



Council Policy

Council Policy No.:	073 CCS 011
Council Policy Name:	Alcohol Management on Municipal Premises (Revised)
Date Approved by Council:	January 18, 2005
Date revision approved by Council:	
Related SOP, Management Directive, Council Policy, Form	

Policy Statement and Rationale:

The City of Kawartha Lakes recognizes that events and/or activities are held on City properties where the serving of alcohol is desired by the renter and/or by the City.

To allow the full enjoyment of such events by renters and/or participants, and to ensure the health and safety of all residents, the City recognizes its responsibility to make renters aware of the potential liability of operating alcohol-related events and to reduce the City's exposure to alcohol-related liabilities.

The City also recognizes its responsibility to make renters aware of situations where alcohol, while traditionally or historically present for such events, is not acceptable under this policy.

This policy has been developed to establish responsible management practices for all functions or occasions where alcohol is served, at, in, or on City of Kawartha Lakes facilities or properties.

Scope:

This policy applies to renters of City facilities or properties at, in, or upon which alcohol may be served.

Policy:

1.0 Eligible Facilities and Areas



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1.01 Alcohol may only be served in, at or on City facilities licensed by the Liquor License Act, R.S.O. 1990, Chapter L.19, as amended from time to time and regulations made there under or, in circumstances where a Special Occasion Permit has been issued to an event sponsor by the Liquor License Board of Ontario, for a specific event and location, and as designated as a facility or property designated for these purposes as determined by City Council. Currently, the following City facilities and/or properties are considered eligible locations for obtaining a special occasions permit:

- a) All City Arenas including related Community Halls
- b) Lindsay Recreation Complex (all areas including Nancy Sweetnam Community Room which is licensed under Permanent Liquor License #806129)
- c) All City Community Recreation Centres
- d) The Lindsay Branch Library
- e) City Hall and all Service Centres
- f) The following City parks –

North Area

- Tommy Anderson Park
- Russ Baptiste Park
- Ward Memorial Park
- Coboconk Legion Park
- Burnt River Community Centre Park
- Victoria Road Park
- Dalton Community Centre Park
- Carden Community Centre Park

Central Area

- Wilson Fields
- George Street Park



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Memorial Park

Rivera Park

Victoria Park

Old Mill Park

South East Area

Janetville Park

Emily Omemee Community Centre Park

Ops Community Centre Park

South West Area

Little Britain Community Centre Park

Oakwood Community Centre Park

Woodville Centre Park

Fenelon Township Community Centre Park

Valentia Park

Cameron Park

- 1.02 A Special Occasion Permit authorizes individuals to serve alcoholic beverages during an occasion that is judged unique or does not occur on a regular basis. Recognizing that it is possible for any number of individual Special Occasion Permits to be granted to different permit holders for the same facility, the City reserves the right to refuse an applicant permission to run a licensed event on its property.
- 1.03 Notwithstanding Article 1.01, Council may authorize an event on city-owned properties not outlined within this article, but only through permission of Council.
- 1.04 Trailer Parks located on City property, specifically Bobcaygeon Beach Park and Centennial Park, shall not be eligible for Special Occasion Permits. The trailer park sites at these locations shall be deemed to be residential in nature and permit holders of such sites shall be entitled to have alcohol on their site only.

2.0 Events and Persons Not Eligible



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- 2.01 Youth events and minor sports events including youth banquets and community picnics are not eligible for a Special Occasion Permit. No alcohol shall be consumed at these events.
- 2.02 Where a Special Occasion Permit has been issued, underage youth (persons not yet nineteen years of age) may enter licensed areas as long as they are easily identifiable (i.e., hand stamp) and accompanied at all times by an adult. Measures shall be taken to ensure that underage attendees are not provided with alcohol.
- 2.03 Where there is a known risk of alcohol being consumed illegally at a City facility due to historic practice (i.e. Arena dressing rooms or ball parks), the City shall require such individuals/organizations to sign a 'Sports Activity Agreement' as outlined in Schedule "B" and forming part of this policy.

3.0 Agreement and Responsibilities

- 3.01 Every person (the applicant) wishing to serve or to provide alcohol at any designated City of Kawartha Lakes property or facility must enter into a Permit Holder Agreement in the form appended as Schedule "A" and forming part of this policy. The Permit Holder Agreement outlines the conditions under which alcohol may be served. The applicant is responsible for obtaining a Special Occasion Permit issued by the Liquor License Board of Ontario and shall provide a copy of that permit to the **staff rental coordinator** not less than 5 business days in advance of the event.
- 3.02 The applicant shall be in attendance during the whole event and shall be responsible for making decisions regarding the operation of the event during the license period.
- 3.03 The applicant may designate in writing, an eligible person or persons to be "his/her" agent or representative for the entire event or any portion thereof. The information regarding the designation, including time frames must be provided to the facility supervisor and shall be attached to the Licence.
- 3.04 The applicant and any person to whom the responsibility has been designated must refrain from the consumption of alcohol prior to and during the time that they have been designated as being responsible for the event.

