that no more than two (2) drinks are served to any one person at any one time.

RATIONALE: By limiting the number of drinks participants may purchase at one time the alcohol ticket sellers, floor monitors, bartenders and servers are provided with more opportunities to observe participants for signs of intoxication.

- 8.26** The Permit Holder shall ensure that the following signs are posted at every event where alcohol is being served:
- A sign at the alcohol ticket sales table as set out in **Appendix “F”**.

- A sign as set out in **Appendix “G”** shall be prominently posted at the bar and at the alcohol ticket-selling table.
- Signs as set out in **Appendix “H1” and Appendix “H2”** for the Reduce Impaired Drivers Everywhere (R.I.D.E.) program and Sandy’s Law respectively, shall be prominently posted at the main exit.

RATIONALE: This sign politely informs participants that police regularly conduct roadside sobriety spot-checks. As a result, drivers are aware of the threat that they could be stopped by police if they drink and then drive. It also supports the non-drinking driving behaviour of law-abiding citizens.

Sandy’s Law is an amendment to the Liquor License Act (LLA) that makes it an offense to sell or supply liquor unless; a sign is displayed warning women that drinking alcohol during pregnancy can cause Fetal Alcohol Spectrum Disorder (FASD).

9.0 Requirements for Outdoor Public Events

- 9.1** Any event held outdoors on Township property has additional requirements. The following is directly related to the designated areas of parkland or parking lot that has been licensed to sell alcohol. Interpretation of the requirements shall be clarified upon request for the permit holder by Township Staff.
- 9.2** The sale of alcohol must conclude one hour prior to the events closure.
- 9.3** It is recommended that an applicant forward a request for a tentative booking of the parkland/parking lot space ninety (90) days in advance. It takes approximately sixty (60) days to process the necessary documents for a beer garden, however, smaller community special events may require less time. Special Occasion Permits for a community festival or significant event will require a resolution from the Township of West Lincoln Council. All outdoor events are required to complete a “Special Events Application”.
- 9.4** If it is expected that fewer than 5,000 people will be attending the event, the applicant must give 30 days written notice prior to the event date or 60 days written notice if more than 5,000 people are expected at the event. The Municipality, Police, Fire and Health Unit must be informed of the event, identifying the date, time, location, expected attendance and the physical boundaries of their request. This should include a detailed map showing the dimension of the area, including entrances, exists, and fencing locations.
- 9.5** Outdoor areas for serving alcohol shall be double fenced (each fence shall be a minimum of 1.2 metres high with a minimum distance of 1.5 metres between the two fences).

9.6 Requests must be completed in full, prior to the issuance of the permit and copies submitted to Township of West Lincoln staff.

9.7 Installation of Tents/ Poles:

On many Township of West Lincoln properties, there are underground utilities. Before installing fencing, tents, poles or pegs, the Permit Holder must arrange utility locates if required and should allow three (3) weeks to obtain locates.

If a tent or marquee is utilized, the Permit Holder must also obtain a building permit from the Building & Bylaw Department prior to erecting (usually takes 1 – 2 weeks).

The following information must be shown on two sets of drawings submitted with the Building Permit Application for erection of a tent:

- The site plan showing the location of the tent in relation to other buildings and other tents, and dimensions from lot lines, buildings or structures.
- The tent must be at least 3 metres away from any fence or flammable materials.
- The interior layout and use of the tent, (example: tables, chairs, counters and other fixtures) must be shown.
- The location of the fire extinguishers.
- A letter or copy of test, re: conformance to CAN/ULC S-109 M – standard for flame spread rating (available from tent supplier).
- If the tent exceeds 225 m² (2,420 sq. ft.) plans shall be designed and stamped by a professional engineer.
- Confirmation of final inspection by a professional engineer shall be submitted to the Building Department prior to occupancy being permitted.
- Confirmation of final inspection by the Electrical Safety Authority shall be submitted for any electrical equipment installed, temporary or otherwise, as required by the Ontario Electrical Safety Code.

