



**THE CORPORATION  
OF THE  
TOWNSHIP OF UXBRIDGE  
MUNICIPAL ALCOHOL POLICY**

July 2012

---

**Town of Uxbridge  
Municipal Alcohol Policy**

**Table of Contents**

<b>Goal of the Municipal Alcohol Policy .....</b>	<b>3</b>
<b>Policy Objectives .....</b>	<b>3</b>
<b>Glossary of Terms and Definitions.....</b>	<b>4</b>
<b>Designation of a Municipal Significant Event.....</b>	<b>6</b>
<b>Management Practices.....</b>	<b>7</b>
<b>Eligible Locations.....</b>	<b>8</b>
<b>Best Management Practices Before the Event.....</b>	<b>9</b>
<b>Best Management Practices During the Event .....</b>	<b>10</b>
<b>Prevention Strategies.....</b>	<b>12</b>
<b>Enforcement Procedures and Penalties.....</b>	<b>14</b>
<b>Signs.....</b>	<b>16</b>
<b>Policy Support.....</b>	<b>18</b>
<b>Appendix 1: Required Ratio of Event Workers</b>	
<b>Appendix 2: Forms</b>	
<b>Appendix 3: Policy Statements and Rationales</b>	

## **GOAL OF THE MUNICIPAL ALCOHOL POLICY**

The Township of Uxbridge is committed:

1. To ensure there are effective management practices at social events held in municipally-owned facilities where alcohol use is permitted
2. To reduce alcohol-related problems at these Special Occasion Permit Events.
3. To protect the municipality, its staff, community organizations, volunteers and participants from contributing to a problem which could result in increased exposure to potential liability.

## **POLICY OBJECTIVES**

1. To provide operational procedures for those holding events in municipally-owned facilities where alcohol use is permitted
2. To comply with the Ontario Liquor Licence Act
3. To ensure the proper supervision and operation of events where alcohol use is permitted
4. To support the decision of abstainers not to drink alcohol
5. To encourage and support the responsible use of alcohol as part of a social function rather than the reason for it
6. To provide a balance of “wet” and “dry” facilities and events to ensure that all community members have access to safe and enjoyable recreation activities
7. To equip staff and volunteers with the skills they need to manage events and enforce the policy by offering server training and policy orientation
8. To review all facilities and properties that the Township is responsible for in order to formulate a policy for the community
9. To inform the public using municipal properties of their responsibilities with the Alcohol and Gaming Commission of Ontario (AGCO) and Special Occasion Permits (SOP).

## **GLOSSARY OF TERMS AND DEFINITIONS:**

**AGCO:** Alcohol and Gaming Commission of Ontario

**Bartenders:** Accept tickets for the purchase of alcoholic drinks, serve drinks, monitor for intoxication and underage drinkers, refuses service when patron appears to be intoxicated or near intoxication, offer no-alcohol substitute and co-ordinates with event staff.

**Door Supervisor/Monitor:** Checks identification and for signs of intoxication, keeps out intoxicated and troublesome individuals, arranges for coat checking, monitors for those showing signs of intoxication when leaving the event, arranges safe transportation. ***This position may be volunteer, paid, security company or paid duty police.***

**Event Workers:** Work as a team this provides support for all team members and ensures that any potential problems are quickly identified and managed appropriately. Event workers include the permit holder, event sponsor, bartenders, floor supervisors/monitors, door supervisors/monitors, ticket sellers. All shall be of legal drinking age. All shall remain sober for the event duration.

**Event Sponsor (Organizer):** Must attend the event, ensure that adequate server-trained staff is available, co-ordinate and help staff, ask for help from security if necessary. ***One representative of the group has the authority for the event.***

**Floor Supervisor/ Monitor:** ***This position may be volunteer, paid, security company or paid duty police.*** Chats with participants, monitors patron behavior, monitors for intoxication and underage drinkers, responds to problems and complaints, refuses service, removes intoxicated persons, and arranges safe transportation.

**LLA:** Liquor License Act of Ontario

**MAP:** Municipal Alcohol Policy

**Municipal Representative:** Township staff or Board members designated to handle bookings and ensure all components of the Municipal Alcohol Policy are met. In the case of the Goodwood Lions Hall, a person appointed by the Lions Club.

**Municipal Significant Event:** May be one that is both outdoors and involves an agreement between a SOP holder and a licensed establishment; however this type of event must be designated as a "Municipal Significant Event" by the municipality wherein the event is taking place. The designation of a "Municipal Significant Event" can be executed by Council resolution.

**Permit Holder:** Signs the alcohol permit, is the general manager of the event and assumes responsibility and liability for the operation of the event. May be more than one person and includes all formally designated person(s).

**Public Event:** may be one which is conducted by a registered charity or not-for-profit entity for the advancement of charitable, educational, religious or community objectives.

**Smart Serve:** Only server training program that is approved by this policy.

**SOP:** Special Occasion Permit.

**Ticket Seller:** Sells alcohol tickets to a maximum of 4 per person per purchase, monitors for intoxication and underage drinkers, refuses sale to patrons at or near intoxication, refunds tickets on request.