4.0 Enforcement

- 4.01 Where an applicant fails to comply with the terms of this policy, the procedures for regulation of Special Occasion Permit events or any of the terms or conditions imposed by the Permit Holder Agreement, consequences could include but shall not be limited to:



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- a) **Issuance of a warning (added to be consistent with Section 4 Permit Holder agreement)**
- b) closure of the event and the suspension of facility/area rental privileges;
- c) suspension of rental privileges for a minimum of 15 months for the applicant, the related organization, if applicable, their designate and/or the event organizer;
- d) forfeiture of deposit;
- e) Additional restrictions/requirements relating to future events of a similar nature (i.e. additional paid duty police officers, security, etc.)

5.0 Server Training, Ratios and Identification

- 5.01 Applicants wishing to rent a municipal facility must demonstrate to the municipality, that the prerequisite number of servers have taken certified training through an L.L.B.O. recognized server intervention training program. The municipality will maintain a list of names and corresponding certificate number(s) of licensed servers.
- 5.02 The name(s) and certificate numbers of licensed servers shall be documented on the permit holder agreement. This information shall be provided not less than five days in advance of the event.
- 5.03 It is also recommended that trained persons be required to take a refresher course should the program be updated.
- 5.04 A ratio of trained servers is required at Special Occasion Permit events as follows:

1 -100	people in attendance	1 trained server
101 - 300	people in attendance	2 trained servers
300 and over	in attendance	3 trained servers

or, as may be required by legislation from time to time.
- 5.04 During the event, the signatory/designate and workers shall be required to wear highly visual identification, in the form of “Event Staff” badges supplied by the facility.



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- 5.05 All Permit events shall be staffed by an appropriate number of workers in accordance with approved facility/area procedures as described in Procedures for Special Occasion Permit Events set forth in the Procedures appended to the Permit Holder Agreement. These workers must be 19 years of age or older.
- 5.06 Certain City facilities do not have regularly scheduled City staff. Should an event be scheduled for one of these facilities, staff or community centre volunteers may be scheduled on site for the duration of the event at the expense of the organizer. Such scheduling is at the discretion of the manager of the facility.
- 5.07 All Permit events should provide information on alternate transportation for event participants.
- 5.08 The signatories, other than Committees of Council, shall ensure that the organization carries a minimum of \$1,000,000 liability insurance and The City of Kawartha Lakes is named as an Additional Insured.
- 5.09 Council shall formally review the Municipal Alcohol Policy in consultation with the Municipal Administrative staff, every three (3) years, and within six (6) months following a regular municipal election.

Revision History:


Proposed Date of Review:

Revision	Date	Description of changes	Requested By
0.0	[Date]	Initial Release	



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Schedule “A”, Alcohol Management on Municipal Premises

	<p align="center">Permit Holder Agreement</p> <p align="center">(Functions licensed by the Liquor License Board of Ontario)</p>
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Name of Organization:	
Name of Authorized Signatory:	
Name And Location Of Building	

Applicant Certification:

1. I have received and reviewed a copy of the City of Kawartha Lakes policy “Alcohol Management on Municipal Premises”;
2. I have read the procedures for “Special Occasion Permit Events” attached to this agreement;
3. I agree to adhere to the conditions of the policy “Alcohol Management on Municipal Premises” and procedures for “Special Occasion Permit Events” defined in sections 1 and 2 above and any and all requirements of the Liquor License Act of Ontario as amended from time to time;
4. I understand that if any infraction of the policy or procedures occurs, The City of Kawartha Lakes will require immediate compliance and may administer authorized penalties, including but not limited to:
 - a) issuance of a warning;
 - b) immediate closure of the event and the suspension of facility/area rental privileges;