9.8 All Permit Holders must adhere strictly to the Alcohol and Gaming Commission of Ontario regulations related to location and types of events, as well as to the policies of the municipality regarding the size of beer garden, setups, tables, washrooms, tents, fencing, recycling containers, distribution methods, garbage clean-up, supervision, noise by-law, parking and entrance and exit access.

The appropriate departments may provide assistance upon all approvals being in place to groups addressing the physical “atmosphere of the grounds” being those items referred to above. A fee will be charged, (unless otherwise indicated) to the applicant for required services in terms of materials, supplies and labour prior to, during and after the event.

9.9 The Permit Holder must adhere to the Ontario Fire Code and any other current legislation.

- 9.10 The Permit Holder must ensure occupant load is posted if it exceeds 60 persons for outdoor events.
- 9.11 As required by the Special Occasion Permit, the Permit Holder must ensure physical barriers are set in place whereby the group or organization can readily monitor patrons within the assigned area.
- 9.12 The Permit Holder shall notify the Building & By-law Department, Fire Services and the Niagara Region Regional Health Unit for all necessary inspections prior to occupancy and use of the structure.
- 9.13 The Permit Holder shall ensure the Building Permit is posted and clearly visible during the entire time the tent is erected.
- 9.14 Concession operations within fenced in area - The Permit Holder must ensure food service is provided within/surrounding the area designated for the Outdoor Alcohol Event, where food is being sold, served or prepared at such events, the Permit Holder must obtain a letter of permission from the Niagara Regional Health Unit. Requests for concession operations must be submitted by the group with the original application and forwarded to the designated department.
- 9.15 The Permit Holder must ensure fire extinguishers are provided in the cooking/serving area. The number of fire extinguishers will be determined in consultation with Fire Services. The Permit Holder must ensure all exit aisles are kept clear.
- 9.16 The Permit Holder must obtain the Township of West Lincoln approval in advance to charge admission fees to the grounds. Specific details on the reasons for the charges, expected income and rates must be submitted for approval.
- 9.17 When deemed necessary, the Permit Holder shall ensure security measures are to be implemented in consultation with the Township of West Lincoln and Niagara Regional Police (**see Appendix "D"**) and must institute overnight security to prevent against theft and vandalism.

10.0 Policy Violation Procedures

- 10.1 Any individual or organization bringing alcohol on designated Township of West Lincoln properties must have a Special Occasion Permit and before obtaining a Special Occasion Permit must have prior approval from the Township of West Lincoln.
- 10.2 In the case of patrons who are intoxicated to the point that they must be refused service, the Permit holder or designated event staff must implement their Safe Transportation Strategy (see item 5.0)
- 10.3 The Permit Holder shall ensure the Police are notified in the event the person refuses to take advantage of the options presented by the event sponsor, bartenders, or Township of West Lincoln staff on duty.

- 10.4** A violation occurs when the Special Occasion Permit holder fails to comply with any of the provisions of the Liquor License Act of Ontario or its regulations, or with any of the terms and conditions, or the Municipal Alcohol Policy.
- 10.5** A participant at the event, Township of West Lincoln staff, a member of the Niagara Regional Police, Township of West Lincoln Fire Services, Building Inspector, Municipal By-Law Enforcement officer and/or an Inspector of the Alcohol and Gaming Commission of Ontario can intervene when he/she encounters a violation of the Policy.
- 10.6** All violations must be reported to the designated municipal staff as soon as possible within 24 hours of the occurrence, or by the start of the next working day, and municipal staff must file an Incident Report.
- 10.7** A member of the organizing group, the Special Occasion Permit holder, or monitor may intervene by informing the offending individual(s) of the violation, and ask that it be stopped or corrected. Members of the organizing group, the Special Occasion Permit Holder and monitors are encouraged to intervene in this way because intervention at other levels could ultimately result in a loss of privileges and possible criminal charges.
- 10.8** Depending upon the severity of the violation, Township of West Lincoln staff may request the organizers of the event to stop the violation, or the police may close down the Special Occasion Permit portion of the event.
- 10.9** The organizers will not be reimbursed for any financial loss, which may be incurred as a result of this action. Should the organizers refuse to comply, staff may call the Police for enforcement. If an event becomes “out of control” and requires additional assistance from the Niagara Regional Police or Township of West Lincoln Fire Services, the Special Event Host/Permit Holder will be responsible for the costs.
- 10.10** All violations will be reviewed by the Township CAO or designate(s) who may terminate (no further rentals), suspend, or modify the rental privileges of the individual or organization.
- 10.11** Where the Special Occasion Permit holders have violated the Municipal Alcohol Policy, the event sponsoring organization will be sent a registered letter advising of the violation, and indicating that no further violations will be tolerated.
- 10.12** Township of West Lincoln and/or the Alcohol and Gaming Commission of Ontario may revoke the license for an event if there is a history of problems with the event.
- 10.13** Should the Special Occasion Permit holder violate the Policy within one year of receiving notice of their first violation, the organizers or any person associated with the group, will be suspended from Special Occasion Permit privileges at all Township of West Lincoln facilities for a period of not less than one year. A registered letter will be sent to the Special Occasion Permit holder and event sponsoring organization advising of the suspension.