## DESIGNATION OF A MUNICIPAL SIGNIFICANT EVENT

1. The requestors shall appear before Council to explain the event and request Council designation for the purpose of a SOP application.
  - (i) A Request for Deputation Before Council form shall be submitted by the requestor to the Clerk's Department to outline the nature of the event
2. Council makes a determination based on the deputation and the definition of a "Municipal Significant Event":

### Municipal Significant Event

A "Municipal Significant Event" is an event that would benefit the residents and communities within the Township of Uxbridge.

As a condition of Council designating a "Municipal Significant Event" the requestor must agree to abide by all requirements of the Township of Uxbridge Municipal Alcohol Policy to demonstrate a commitment to:

- (i) Effective management practices at social events held in the Township of Uxbridge where alcohol is permitted
  - (ii) Reducing alcohol-related problems at social events held in the Township of Uxbridge where alcohol is permitted
  - (iii) Protecting the municipality and participants from contributing to a problem which could result in a lawsuit.
3. A letter outlining the decision of Council is provided to the requestor. The letter shall contain a clause signifying:

"The Township is not proclaiming the event in any way, shape or form, only designating the event for the purpose of a potential application for a SOP from the AGCO."

## POLICY STATEMENTS AND RATIONALES

### MANAGEMENT PRACTICES

The goal of management practices is to prevent people from becoming intoxicated during an event where alcohol is available. Many factors contribute to intoxication, but two of the most important ones are how much someone is served and how fast that person drinks.

Good management practices reduce how often and how much alcohol is served. This makes it less likely that participants will become intoxicated and injure themselves or others, and minimizes the risk of lawsuits. One of the most effective practices is to provide trained event workers, bartenders and supervisors. This reduces the risk of people being injured and the municipality being sued.

- ▶ When alcohol is served, social events must comply with provincial liquor laws. Violations can lead to charges and may result in the event being shut down or the permit being revoked. When events are usually troublesome, a facility can be declared ineligible for alcohol licensing.
  
- ▶ “No person shall sell or supply liquor or permit liquor to be sold or supplied to any person who is or appears to be intoxicated.” **LLA**, Section 29.

The following is a list of locations that are eligible for **SOP** events. Please note that some locations include restricted areas. At all locations, alcohol is strictly prohibited in the following areas: stairways, parking lots and parking areas, offices, tiered seating, fields, playgrounds, washrooms, janitorial areas and hallways.

<b><u>Eligible Locations</u></b>	<b><u>Restricted Areas/Functions</u></b>
Uxbridge Community Centre	All dressing rooms
Arena Ice Pad - with no ice	Lobby Area
Senior Centre - Main hall	Craft Room
	Pool Room
Music Hall - Main floor	Balcony
Train Station	
Museum	
Municipal Office	All personal offices
All board rooms and Council chambers	
Library	All bookshelf and public areas
Tokai and Gould rooms	

### **Community Centres**

Goodwood Hall  
 Zephyr Hall  
 Sandford Hall  
 Siloam Hall  
 Goodwood Lions Hall

### **Park Spaces**

Elgin Park - Main Treed Area	Fields
Elgin Park - Buildings	Spectator Seating
Bonner Fields Pavilion	
Herrema Fields Pavilion	
Goodwood North Park	
Zephyr Park	

### **Eligible Functions**

***Banquets***

### **Restricted Areas/Functions**

***All youth/ minor sports events where youth will be in attendance***  
***All street parties***  
***Raves***

**The Following Facilities are Alcohol Restricted (no alcohol use within the facility)**

Uxpool, Foster Memorial, Leaskdale Manse



## **BEST MANAGEMENT PRACTICES**

### **Before the Event**

#### **A. Event Sponsor/Permit Holder Responsibilities**

1. The **event sponsor** shall obtain the appropriate **SOP** from the **AGCO** and shall provide the **SOP** to the **municipal representative** at least five (5) business days before the event.
2. **Permit Holders** shall demonstrate to the **municipal representative** that they have read and understood the **MAP** and acknowledge their obligations and that they shall comply with its regulations by signing the rental agreement. Failure to do so will result in the application being denied, even if a **SOP** has been obtained from the **AGCO**.
3. Any **Permit Holders** holding an **SOP** event at any outdoor Township facility shall The requestors shall appear before Council to explain the event and request Council designation for the purpose of a **SOP** application.
  - (i) A Request for Deputation Before Council form shall be submitted by the requestor to the Clerk's Department to outline the nature of the event.
4. The **permit holder** shall provide proof of liability insurance (\$2 million minimum) to the **municipal representative** at least ten (10) business days before the event.
  - 4.1 At the discretion of Council the **permit holder** may be required to provide proof of liability insurance (\$5 million) to the **municipal representative** at least ten (10) business days before the event.
5. The **permit holder** shall provide a list of **event workers**, who have successfully completed **Smart Serve**, to the **municipal representative** at least ten (10) business days before the event. This applies whether alcohol will be sold or provided at no charge.
6. Before the event begins, the **permit holder** and recreation staff shall ensure the physical setting is safe for drinkers and non-drinkers.
7. The **permit holder and/or designate** shall agree to attend the entire event and be responsible for making decisions about the operation of the event based on the **MAP** and the **LLA**.
8. The **permit holder** shall ensure adequate security for the event. The municipality reserves the right to approve all security ten (10) business

days prior to the event. All costs incurred will be at the expense of the **permit holder**. See Section 22 (1), **LLA**.

