



**TOWNSHIP OF
TERRACE BAY**

**MUNICIPAL
ALCOHOL
POLICY**

Revised January 2014

TOWNSHIP OF TERRACE BAY MUNICIPAL ALCOHOL POLICY

REVISED: January 2014

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TOWNSHIP OF TERRACE BAY MUNICIPAL ALCOHOL POLICY

GOAL OF THE MUNICIPAL ALCOHOL MANAGEMENT POLICY

The Municipality of Terrace Bay wishes:

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 social events.
3. To protect the municipality, its staff, community organizations, volunteers and participants from contributing to a problem which could result in a lawsuit.

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 provincial Liquor License Act.
3. To ensure that events where alcohol use is permitted are properly supervised and operated.
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.

HISTORY AND BACKGROUND

In order to ensure that a safe environment and lifestyle is provided in our community, the Terrace Bay Township Council requested that an Alcohol Management Committee be formed to establish an Alcohol Policy for municipally owned and operated facilities and properties within the Township of Terrace Bay.

A sub-committee was formed, with representatives from various community organizations and municipal representatives. Representatives from the Addiction Research Foundation and the Liquor License Board of Ontario, assisted in devising this policy.

As a result of the purchase of the Terrace Bay Cultural Centre, a subcommittee was formed to update the alcohol policy to include the new Terrace Bay Cultural Centre.

POLICY REGULATIONS

REGULATION # 1 - MUNICIPAL FACILITIES ELIGIBLE FOR SPECIAL OCCASION PERMIT EVENTS

ARENA FLOOR SURFACE AREA

That the Terrace Bay Community Centre Arena Floor Surface be designated as a suitable facility for Special Occasion Permit Events.

Rationale

This facility provides space capable of accommodating a large group. In order to prevent accidents, it is not to be rented for special occasion permit events when the ice surface is present, unless appropriately covered. The arena seating area may not be used at any time.

MULTI PURPOSE ROOM

That the Multi Purpose Room be designated as a suitable facility for liquor related and or Special Occasion Permit functions.

Rationale

The Multi Purpose Room is suitable for accommodating small functions (ie: wine & cheese)

TOURIST INFORMATION CENTRE

That the Tourist Information Centre be designated as suitable for liquor related or Special Occasion Permit functions.

Rationale

This building is handicapped accessible and all facilities are contained within the building. (Washrooms, kitchen)

CURLING CLUB

The Terrace Bay Curling Club operates under a permanent Liquor License. That the Curling Club be designated as suitable for Special Occasion Permit functions. Special Occasion Permits functions are permitted in the Curling Club.

CULTURAL CENTRE

That the Michael King Hall, Senior Centre Activity Lounge and the Terrace Bay Public Library be designated as a suitable facility for Special Occasion Permit Events.

Rationale

This facility provides space capable of accommodating a large and small group.

SPECIAL REQUESTS

That any request for Special Occasion Permit functions to be held on Municipal Property, not addressed by this policy, shall be submitted to Council for individual review. ie: Street Dances. Requests must be received at least 60 days, prior to the event.

EVENTS NOT ELIGIBLE FOR SPECIAL OCCASION PERMITS

That all youth events and all minor sports events, including banquets, be designated as alcohol free.

Rationale

That these events are intended for young people. Non-consumption by participating adults provides a positive example for young people.

PROMOTION OF NON-ALCOHOLIC FAMILY DANCES

That groups be encouraged to sponsor alcohol-free family dances throughout the year.

Rationale

Children enjoy participating in special events with their parents. Alcohol-free events provide a positive example to children that it is possible to have fun without the use of alcohol.

APPENDIX “A”

MUNICIPAL FACILITIES ELIGIBLE & INELIGIBLE AREAS

ELIGIBLE AREAS	INELIGIBLE AREAS
Arena Floor Surface Area	Aguasabon Gorge
Multi Purpose Room	Community Parks/Playgrounds
Tourist Information Centre	
Curling Club	Terrace Bay Community Centre
Cultural Centre (Michael King Hall, Seniors Activity Lounge & Terrace Bay Public Library)	Offices and Work Areas
	Conference Room/Council Chambers
	Arena Seating/Dressing Rooms
	Bowling Alley
	Courts/Sauna/Fitness Room
	Terrace Bay Beach
	Tennis Courts
	Terrace Bay Municipal Pool
	Terrace Bay Fire Department
	Terrace Bay Airport
	Terrace Bay Public Works Garage