- 10.14** The Police or an Inspector of the Alcohol and Gaming Commission of Ontario may intervene in a violation of this Policy on his/her initiative, or in response to a request from either a Township staff member or a member of the general public. Depending upon the severity of the infraction, charges may be laid under the Liquor License Act of Ontario, or any other relevant legislation.

RATIONALE: In order not to penalize other responsible organizations' and individuals' from using facilities, violators of this policy should be identified and prevented from using Township of West Lincoln facilities in order to continue to reduce liability and risk exposure of the Township of West Lincoln. The Alcohol and Gaming Commission of Ontario has the authority to refuse to issue Special Occasion Permits for a particular facility if there has been evidence that the laws have been violated during an event.

11.0 Policy Monitoring and Revisions

The Township of West Lincoln reserves the right to introduce other conditions from time to time at its discretion. This policy will be reviewed by Senior Management Committee and staff at a minimum of every two years or after legislative changes. Policy revisions will be forwarded to the Township of West Lincoln Council for approval.

12.0 Special Occasion Permit Holder Agreement

Any approval given by the Township of West Lincoln for a Special Occasion Permit event will be conditional upon the event sponsor agreeing, in writing, to follow the Municipal Alcohol Policy (**Appendix "J"**) and upon proof of a Special Occasion Permit being issued.

13.0 Insurance/Special Occasion Permit

Individuals or groups sponsoring a Special Occasion Permit function at a Township of West Lincoln facility or event listed in the Municipal Alcohol Policy, must provide proof of the Special Occasion Permit and a Certificate of Insurance (**Appendix "I"** sample format only) to the appropriate municipal staff (Facility Booking Staff or designate) as listed, at least two (2) weeks prior to the event.

- 13.1** The Certificate of Insurance must show that the event sponsor has a minimum of two million dollars (\$2,000,000) commercial general liability insurance coverage that must include a Host Liquor Liability endorsement, and that The Corporation of The Township of West Lincoln is named as an additional insured on this policy.
- 13.2** The actual insurance limits required may be increased at the discretion of The Township of West Lincoln should it be determined that the risk involved with the event dictates a higher limit of insurance. This will be determined based on information provided as part of the Special Events Application Process.
- 13.3** A Permit holder will be required to enter into an Agreement to indemnify and save The Township of West Lincoln harmless from all claims arising from the Special Occasion Permit or event.

- 13.4** Any event taking place on Township of West Lincoln property (parks, parkland, arena, community centres, etc.) shall require the Permit Holder to enter into a Facility Rental Contract.
- 13.5** Third party liability insurance for events is available for purchase through the Township of West Lincoln. Information is available at time of booking through the facility booking office.

14.0 Township of West Lincoln Functions

The Municipal Alcohol Policy is to be included as part of The Township of West Lincoln Corporate Policy and Procedures, and circulated to all staff and committees who organize and operate functions on behalf of The Township of West Lincoln where alcohol may be served. This will ensure that those individuals involved in operating licensed events on behalf of The Township of West Lincoln are informed of the Municipal Alcohol Policy and their legal responsibilities.