9. The **permit holder** shall not permit liquor not purchased on permit into the **SOP** event. The presence of liquor not purchased on permit is an unnecessary risk at an **SOP** event.
10. The **permit holder** shall not permit patrons of licensed establishments or **SOP** events to move freely between the two facilities with any serving of alcohol as a control to reduce **SOP** related liability.
11. No non-prescribed drugs or illegal liquor are to be on the premises.

### **Best Management Practices**

#### **During the Event**

1. The Township of Uxbridge reserves the right to have a **municipal representative** attend the event, to demand correction of any policy infractions or to shut down an event on behalf of the municipality.
2. **Event workers** shall *meet the requirements as listed* (be **Smart Serve** certified,) as per Appendix 1, even if alcohol is free of charge.
3. The **MAP's** specified ratio of **event workers** to participants shall be adhered to. Please refer to Required Ratios in Appendix 1.
4. **Floor supervisors** shall monitor the event area and all exits and be available to assist **ticket sellers** in managing ticket sales
5. **Ticket sellers** shall sell a maximum of four (4) tickets per purchase per person.
6. **Event workers** shall intervene if (i) patrons engage in risky and/or inappropriate behaviours and/or (ii) illegal alcohol or non-prescribed drugs are found at the event. **They may choose** to notify the police if they observe signs that a situation becomes unmanageable or unsafe
7. All **event workers** shall be readily identifiable. The municipality reserves the right to approve said identification.
8. Persons under 19 years of age shall not be admitted to social events where alcohol is supplied except in the case of a family orientated occasion, i.e. a wedding or an anniversary. **They may be allowed entry to events where alcohol is supplied that has a designated area where alcohol is not served. The designated area must be clearly marked.**

Government issued photo ID is required (e.g. driver's license, passport, etc.)

9. **Event workers** shall check the identification of all participants at masquerade events.
10. There shall be no "last call". Entertainers/DJs shall be informed that there is no "last call".
11. All entertainment shall be terminated by 12:45 a.m. **for indoor facilities; parks must follow the park permit requirements.**
12. Facilities shall be vacated by the permit holder by 1:30 a.m. as per Township policy. Elgin Park - 11:00 p.m. and Ball Diamonds - 12:00 a.m. **unless special permission is granted by the Booking Clerk for the purposes of clean up only.**
13. The **bartender(s)** shall complete an event summary report form for each event at end of the event and return it to the designated municipal representative the next working day after the event. (attached)
14. Where possible, a coat check service shall be encouraged by the **permit holder** at their event.
15. The **SOP** area of all outdoor events shall be clearly marked using snow fence.

## PREVENTION STRATEGIES

### **Safe Transportation Options**

Before being granted municipal facility rental privileges for licensed functions, **permit holders** shall be required to show that a safe transportation strategy will be implemented, which will include the following:

#### **SOBER DRIVER SPOT CHECK AWARENESS**

Post wall and/or table signs and/or print messages on paper/plastic serving cups that:

- Encourage and thank participants for not driving after drinking and
- Remind them that the police may have roadside spot checks in place (refer to policy section on required signs for wording)

#### **DESIGNATED DRIVER**

- Designated driver program to be advertised at event and
- Identified designated drivers (wearing button or other means of identification) receive (free) no-alcohol drinks (such as coffee, pop, juice) **at a reduced rate. Rate must be less than drinks containing alcohol.**

#### **ALTERNATIVE TRANSPORTATION OPTIONS**

- **Sponsor should make transportation available**
- Call a friend, relative, or taxi to help intoxicated driver and/or
- If necessary, warn impaired driver and call police

### **Providing Food and No-Alcohol Drinks**

- Food must be in sufficient supply for the persons attending the event to which the permit applies (LLA section 27)
- Chips, peanuts and other snacks do not qualify as food. At the very least, food consists of sandwiches, cheese and vegetables with dip.
- **Event workers** are to encourage patrons to consume food, no-alcohol and low alcohol beverages.
- Non-alcoholic drinks must be available at no charge or at a cost (much) lower than that of drinks containing alcohol.
- Where wine is provided with a meal, a non-alcoholic substitute, such as ginger ale or sparkling fruit juice, must be provided to ensure that children and abstainers are included in toasting the celebrants.

### **Redeeming Unused Tickets**

Unused tickets will be redeemed for cash on demand until closing time, up to a maximum of four (4) tickets per person.