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- c) suspension of rental privileges for a minimum of 15 months for the applicant, the related organization, if applicable, their designate and/or the event organizer;
 - d) forfeiture of deposit;
 - e) additional restrictions/requirements relating to future events of a similar nature (i.e. additional paid duty police officers, security, etc.).
5. I understand that I can be held liable for injuries and damages 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.
 6. I understand that the recommended ratio of alcohol servers at Special Occasion Permit events must be certified through an L.L.B.O. recognized server-training program.
 7. I understand the City of Kawartha Lakes Police Service (or its successor), the Ontario Provincial Police (or its successor) and/or a Liquor Board Inspector can lay charges for infractions of the Liquor License Act of Ontario or other relevant legislation.
 8. I understand that the City requires that I/our organization obtain a minimum of \$1,000,000 liability insurance to cover the event; that The Corporation of the City of Kawartha Lakes is named as an additional insured on the policy; and, that a copy of the policy endorsement is provided to the facility supervisor not less than five days prior to the event date. Insurance coverage may be obtained through the City's insurer or through the Insurance Company of my choice.

Signature _____

(Signatory/Renter/Organizer)

Server Name	Server Identification No.



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For Office Use Only:
Agreement Received By:
Date: (Name of City Representative) (Signature of City Representative)

1.0 Signatory

- 1.01 The signatory shall be in attendance at the event, and shall be responsible for making decisions regarding the operation of the event during the period the particular license is in effect.
- 1.02 In case of a long running or multi-day event the signatory may appoint, in writing, designates whose names shall be provided to City staff prior to their assumption of responsibility.
- 1.03 The Municipality may appoint a municipal representative to attend any Special Occasion Permit event. In the event of such appointment the signatory shall be responsible for such staffing costs.
- 1.04 The signatory must ensure that the facility/area is safe for workers and for participants, which includes both drinkers and non-drinkers. The signatory/event sponsor must ensure that participants do not engage in activities that could result in harm to them or others.
- 1.05 The signatory must refrain from consuming alcohol **prior to and during the period they are responsible for the Special Occasion Permit**. If the responsibility of the License has been designated, those to which the responsibility has been designated should not consume alcohol prior to or during the period they are designated as being responsible for the Special Occasion Permit.
- 1.06 In the event of an emergency, which affects the signatory or signing agent, the organization responsible for the event will be responsible for appointing a substitute-signing agent.

2.0 Recognized Server Training & Event Workers



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- 2.01 In order to be eligible to rent a municipal facility, the signatory/renter/organizer of the event must demonstrate to the municipality the event servers have taken certified training through an L.L.B.O. recognized server-training course.
- 2.02 The term "Event Worker" includes servers, door monitors, floor supervisors and other persons who have been assigned by the signatory to work at the Special Occasion Permit event.
- 2.03 Event Worker ratio requirements:

(The City reserves the right to increase the minimum requirements stated below if, in its discretion, circumstances warrant additional support)

Requires the **attendee:trained** server ratio of:

Attendees	1 - 100	1 bartender (a trained server) 1 door monitor
Attendees	101– 300	2 bartenders (both trained servers) 1 ticket seller (recommended) 1 door monitor (ticket and door positions may be combined for smaller events at the discretion of the facility supervisor)

Attendees 301+

a) Private Events

- 3 bartenders (trained servers)
- 1 ticket seller (recommended)
- 2 door monitors

b) Public Events

- 3 bartenders (trained servers)
- 1 ticket seller (recommended)
- 1 door monitor for each exit
- 2 paid Police Officers



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- 2.04 All alcohol drink ticket sellers and those who control admission to an event shall be encouraged to complete an L.L.B.O. recognized alcohol beverage server training course.
- 2.05 In order to be eligible to rent a municipal facility, the signatory/event organizer of the event must demonstrate to the municipality, that the event servers have taken certified training through an L.L.B.O. recognized server-training course. The municipality will maintain a list of names and corresponding certificate numbers(s) of licensed servers.
- 2.06 During the event, all event workers shall wear visible identification approved and provided by the facility operators. Monitors will supervise the event, encourage legal and moderate drinking behaviour and ensure any problems that arise are dealt with appropriately.
- 2.07 All event workers shall refrain from consuming alcohol before and while performing their assigned duties at the event.

3.0 No Sale Special Occasion Permit Events

- 3.01 No Sale events must have trained servers and floor supervisors present in the same ratio as outlined in 2.03 with the exception of a ticket seller.

4.0 Sale of Alcoholic Beverages

- 4.01 If participants are asked to show proof that they are of legal drinking age, only approved photo identification will be accepted. The only acceptable forms of identification are: Driver's License with photo, a Canadian Passport, armed services I.D. card, Canadian citizenship card, or L.L.B.O. Photo Card.
- 4.02 All glass containers are to be retained within the bar area. Drinks should be served in disposable cups. Wine bottles would be permitted at a table where a sit down meal is being served and only until the meal is completed.
- 4.03 When tickets are used, they must be purchased from a designated ticket seller only and redeemed at the bar.
- 4.04 A maximum of **5** tickets per purchase by one individual is allowed. **Exceptions may be permitted on occasions where the host/organizer wishes to provide guests with a complimentary ticket. These arrangements will require the approval of the facility supervisor in advance of the event.**
- 4.05 Unused tickets shall be redeemable for cash at any time tickets are being sold during the event.