15.0 Additional Fees

The Township of West Lincoln reserves the right to charge the Event Sponsor and the Special Occasions Permit Holder additional fees that may be required to host the event. Additional cost may be but not limited to dust suppressant, facility and field rentals, parking, staffing, damages, clean up, etc.

Appendix “A”

AREAS DESIGNATED FOR CONDITIONAL USE OF ALCOHOL UNDER SPECIAL OCCASION PERMITS

The following facilities and park areas are designated as suitable for Special Occasion Permit functions subject to the Event Organizer obtaining a Special Occasion Permit from the L.C.B.O. and agreeing to the conditions as set out by the Municipal Alcohol Policy.

RENTAL FACILITIES

(Facilities available for rent by the general public)

FACILITY & LOCATION	DESIGNATED AREAS	EVENT TYPE
COMMUNITY CENTRES		
West Lincoln Community Centre	• Parking Lot / Green Space	Private / Open / Public
	• Arena Floor When Ice Is Out	Public
	• Arena Spectator Seating	Public
	• 2 nd Floor Community Rooms	Private
Wellandport Community Centre	• Hall	Private / Open / Public
Silverdale Community Centre	• Hall	Private / Open / Public
Caistor Community Centre	• Hall	Private / Open / Public
LIBRARIES		
Smithville Library (WLCC)	• Library Area	Private
	• Boardroom & Program Room	Private
Wellandport Library	• Library Area	Private
	• Boardroom	Private
Caistorville Library	• Library Area	Private
	• Boardroom	Private
PARKS		
Leisureplex	• Parking Lot & Designated Green Space	Private / Open / Public
Wellandport Community Park	• Parking Lot & Designated Green Space	Private / Open / Public
Caistor Community Park	• Parking Lot & Designated Green Space	Private / Open / Public
	• Pavilion	Private / Open / Public

EVENT TYPE DEFINITIONS:

- Private:** Event that is held by invitation only and is not open to the public. (Examples: Meetings, Bridal and/or Baby Showers; Religious Sacraments; etc.)
- Open:** Events open for the public to attend or that involve ticket sales (Examples: Stag/Buck and Does, Fundraisers, etc.)
- Public:** A public event is one which is conducted by a registered charity, and not for profit entity, a significant entertainment event (Sports and/or the Arts), or an event of municipal, provincial, national or international significance.

AREAS DESIGNATED FOR CONDITIONAL USE OF ALCOHOL UNDER SPECIAL OCCASION PERMITS (cont'd)

MUNICIPAL USE FACILITIES

(Facilities Available for the Township of West Lincoln Departments /Boards /Associations Functions only)

FACILITY & LOCATION	DESIGNATED AREAS	EVENT TYPE
GENERAL		
Township of West Lincoln Administration Offices	<ul style="list-style-type: none"> • Council Chambers 	Private

EVENT TYPE DEFINITIONS:

- Private:** Event that is held by invitation only and is not open to the public. (Examples: Meetings, Bridal and/or Baby Showers; Religious Sacraments; etc.)
- Open:** Events open for the public to attend or that involve ticket sales (Examples: Stag/Buck and Does, Fundraisers, etc.)
- Public:** A public event is one which is conducted by a registered charity, and not for profit entity, a significant entertainment event (Sports and/or the Arts), or an event of municipal, provincial, national or international significance.

Appendix “B”

EVENT WORKERS REQUIRED

OPEN EVENTS

Events open to the public to attend or involve ticket sales. (i.e. Fundraisers, Stag/Buck and Does, Fish Fry, Dances, Banquets, etc.)