### **Safe Beverage Containers**

During the meal portion of an event, two (2) bottles of wine and the appropriate glassware may be set per table (table of 8 or more people). All wine and glassware shall be removed to the bar area once the bar becomes open. All bottles shall be kept within the bar area; all drinks shall be served in disposable paper or plastic containers.

### **No Extra-Strength Drinks**

To be eligible to rent a municipal facility, the sponsor must agree that no extra-strength alcohol content drinks will be provided. Beer and coolers are not to exceed 5% alcohol content (the standard drink measure). Fortified wines are not permitted.

### **No Excessive Drinking Activities**

Practices that encourage increased consumption (i.e. oversize drinks, double shots, pitchers of beer, drinking contests, or volume discounts) are not permitted.

### **Alcohol Advertising**

In all municipal facilities where children and youth are allowed entry, advertising and posters that promote alcohol products or brand names are prohibited.

### **Municipal Endorsement of Commercial Liquor License Applications**

When asked to endorse a liquor license application submitted to the **AGCO**, the council shall only recommend approval if the applicant (restaurant, lodge, store, etc.) develops an operating policy similar to that of the municipality and provides server training to all staff.

## **Enforcement Procedures and Penalties**

The Township of Uxbridge permits Police attendance on all Municipal property at any time for the purposes of inspection and enforcement under the MAP.

**Permit holders** and rental groups who fail to comply with the Township of Uxbridge Municipal Alcohol Policy shall be subject to the following consequences:

### **Immediate Procedures**

1. The **event workers** must report any infraction of this policy 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 complete an incident report form.
2. The **event workers** must report any infraction of this policy to police whenever they believe such action is needed.
3. When the **permit holder**, despite requests, does not correct **MAP** infractions, the designated **municipal representative** must close down the event.
4. When participants are found to be drinking in restricted areas such as changing rooms, the **municipal representative** shall notify the police.

### **Short-term Procedures**

1. All reported infractions will be reviewed at the next recreation committee meeting.
2. The recreation director or designated **municipal representative** will send a registered letter describing the problem to the **permit holder**, informing the group that their rental privileges for the next scheduled rental or event have been revoked.
3. The group/team's rental privileges for the next scheduled rental or event (alcohol or no alcohol) will be revoked.
4. Future rental privileges to penalized groups will depend on their convincing the municipal staff and/or council's designate that they will follow all policy regulations at future functions.

## Long-term Penalties

1. When a **permit holder** contravenes the **MAP** a second time following a warning, the **permit holder** and sponsoring group will not be allowed to rent municipally owned facilities for a *minimum period of one year*.
2. Should a **permit holder**, team or group contravene the municipality's **MAP** a third time, they will be *permanently barred* from renting municipally owned facilities unless the decision is overturned through appeal to council.
3. **Event workers** who contravene the municipality's **MAP** have to get further server training.
4. **Event workers** who contravene the **MAP** for a second time will be removed from the server-trained workers' list for a period of one year and will have to get further server training.
5. Should an **event worker** contravene the **MAP** a third time, she or he will be permanently barred from working at events held in the Township of Uxbridge.

Penalties may be appealed to the recreation committee and/or municipal council.

## Signs

The following statements will appear on a wall sign placed at the entrance.

The Township of Uxbridge strives to provide recreation facilities for all members of the community to enjoy. We honour the rights of everyone, including those who choose to abstain, and welcome their participation in our social events.

Servers are required by law not to serve anyone who is or appears to be intoxicated or to serve anyone to the point of intoxication.

Low-alcohol beverages, coffee, soft drinks, and food items are available.

The Township of Uxbridge and Durham Regional Police thank you for helping to reduce impaired driving everywhere in the Township of Uxbridge. We look forward to personally thanking you at one of our roadside spot checks for leaving this event as a Sober Driver

We appreciate our Designated Drivers and thank them for their contribution to the health and safety of their friends and the community.

## Alcohol Ticket Sales, Gang Colours, and No “Last Call”

A wall sign is to be located at all bar areas.

### ALCOHOL TICKET SALES

No more than four (4) tickets per person may be sold at a time.

No gang colours, emblems, insignias or clothing to be worn or otherwise displayed on Municipal property

There will be no “LAST CALL”.



## **Accountability**

The sponsor will post a sign at main exits and in bar areas stating the name of the sponsor, the event license holder, and the address and phone number of the Durham Regional Police. A blank sign format shall be provided to the sponsor by the municipality.

<p>Township of Uxbridge Special Event</p> <p>Name of Permit holder and rental group: _____</p> <p>Durham Regional Police: 1-888-579-1520 Township Booking Agent: 905-852-7831 Alcohol and Gaming Commission of Ontario: 1-800-522-2876</p>
--

## **Alcohol-free Areas**

Problem areas in municipal facilities and parks, except those designated as eligible for licensed alcohol events, will be clearly posted.