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- 4.06 The signatory shall ensure that an event worker is available at all times to ticket sellers who require assistance in managing a person who is refused a sale.
- 4.07 Non-alcoholic beverages must be made available for consumption. It is strongly recommended they be made available at either no charge or significantly lower than alcoholic beverages.
- 4.08 No marketing practices shall be permitted which encourage increased consumption i.e. oversized drinks, double shots, pitchers of beer, drinking contests, volume discounts, etc.
- 4.09 Permanent alcohol brand/manufacturers advertising is prohibited from all municipal facilities and properties. Restrictions can include, but are not limited to: clocks, scoreboards, coasters, cups, banners, signs, and posters. An exception is allowed for the use of temporary advertising only, restricted to the hours of the SOP and for events that are considered adult events. (Youth/family events are not included.)
- 4.10 Signs/displays shall be highly visible at the Permit event to encourage the consumption of food, low alcohol and non-alcoholic beverages.
- 4.11 There shall be no last call for alcohol service.

5.0 Signage

- 5.01 A “Statement of Intoxication” sign conveying the following information shall be permanently posted at each Permit event.

No persons will be served to the point of intoxication or beyond.

No person suspected of being under the age of 19 will be served alcohol.

Low alcohol, non-alcoholic beverages and food are available.

The local police are informed of all Special Occasion Permit (S.O.P.) events.

Local Police telephone number

City of Kawartha Lakes telephone number

Event sponsor’s name and telephone number (non permanent marker)



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- 5.02 The signatory shall ensure that servers, ticket sellers, and all other workers are aware of their personal responsibility to adhere to conditions outlined in section 8.

6.0 Alternative Transportation

- 6.01 All signatories must make information on alternate transportation available for event participants who choose to drink alcohol.
- 6.02 Designated drivers should identify themselves to the bartenders. This would allow non-alcoholic beverages only to be served to these individuals.
- 6.03 In the case of patrons who are intoxicated to the point that they must be cut-off, the permit holder or designate must make every effort to ensure the patron does not drive.
- 6.04 Free access to a phone should be available for calling a taxi and the telephone number of a taxi company should be prominently displayed.

7.0 Event Closing

- 7.01 The bar area is to close after the last patron is served beyond 12:30 a.m., and no later than 1:00 a.m.
- 7.02 On New Year's Eve the closing time of the bar is extended to 2:00 a.m.
- 7.03 All entertainment is to be completed by 1:15 a.m. On New Year's Eve, entertainment must be completed by 2:15 a.m.
- 7.04 Facilities must be vacated by 2:00 a.m. with the exception of New Year's Eve, when the facilities must be vacated by 3:00 a.m.

8.0 Policy Enforcement

- 8.01 Signatories shall ensure that all entrances to and exits from Permit events are monitored to ensure that proper proof of age is determined and to ensure that no alcohol is being brought onto the premises, or taken off the premises.
- 8.02 Entry must be denied to intoxicated or unruly individuals, individuals carrying alcoholic beverages, and individuals previously turned away from the event.
- 8.03 The permit holder shall ensure that the bartenders and servers do not serve alcohol to underage, intoxicated rowdy or unauthorized people at the event.



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- 8.04 The permit holder shall be responsible for recognizing the need for assistance during the event and requesting it from the designated City of Kawartha Lakes attendant or local police
- 8.05 At masquerade events, those in attendance should be prepared to remove their masks, and provide proper identification upon the request of an event worker.
- 8.06 The Police shall be informed and kept advised by the event workers (or any other person) of any problem, or potential problem, occurring at Special Occasion Permit events, and before the situation is out of control.
- 8.07 The City of Kawartha Lakes representative shall reserve the right to require the presence of police officers for the duration of an event, the cost to be borne by the sponsor group or signatory.**
- 8.08 Signatories, other than City committees, shall ensure that the organization carries a minimum of \$1,000,000 liability insurance and that The City of Kawartha Lakes is added as an Additional Insured.
- 8.09 The permit holder is required to report in writing to the facility supervisor within 48 hours all incidents in which patrons are injured or ejected from an event or local police are called.**