Up to 50 PEOPLE	#	#
Location	Smart Serve Trained	Not Smart Serve Trained
Door Monitors	-	-
Bartenders	1	-
Alcohol Ticket Sellers	-	-
Floor Monitor	1	-

201-250 PEOPLE	#	#
Location	Smart Serve Trained	Not Smart Serve Trained
Door Monitors	1 / Entrance	1 / Entrance
Bartenders	2	-
Alcohol Ticket Sellers	-	-
Floor Monitor	1	2

51 - 100 PEOPLE	#	#
Location	Smart Serve Trained	Not Smart Serve Trained
Door Monitors	-	-
Bartenders	2	-
Alcohol Ticket Sellers	-	-
Floor Monitor	1	1

251 - 300 PEOPLE	#	#
Location	Smart Serve Trained	Not Smart Serve Trained
Door Monitors	1 / Entrance	1 / Entrance
Bartenders	3	-
Alcohol Ticket Sellers	-	-
Floor Monitor	1	2

101 - 150 PEOPLE	#	#
Location	Smart Serve Trained	Not Smart Serve Trained
Door Monitors	1 / Entrance	-
Bartenders	2	-
Alcohol Ticket Sellers	-	-
Floor Monitor	1	1

301 - 600 PEOPLE	#	#
Location	Smart Serve Trained	Not Smart Serve Trained
Door Monitors	1 / Entrance	1 / Entrance
Bartenders	4	-
Alcohol Ticket Sellers	-	-
Floor Monitor	2	3

151 - 200 PEOPLE	#	#
Location	Smart Serve Trained	Not Smart Serve Trained
Door Monitors	1 / Entrance	-
Bartenders	2	-
Alcohol Ticket Sellers	-	-
Floor Monitor	1	1

601 – 1,000 PEOPLE	#	#
Location	Smart Serve Trained	Not Smart Serve Trained
Door Monitors	1 / Entrance	1 / Entrance
Bartenders	6	-
Alcohol Ticket Sellers	-	-
Floor Monitor	2	4

These are the minimum standards and may be increased if required.

If deemed necessary to hire security, the Permit Holder will use the services of the Niagara Regional Police or a certified security firm.

The specific conditions will be outlined through consultation with the applicable Facility Manager.

EVENT WORKERS REQUIRED (cont'd)

PRIVATE EVENTS

Event that is held by invitation only and is not open to the public (i.e. Meeting, Bridal and/or Baby Showers, Religious Sacraments, Family Reunions, Birthday Parties, etc.)

1 to 100 People - No floor monitors are required unless patrons are not visible to Bartenders during the event. If Closed Event is selling alcohol, ticket sellers would follow **Open Event** requirements.

Up to 50 PEOPLE	#	#
Location	Smart Serve Trained	Not Smart Serve Trained
Door Monitors	-	-
Bartenders	1	-
Alcohol Ticket Sellers	-	-
Floor Monitor	-	-

201 - 250 PEOPLE	#	#
Location	Smart Serve Trained	Not Smart Serve Trained
Door Monitors	-	-
Bartenders	2	-
Alcohol Ticket Sellers	-	-
Floor Monitor	1	-

51 - 100 PEOPLE	#	#
Location	Smart Serve Trained	Not Smart Serve Trained
Door Monitors	-	-
Bartenders	2	-
Alcohol Ticket Sellers	-	-
Floor Monitor	-	-

251 - 300 PEOPLE	#	#
Location	Smart Serve Trained	Not Smart Serve Trained
Door Monitors	-	-
Bartenders	3	-
Alcohol Ticket Sellers	-	-
Floor Monitor	1	1

101 - 150 PEOPLE	#	#
Location	Smart Serve Trained	Not Smart Serve Trained
Door Monitors	-	-
Bartenders	2	-
Alcohol Ticket Sellers	-	-
Floor Monitor	-	1

301 - 600 PEOPLE	#	#
Location	Smart Serve Trained	Not Smart Serve Trained
Door Monitors	-	-
Bartenders	4	-
Alcohol Ticket Sellers	-	-
Floor Monitor	1	2

151 - 200 PEOPLE	#	#
Location	Smart Serve Trained	Not Smart Serve Trained
Door Monitors	-	-
Bartenders	2	-
Alcohol Ticket Sellers	-	-
Floor Monitor	-	1

601-1,000 PEOPLE	#	#
Location	Smart Serve	Not Smart Serve
Door Monitors	-	-
Bartenders	6	-
Alcohol Ticket Sellers	-	-
Floor Monitor	2	4

These are the minimum standards and may be increased if required.