<p>Alcohol is not permitted beyond this point.</p>
--

## **Proof of Age**

Signs must be posted in bar areas designated as eligible for alcohol use which read:

<p>The only acceptable proof of age is government-issued photo identification.</p>
--

## **Fetal Alcohol Syndrome**

The following sign is to be displayed in all areas where alcohol is served in order to inform participants about the risks of fetal alcohol syndrome.

<p>Fetal Alcohol Syndrome and Fetal Alcohol Effect can be prevented. Give your child a good start. If you are pregnant or breastfeeding, please do not drink alcohol.</p>
---

## **Policy Support**

### **Implementation Plan**

After adopting the policy, the committee will design and implement a strategy to orient all municipal staff, council members and community user groups to the policy requirements and promote the policy to the community at large.

### **Alliances with Neighbouring Communities**

The municipality will inform neighbouring communities about its **MAP** and make them aware that problem groups might want to rent or use their facilities, particularly if the neighbouring municipalities do not have a **MAP**.

### **Policy Monitoring and Review**

The policy shall be reviewed annually by an ad hoc team based on information gathered from event organizers, facility staff and event participants.



**Appendix 1**

**Required Ratio of Event Workers**

For functions that are by INVITATION ONLY. Event organizer shall have a predetermined guest list and confirmation of attendance (R.S.V.P.) prior to the event. Events would include: weddings, showers, family reunions, anniversaries, funerals

**Required Ratio of Event Workers  
Cash Bar (where tickets are sold)**

Number of Participants	Bartenders	Floor Supervisors		Door Supervisors		Ticket Sellers	
	<i>(smart serve)</i>	<i>(smart serve preferred)</i>	<i>(smart serve)</i>	<i>(smart serve preferred)</i>	<i>(smart serve)</i>	<i>(smart serve preferred)</i>	<i>(smart serve)</i>
		<b>new</b>		<b>new</b>		<b>new</b>	<b>new</b>
Under 25	1	1	0	0	1	0	0
25 to 50	1	1	1	0	1	0	1
51 to 100	2	2	2	0	2	0	1
101 to 200	2	2	3	1	3	0	1
201 to 300/318	3	3	3	1	3	1	2

Functions over 318 must follow the numbers where an entrance fee is charged

301 to 400	3	3	4	3
401 to 500	4	4	4	5
501 to 750	6	6	6	6
751 to 1300	8	8	8	8

**Required Ratio for Open Bar (where tickets are not sold)**

Number of Participants	Bartenders	Floor Supervisors		Door Supervisors	
	<i>(smart serve)</i>	<i>(smart serve preferred)</i>	<i>(smart serve)</i>	<i>(smart serve preferred)</i>	<i>(smart serve)</i>
		<b>new</b>		<b>new</b>	<b>new</b>
Under 25	1	1	1	0	0
25 to 50	1	1	1	0	0
51 to 100	2	2	1	1	0
101 to 200	2	2	2	2	0
201 to 300/318	3	3	2	2	1

Functions over 318 must follow the numbers where an entrance fee is charged

301 to 400	3	3	2
401 to 500	4	4	4
501 to 750	6	6	6
751 to 1300	8	8	8

**Ticket Sellers:** at least one half (1/2) shall be smart serve trained. The smart serve trained worker shall be present while all alcohol tickets are sold.

All non-smart serve event workers shall consult with those event workers with smart serve for leadership during any situations that may cause them concern.

**For Functions:** where attendees are not confirmed prior to event (no R.S.V.P.), known to organizers or where entrance tickets are sold at the door.

**Required Ratio of Event Workers  
Cash Bar (where tickets are sold)**

**Note: Ticket Sellers:** at least one half (1/2) shall be smart serve trained. The smart serve trained person shall be present while all alcohol tickets are sold.

Number of Participants	Bartenders ( <i>smart serve</i> )	Floor Supervisors ( <i>smart serve preferred</i> )	Door Supervisors ( <i>smart serve preferred</i> )	Ticket Sellers ( <i>smart serve</i> )
Under 25	1		0	1
25 to 50	1		1	1
51 to 100	2		2	2
101 to 200	2		3	2
201 to 300	3		3	3
301 to 400	3		3	4
401 to 500	4		4	4
501 to 750	6		6	6
751 to 1300	8		8	8

**Required Ratio for Open Bar (where tickets are not sold)**

Number of Participants	Bartenders ( <i>smart serve</i> )	Floor Supervisors ( <i>smart serve preferred</i> )	Door Supervisors ( <i>smart serve preferred</i> )
Under 25	1	1	0
25 to 50	1	1	0
51 to 100	2	1	0
101 to 200	2	2	0
201 to 300	3	2	1
301 to 400	3	3	2
401 to 500	4	4	4
501 to 750	6	6	6
751 to 1300	8	8	8

- ▶ The role of **event workers** is not only determined by the number of participants but by the design and location of the facility, e.g., walls restricting clear view of participants, stairs, door access and exits, washroom accessibility, proper lighting, room capacity and Ontario Fire Code Regulations.
- ▶ Room capacity is determined by posted occupant load capacity.

