



STANDARD POLICY

S.P. NO: CS30

PAGE NO. 1 OF 3

DATE: 10/17/94

SUBJECT:

**ALCOHOL POLICY
Municipal Parks and Facilities**

DEPARTMENT:

**Community Services
DIVISION:
Recreation & Parks**

COUNCIL AUTHORITY OR STAFF APPROVED:

Resolution - 04/10/95
Resolution - 03/29/04
Resolution - 10/24/05
Resolution - 07/09/07

NEW:

**REVISED: X
DATE: Aug. 3/07**

This policy relates to municipal facilities eligible for Special Occasion Permits. The policy is to complement the regulations and legislation of the Alcohol and Gaming Commission of Ontario pertaining to Special Occasion Permits.

The principle objects can, therefore, be stated as including the following as related to Special Occasion Permits, municipal property and alcohol use:

- To reinforce Liquor License Board of Ontario regulations
- To encourage Server Training for users of the facilities
- To protect organizers, the participating public and the City of liability
- To encourage responsible and moderate drinking practices at "Special Occasion Permit" events.
- To designate facilities where alcohol can be served with a Special Occasion Permit.

FACILITIES WHERE SPECIAL OCCASION PERMITS ARE PERMITTED:

**Harry Lumley Bayshore
Community Centre**

Parks

Coliseum

- | | | |
|---|--|---|
| <ul style="list-style-type: none"> • Bay & Sound Room - • Foyer • Shore Room • Foyer, Patio • Gazebo | <ul style="list-style-type: none"> - Duncan McLellan - Inner Harbour - Victoria Park - Kelso Beach - Tom Williams | <ul style="list-style-type: none"> - Hall - Arena Floor |
|---|--|---|

“Facility Renter” is defined as the individual whose name appears and has signed the License/Permit Contract.

1. It is mandatory where a liquor license has been approved by the AGCO, the facility renter (individual who signed License/Permit Contract) must purchase and maintain in effect during the term of the rental “*Host Liquor Liability Insurance/(PAL)*” in the amount of \$2 million naming “The Corporation of the City of Owen Sound” as an additional named insured. If the person acquiring the insurance is different from the facility renter, then both parties need to be named as co-insured. The Certificate of Insurance must be forwarded to the Recreation Division, City Hall a minimum of 2 weeks prior to the event. Failure to provide satisfactory insurance shall result in cancellation of alcohol being served at the event.
 - (i) All licensed events held at City facilities require two (2) Smart Serve certified individuals to be present for the duration of the event. Smart Serve cards must be presented to facility staff upon request.
 - (ii) The following is the recommended number of event workers eg. (security, ticket takers), including Smart Serve workers to be present during an event:

3	up to 100 persons	6	up to 300 persons
4	up to 200 persons	8	up to 400 persons

AS OF JANUARY 1, 2008, ALL WORKERS INVOLVED IN SERVING OF ALCOHOLIC BEVERAGES AT A LICENCED FUNCTION HELD IN CITY FACILITIES SHALL BE SMART SERVE TRAINED.

3. The Facility Renter must obtain a Special Occasion Permit from the AGCO and must post this as required by law.
4. No one under the age of 19 will be served alcohol. Acceptable forms of identification include: “age of majority” card, valid driver’s license and Passport.
5. The person or his/her designate who signs the Special Occasion Permit application and the Rental Agreement must attend the event for the duration and be responsible for making decisions regarding the operation of the event. All event workers are accountable to assist in maintaining control of the event. All servers shall refrain from consuming alcohol.
6. It is the responsibility of the facility renter to ensure the guests at the event are properly supervised and ensure no one consumes alcohol in an unauthorized location or leaves the Facility in an intoxicated state.
7. At least one municipal representative will be available for the duration of all SOP events.
8. The Facility Renter must abide by the rules of the AGCO Act. The Owen Sound Municipal Alcohol Policy is a guideline for facility renters.
9. Marketing practices, which encourage increased consumption, such as oversized drinks, double shots or spirits, volume discounts and self-serve, are not permitted. The maximum number of single drinks to be served per person at one time is 2;
10. Unused tickets should be redeemable for cash on demand at any time during the event.

11. City of Owen Sound staff reserves the right to require the presence of police officers or private security for the event’s duration, the cost of which will be borne by the event sponsor.
12. There is no “last call”. Hours of operation of the bar must be posted.
13. All event personnel should wear a form of identification as supplied by the event sponsor.
14. The bar must close no later than 1:00 am.
15. There is no “last call”. Hours of operation of the bar must be posted.
16. All event personnel should wear a form of identification as supplied by the event sponsor.
17. When renting a City of Owen Sound facility for special occasion permit functions, the facility renter will sign a “Special Occasion Permit Agreement Form” prior to the event.

SAFE TRANSPORTATION

Event sponsors shall implement a safe transportation program. The event sponsor should consider the following:

- To have a designated ride program in effect
- To provide identification for designated drivers and make available non-alcoholic beverages free of charge;
- To provide an alternate means of transportation for those who are suspected to be intoxicated.

SIGNS

A sign will appear on a wall, located in the bar areas:

“Our servers are required by law not to serve an intoxicated person or to serve anyone to the point of intoxication. We are pleased to provide low alcohol beverages, coffee, soft drinks and food items.”

A wall sign will indicate that the RIDE program is in effect through Owen Sound Police Services and O.P.P. Drink responsibly will also be highlighted.

If renters of the facilities are not able to meet the requirements of the City’s Alcohol Policy, they may contact an outside organization to operate the bar, including the City’s Concession Operator, 519-371-7452.

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