If deemed necessary to hire security, the Permit Holder has a choice of the Niagara Regional Police or a security firm.

The specific conditions will be outlined through consultation with the applicable Facility Manager.

Appendix “C”

SPECIAL OCCASION PERMIT HOLDER & CERTIFIED OR TRAINED EVENT WORKERS

Special Occasion Permit Holder and/or Designate(s):
and/or Designate(s):

Certification Number

(Please Print)

(Please Print)

Certified or Trained Event Workers:

(Door Monitors/Bartenders/Servers/Alcohol Ticket Sellers - Please Print)

1. _____

10. _____

2. _____

11. _____

3. _____

12. _____

4. _____

13. _____

5. _____

14. _____

6. _____

15. _____

7. _____

16. _____

8. _____

17. _____

9. _____

18. _____

Note:

To be submitted two (2) weeks prior to the event and also posted with the Special Occasion Permit at bar locations.

Appendix “D”

REQUIREMENTS FOR PRESENCE OF POLICE OR SECURITY

OPEN EVENTS

Number of Attendees	Security Personnel		Police Officers	Comment
1 – 375	2*	<u>or</u>	2*	When deemed necessary to hire security or the Niagara Regional Police
376 – 500	3*	<u>or</u>	2*	To be determined by Township of West Lincoln and the Niagara Regional Police when deemed necessary to hire security.
Over 500	To be determined by the Township of West Lincoln through consultations with the Event Sponsors.			

- * The Township of West Lincoln and the Alcohol and Gaming Commission of Ontario will increase security/police requirements should the event have a history indicating a need for increased security.

PRIVATE EVENTS

Number of Attendees	Security Personnel	Police Officers
376 – 500	To be determined by Township of West Lincoln and the Niagara Regional Police when deemed necessary to hire security.	
Over 500	To be determined by the Township of West Lincoln through consultations with the Event Sponsors.	

Security Personnel must have a Service Ontario Security Guard License as required under the MCSCS (Ministry of Community Safety & Correctional Services).

Appendix “E”

LOW RISK DRINKING GUIDELINES

For the facts on alcohol and health, or to find out about the Low-Risk Drinking Guidelines Campaign, visit www.lrdg.net.

Low-risk drinking is about moderation. The Low-Risk Drinking Guidelines were developed by a team of medical and social researchers from the University of Toronto and the Centre for Addiction and Mental Health. The Low-Risk Drinking Guidelines are for people of legal drinking age.



If you do not already drink, don't start for health reasons.

If you do drink, avoid getting intoxicated or drunk. Wait at least one hour between drinks. Have something to eat.

Drink non-alcoholic beverages, such as water, soft drinks or fruit juice.

Tips for following these Guidelines

- Know what a standard drink is.
- Keep track of how much you drink – daily and weekly.
- Never drink and drive/or ride with a driver who has been drinking.
- Do not start drinking for health reasons. To keep you heart healthy, eat better, exercise more and don't smoke.
- Do not drink if you are pregnant or are planning to become pregnant.
- Be a responsible host – encourage your guests to follow these guidelines.
- Talk to your kids about alcohol.
- Find out about programs and policies that support low-risk drinking.

Appendix “F”

LIMITS OF TICKETS PURCHASED SIGN

NO MORE THAN 5 TICKETS / TOKENS

PER PURCHASE, PER PERSON.

TICKET / TOKEN SALES END

ONE-HALF ($\frac{1}{2}$) HOUR

BEFORE EVENT CLOSING.