All non-**smart serve event workers** shall consult with those **event workers** with **smart serve** for leadership during any situations that may cause them concern.



## **Appendix 2**

### **MAP Forms**



The Corporation of the  
**Township  
of  
Uxbridge**

In The Regional Municipality of Durham

Town Hall  
51 Toronto Street South  
P.O. Box 190  
Uxbridge, ON L9P 1H1  
Telephone (905) 852-9181  
Facsimile (905) 852-9674  
Web [www.town.uxbridge.on.ca](http://www.town.uxbridge.on.ca)

### **AGREEMENT FORM FOR SPECIAL OCCASION PERMIT HOLDER**

I have received and reviewed a copy of the Township of Uxbridge's Municipal Alcohol Policy for Community Facilities and Parks.

I shall adhere to the conditions of the policy and the Liquor License Act of Ontario.

If I or other individuals at the event fail to adhere to the Policy the Township will take the appropriate action. This action may include eviction, revoking of the Special Occasion Permit and notification to the local authorities.

I understand that I can be held liable for injuries and damages arising from failure to adhere to the Liquor License Act of Ontario.

Permit Holder Name:

Contact Name:

Insurance:

Facility:

Event Date(s) and Time(s):

Signature:

Date:

### **IF APPLICABLE**

AGCO No.:

Permit No.

Township of Uxbridge documents are available in alternate formats upon request. Please fill out the Accessibility Request for Alternate Formats Form at [www.town.uxbridge.on.ca](http://www.town.uxbridge.on.ca) or contact the Accessibility Coordinator at 905-852-9181 ext. 209 or at [accessibility@town.uxbridge.on.ca](mailto:accessibility@town.uxbridge.on.ca).

**NOTE:** Personal information on this form is being collected under the authority of the Freedom of Information and Protection of Privacy Act R.S.O. 1990, c.F.31, s. 39 (2) for the purposes of regulating businesses. Questions about collection of personal information may be directed by mail to the address above.

The approved amount of alcohol I can bring in for this event is:

TYPE

QUANTITY

Event Workers Requirements:

Bartenders and Ticker Sellers – Smart Serve Required

Floor Supervisor and Door Supervisor – Smart Serve preferred

- |                  |           |           |
|------------------|-----------|-----------|
| 1) Name:         | Position: | Age:      |
| Smart Serve No.: |           | Phone No. |
| 2) Name:         | Position: | Age:      |
| Smart Serve No.: |           | Phone No. |
| 3) Name:         | Position: | Age:      |
| Smart Serve No.: |           | Phone No. |
| 4) Name:         | Position: | Age:      |
| Smart Serve No.: |           | Phone No. |
| 5) Name:         | Position: | Age:      |
| Smart Serve No.: |           | Phone No. |
| 6) Name:         | Position: | Age:      |
| Smart Serve No.: |           | Phone No. |
| 7) Name:         | Position: | Age:      |
| Smart Serve No.: |           | Phone No. |
| 8) Name:         | Position: | Age:      |
| Smart Serve No.: |           | Phone No. |
| 9) Name:         | Position: | Age:      |
| Smart Serve No.: |           | Phone No. |
| 10) Name:        | Position: | Age:      |
| Smart Serve No.: |           | Phone No. |





The Corporation of the  
**Township  
of  
Uxbridge**

In The Regional Municipality of Durham

Town Hall  
51 Toronto Street South  
P.O. Box 190  
Uxbridge, ON L9D 1T1  
Telephone (905) 852-9181  
Facsimile (905) 852-9674  
Web [www.town.uxbridge.on.ca](http://www.town.uxbridge.on.ca)

Event Summary Report Form  
Township of Uxbridge

(This form is to be completed by the bartenders after the event occurs)

Date of Event:

Facility:

Event:

Event Organizer(s):

Did a disturbance occur?

Yes

No

1. Describe the incident (with as much detail as possible):

2. How was the disturbance/incident handled? :

3. Were the police called?

Yes

No

Township of Uxbridge documents are available in alternate formats upon request. Please fill out the Accessibility Request for Alternate Formats Form at [www.town.uxbridge.on.ca](http://www.town.uxbridge.on.ca) or contact the Accessibility Coordinator at 905-852-9181 ext. 209 or at [accessibility@town.uxbridge.on.ca](mailto:accessibility@town.uxbridge.on.ca).

**NOTE:** Personal information on this form is being collected under the authority of the Freedom of Information and Protection of Privacy Act R.S.O. 1990, c.F.31, s. 39 (2) for the purposes of regulating businesses. Questions about collection of personal information may be directed by mail to the address above.

The name of the police officer who responded:

Police officers' contact information:

4. How do you think the incident could have been avoided?

Signature:

Date:



### **Appendix 3**

## **Policy Statements and Rationales**

## Policy Statements and Rationales

### Policy statement

The **permit holder** must demonstrate to a **municipal representative**, by signing a Form, that he or she understands the policy, will observe regulations, and that sufficient controls will be in place to ensure compliance with the policy. The **permit holder** and recreation staff must ensure the physical setting is safe for drinkers and non drinkers before the event. All entertainment must be over by 12:45 a.m. Facilities must be vacated by 1:30 a.m. *for indoor, municipally-owned facilities that can be licensed. Special rules apply to Parks. Special permission may be granted by the Facility Booking Clerk for clean up only.* (LLA)

### Rationale

*The municipal representative who approves the rental of a municipal facility to an individual or group must ensure that the group and/or individual are aware of the Municipal Alcohol Policy and its requirements. The Liquor Licence Act of Ontario and the fire regulations require that hours of service be followed and physical areas are safe and not overcrowded.*

### Proof of Special Event Permit

The **permit holder** must obtain a **SOP** (special event permit) from the **AGCO** (local liquor licensing authority) and must show proof of this to the **Municipal Representative** at least 5 days before the event.

*The special event application states that the permit holder and the hall owner are jointly responsible for the safety and sobriety of those attending the event. In Ontario, alcohol may not be served in public areas without a Special Occasion Permit or a liquor sales license.*

### Proof of Insurance

**Permit holders** must provide proof of liability insurance (\$2 million minimum) or at the discretion of Council (\$5 million) to the **municipal representative** at least 10 days before event.

*Municipalities, along with rental groups can be held jointly liable and could end up paying most of an award to a plaintiff should the sponsor be uninsured or not have enough assets or insurance. It is recommended that there be a minimum \$2 million in coverage.*

### **Proof of Server Training**

In order to be eligible to rent a municipal facility, the **permit holder** must provide a list of **event workers** who have attended an approved server training course at least ten (10) business days before the event, to the municipal representative.

*To reduce the risk of a lawsuit you need not only the components of policy and its procedures, you also need to recruit appropriately trained supervisors and servers. This permits the municipal representative to verify that the designated number of event workers are server trained. This could provide the municipality with a list of trained servers that other groups could use to recruit volunteers or paid event workers.*

### **Attendance by Permit Holder or Designate**

The **permit holder** or designate identified on the liquor permit must attend the event and be responsible for making decisions regarding the operation of the event. This individual must also be the holder of the rental agreement. **The designated alternate shall be named on the rental contract. The expectation on the part of the municipality, is the Special Occasion Permit holder and the rental agreement holder shall not consume alcohol during the event.**

*Although police will be called if a situation becomes risky, it is the responsibility of the Special Occasion Permit holder to ensure the event is properly managed.*

### **Police Notification**

The **municipal representative/ permit holder** will notify police before a situation gets out of control.

*Although police will be called if a situation becomes risky, the permit holder is responsible for ensuring an event is properly managed so that Police assistance is not needed. Most licensed events are held on Friday or Saturday night, a prime time for other occurrences requiring police attention. This could result in a slower response time by police. If you tell police early about potential problems, it will be easier for them to make sure they are available if needed.*

### **Alcohol Liability Insurance**

**Permit holders** must purchase a minimum of \$2 million in general liability insurance, and provide proof of purchase to the municipal representative at least 10 days before the event.

***By insisting on insurance, permit holders will be impressed with the reality of civil litigation. Damage awards have dramatically increased in recent years. Multi-million dollar damage claims are common place in cases of severe and/or permanent injuries. Case law indicates that judges and juries are sympathetic towards the injured plaintiff. Municipalities, along with rental groups, can be held jointly liable. The municipality could end up paying the greater share of an award to a plaintiff if the sponsor is uninsured or doesn't have enough assets or insurance.***

### **Server-Trained Event Workers**

In order to be eligible to rent a municipal facility, the sponsor must demonstrate to the satisfaction of the **municipal representative** that all of the **event servers, door supervisors, and floor supervisors** have attended a server training course, endorsed by the **AGCO**. This applies whether alcohol will be sold or provided at no charge. Proof of server training certification must be provided.

***Reducing the risk of liability requires not only the components of the policy, but also the recruitment of informed and skilled event workers. The municipality is morally obliged to inform volunteers of the potential for lawsuits, including personal liability, and provide them with the tools to avoid them. Trained supervisors and servers are aware of their responsibilities and are more likely to intervene before problems occur.***

### **Events Where Alcohol is Provided at No Charge**

When alcohol is provided at no charge, the event must have **smart serve** trained event workers **as per Appendix 1**.

***Responsible service is always required, whether alcohol is sold or provided at no charge.***

### **Event Worker Ratio**

Each event must have a clearly defined ratio of **event workers (door supervisors, floor supervisors, bartenders and ticket sellers)** as defined in the policy.

***A greater number of workers ensure that the event can be properly supervised at all levels including door supervision, floor supervision, ticket selling and bartending.***

### **Entrance Monitoring**

Entrance monitored by server-trained people of legal drinking age according to Appendix 1.