**UNUSED ALCOHOL TOKENS OR
TICKETS MAY NOT BE RETURNED FOR
CASH OR REFUND.**

Appendix “G”

LIQUOR LICENSE ACT SIGN

**WE ARE PLEASED TO
OFFER NON-ALCOHOLIC
BEVERAGES.**

**IT IS AGAINST THE LIQUOR
LICENSE ACT OF ONTARIO
TO SERVE ANYONE TO
INTOXICATION.**

**FOR THIS REASON, BARTENDERS /
SERVERS IN OUR
FACILITIES ARE REQUIRED TO OBEY
THE LAW AND NOT SERVE
ANYONE TO INTOXICATION.**

**A LIMIT OF 2 ALCOHOLIC DRINKS
WILL BE SERVED AT ANY 1 TIME.**

Appendix “H1”

R.I.D.E. Program

**THE LOCAL DETACHMENT OF THE
NIAGARA REGIONAL POLICE**

**“REDUCE IMPAIRED DRIVERS
EVERYWHERE” (R.I.D.E.)**

**PROGRAM THANKS YOU FOR HELPING TO
REDUCE IMPAIRED DRIVING EVERYWHERE
IN THE
TOWNSHIP OF WEST LINCOLN**

**WE LOOK FORWARD TO PERSONALLY
THANKING YOU AT ONE OF OUR SPOT-
CHECKS FOR LEAVING THIS EVENT
A SOBER DRIVER.**

Appendix “H2”

SANDY’S LAW



Warning:

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

1-877-FAS-INFO • www.alcoholfreepregnancy.ca



Appendix “I”

INSURANCE FORM – SAMPLE FORMAT ONLY

**CERTIFICATE IS ISSUED BY INSURANCE COMPANY
OR BROKER**

CERTIFICATE OF INSURANCE

INSURED: _____

PROJECT/EVENT:

INSURANCE AS DESCRIBED HEREIN HAS BEEN ARRANGED ON BEHALF OF THE INSURED NAMED HEREIN UNDER THE FOLLOWING POLICY(IES); AND MORE FULLY DESCRIBED IN SAID POLICY(IES), AND ANY ENDORSEMENTS ATTACHED HERETO.

INSURER	TYPE OF POLICY	POLICY NO.	TERM		LIMITS OF LIABILITY (INCLUSIVE OF BODILY INJURY AND PROPERTY DAMAGE)
			EFFECTIVE DATE	EXPIRY DATE	
Subscription Policy	Commercial General Liability Incl. Host Liquor Liability)				
	Automobile				
	Other Insurance				

ADDITIONAL INSURED:

Only with respect to the above and arising out of the Named Insured operations is the following named added to the policy as an additional insured. The addition of such Insured shall not increase the Limits of Liability as shown above.

THE CORPORATION OF THE TOWNSHIP OF WEST LINCOLN

This certificate is only a summary of the insurance provided under the Master Policy(ies) and constitutes a statement of the facts as of the date of insurance and are so represented only to the addressee.

Signature of Broker

Date

NAME OF BROKER: _____ PHONE: _____

ADDRESS: _____ E-MAIL ADDRESS: _____

Appendix “J”

SPECIAL OCCASION PERMIT HOLDER AGREEMENT

NAME OF ORGANIZATION: _____
(Please Print)

NAME OF PERMIT HOLDER: _____
(Please Print)

SPECIAL OCCASION PERMIT NUMBER: _____

CERTIFICATION:

1. The Permit holder has received and reviewed a copy of the Township of West Lincoln Municipal Alcohol Policy.
2. The Permit holder understands and agrees to adhere to the terms and conditions of The Township of West Lincoln Municipal Alcohol Policy and the provisions of the Liquor License Act of Ontario and the regulations thereunder.
3. The Permit holder understands that if an infraction of the Municipal Alcohol Policy occurs, The Township of West Lincoln may warn or suspend the organization from Special Occasion Permit privileges at Township facilities for one year, or more than one year.
4. The Permit holder understands that he/she can be held liable for injuries and damage arising from failure to adhere to the Liquor License Act of Ontario, or from otherwise failing to take action that will prevent foreseeable harm from occurring.
5. The Permit holder understands that the Police and/or Liquor License Inspector can lay charges for infractions of the Liquor License Act of Ontario or other relevant legislation. Assistants to the Fire Marshall can lay charges for failing to comply with the Ontario Fire Code. The Alcohol and Gaming Commission will also lay charges for failing to comply with any other legislation.

SIGNATURE: _____ Phone: _____
Permit Holder

Address: _____

OFFICE USE ONLY

Agreement received by: _____ Date: _____