***Controlling the door ensures that those attending the event are not underage, intoxicated or known troublemakers and therefore makes it less likely that problems will occur. Controlling the door ensures that the event is not overcrowded and meets the fire department regulations. When two people monitor the door, each worker has a backup if someone is refused admission. A lone door supervisor could feel personal pressure to admit a close friend or relative who should be refused admission.***

### **Coat Checking**

A coat check system shall be in place where feasible.

***This will deter participants from sneaking or smuggling in their own alcohol. This allows supervisors to verify that participants leaving the event are not intoxicated.***

### **Floor and Exit Supervision**

**Floor supervisors** must be of legal drinking age and server trained ***preferred***, and the numbers of staff must comply with the suggested ratio of workers to participants. They must monitor the activity area as well as the exits and be available to **ticket sellers** who need help.

***Floor and exit monitors are responsible for***

***-Monitoring the activities during the event***

***-Ensuring that exits are used appropriately***

***-Ensuring that event participants do not engage in unsafe activities***

***-Ensuring that participants do not smuggle in alcohol***

***-Ensuring that underage people do not enter the event via the exit doors***

***-Ensuring that ticket sellers have backup if they run into hostile people, and***

***-Refusing to sell to those nearing intoxication or who object to a limit on ticket sales***

### **Ticket Sellers**

Server-trained people of legal drinking age or older will be designated to sell tickets according to Appendix 1.

***Selling tickets slows down the rate of consumption, as people are required to make two stops before getting their drinks. It allows ticket sellers to assess whether someone is sober without having to serve as well. It gives the server a chance to look for signs of intoxication and to read the climate of the event. Ticket sellers are less likely to feel pressured or to provide favours to ticket buyers.***

### **Ticket Limit**

Tickets must be purchased from a designated ticket seller and redeemed at the bar; maximum 4 tickets per purchase per person.

***Since consuming large numbers of drinks results in intoxication, limiting ticket sales helps to prevent overdrinking. This reduces the buying of table rounds (buying drinks for a group), which can contribute to overdrinking. When event participants make frequent trips to buy tickets, the ticket sellers and floor monitors can observe for signs of intoxication.***

### **No Last Call**

There will be no last call. Entertainers/DJs will be told that there is to be no last call.

***Last call usually results in rapid drinking at closing time and can result in high blood alcohol levels that may peak after the event and lead to impaired driving. Entertainers and DJs often announce last call without being asked to do so.***

### **No Alcohol Consumption By Permit Holder**

The **permit holder** is responsible for the event, so cannot drink alcohol before or during the event.

***If the permit holder had been drinking and an accident occurred, she or he would be less likely to identify and respond to a problem and it could be hard to prove to investigators, trial lawyers or jurors that she or he was in control of the event.***

### **No Alcohol Consumption by Event Workers**

**Event workers** must not drink alcohol before and during the event. Workers may drink alcohol after their work responsibilities have ended for the day.

***If event workers were allowed to drink alcohol, they would be less likely to identify and respond to a problem and it could be hard to prove to investigators, trial lawyers or jurors that they were control of the event.***

### **Worker Visibility**

All **event workers** are to wear visible identification.

***This makes it easy for participants to quickly identify and alert an event worker when they need help or to report a problem.***



### **Acceptable Identification**

The only acceptable identification for purposes of the sale/service of alcohol is government-approved photo identification, e.g. driver's license, passport, health card with photo.

***Photo identification provides a more reliable form of identification and is usually more difficult to tamper with.***

### **Special Security Requirements**

The municipality reserves the right to require the event organizer to hire at least two police officers or security personnel during an event, with the sponsoring group or individual paying the cost.

***This practice would be particularly beneficial at events where a large number of people are expected to attend or where there is a perceived risk of problems occurring. The presence of off-duty police officers in uniform could act as a deterrent to potential troublemakers.***

### **Youth Admission to Adult Events**

When alcohol is available, persons under the legal drinking age shall not be admitted to social events, except in the case of a family orientated occasion i.e.: a wedding or an anniversary. ***There shall be an area set aside, at functions where families would attend, where alcohol is not served. The area must be marked so that attendees know there is no alcohol allowed in this area.***

***There is a high risk of underage drinking when youth are admitted to licensed events. Youth of legal drinking age may provide alcohol to their underage friends. This practice increases the municipality's liability risk. At family events such as weddings and anniversaries, it would be difficult to prohibit youth from being admitted and renters would like all family members to participate.***

### **Masquerade Events**

**Event workers** must check the identification of all participants at masquerade events

***Masquerade events can encourage participants to behave inappropriately since they might not be recognized. By unmasking, standards of behavior are less likely to change. By unmasking, event workers can ensure proper identification and proof of age.***

### **Documentation – Event Summary Reports**

**Bartenders** need to complete an event summary report form for each event and return it to the designated municipal representative the next working day after the event.

***It is important to record all incidents if there is a policy infraction or illegal action. Documentation does not absolve event workers and permit holders from their responsibility to uphold the law.***