MANAGEMENT PRACTICES: BEFORE THE EVENT

A. Event Sponsor/Permit Holder Responsibilities

1. The event sponsor must get the appropriate Special Occasion Permit from the Alcohol and Gaming Commission of Ontario (AGCO) and must show proof of this to the municipal representative at least five (5) days before the event.
2. Renters must show a municipal representative that they understand the policy and their obligations and that they intend to comply with its regulations by signing the rental agreement. Failure to do so will result in the application being denied, even if a Special Occasion Permit has been obtained from the AGCO.
3. The permit holder must provide proof of liability insurance (\$1 million minimum) to the municipal representative at least 14 days before the event.
4. The permit holder must provide a list of event workers, who have attended an approved server training course, to the municipal representative at least two weeks before the event. This applies whether alcohol will be sold or provided at no charge.
5. Before the event begins, the permit holder and recreation staff must ensure the physical setting is safe for drinkers and non-drinkers.
6. The permit holder must agree to attend the event and be responsible for making decisions about the operation of the event based on the Municipal Alcohol Policy and the Liquor License Act of Ontario.
7. The permit holder must give the municipal representative a copy of the alcohol purchase receipt demonstrating the purchase of the required minimum percentage of low-alcohol beverages.
8. The municipality reserves the right to require the presence of at least two (2) police officers or security personnel, paid for by the sponsoring group or individual (i.e., the Permit Holder).

B. Event Management Practices

1. At least one municipal representative with authority to demand correction of policy infractions or to shut down an event on behalf of the municipality must attend all events where alcohol is provided.
2. 100% of event staff (bartenders, servers, door/floor monitors, ticket sellers) must be server trained, even if alcohol is free of charge.
3. The MAP's specified ratio of event workers to participants must be adhered to.
4. The entrance must be monitored by two server-trained people of legal drinking age or older.

5. To help control the event, floor supervisors must monitor the activity area and all exits and be available to ticket sellers if they need help to manage a person who is refused a sale.
6. A minimum of two server-trained people must be designated to sell tickets.
7. Patrons must purchase drink tickets from a designated ticket seller to a maximum of eight (8) per purchase per person.
8. The permit holder is responsible for the event and therefore must not drink alcohol while the event is in progress.
9. The permit holder must attend the event and be responsible for making decisions about the operation of the event based on the Municipal Alcohol Policy and the liquor License Act of Ontario.
10. The permit holder and event staff must intervene if patrons begin to engage in risky or inappropriate activities that could harm themselves or others.
11. The permit holder, event staff or municipal representative must notify the police if they observe signs that a situation is getting out of control.
12. All event workers must be sober and drink no alcohol while the event is in progress. (Workers may only drink alcohol if they have completed their shift and their work responsibilities have ended for the entire event).
13. All event workers must wear highly visible identification approved by the municipality.
14. Persons under the legal drinking age shall not be admitted to social events where alcohol is sold or served except in the case of a family occasion, such as a wedding or an anniversary. Government issued photo ID is required (e.g., driver's license, passport, etc.).
15. Event staff is to check the identification of all participants at masquerade events.
16. Where municipal facilities are leased to an external management group, this group's employees must have received server training.
17. There must be no "last call." When entertainers/DJ arrives, they must be informed that there is to be no "last call."
18. All entertainment must be completed by 2:15 am (2am license) and 1:15am (1am license)
19. Facilities must be vacated by 1:45am/2:45am (Liquor License Act of Ontario)
20. The permit holder must complete an event summary report form for each event at the end of the event and return it to the designated municipal representative the next working day after the event.

Volunteer Job Descriptions and Responsibilities

Permit Holder: Signs the alcohol permit, is the general manager of the event and assumes responsibility and liability for the operation of the event.

Event Sponsor: She or he must attend the event, ensure that adequate server trained staff is available, coordinate and help staff, ask for help from security if necessary.

Bartenders: Accept tickets for the purchase of alcohol drinks, serve drinks, monitor for intoxication, refuse service when patron appears to be intoxicated or near intoxication and offer no-alcohol substitute.

Floor Supervisor/Monitor: Chats with participants, monitors patron behaviour, monitors for intoxication, responds to problems and complaints, refuses service, removes intoxicated persons, suggests safe transportation alternatives.

Door Supervisor/Monitor: Checks identification and for signs of intoxication, keeps out intoxicated and troublesome individuals, monitors for those showing signs of intoxication when leaving the event, and recommends safe transportation options.

Ticket Seller: Sells alcohol tickets to a maximum of 8 per person per purchase, monitors for intoxication, refuses sale to patrons at or near intoxication, refunds tickets on request.

Special Security: Patrols the room, scans for potential trouble, and notifies event staff and permit holder of potential incidents, helps event staff in handling disturbances.

Event staff works as a team. This provides support for all team members and ensures that any potential problems are quickly identified and dealt with.

MANAGEMENT PRACTICES: After the Event

1. The renter will be responsible for clean up of facilities used. This will include the wiping of tables, counter tops, washing and drying of any utensils used and the removal of all decorations. Renter must supply detergent, tea towels, dish cloths, etc., necessary for proper kitchen clean up.
2. Any damage to the facility and/or property during contracted times will be compensated in full and expenses will be invoiced to the renter.
3. The renter will be extra billed for all additional costs of labour to the department resulting from special set-ups or if additional clean up required.

APPENDIX E

REQUIRED RATIO OF EVENT WORKERS

ARENA FLOOR

NUMBER OF PARTICIPANTS	BARTENDERS	FLOOR MONITORS	DOOR SUPERVISORS	TICKET SELLERS
UNDER 100	1	1	2	1
100 to 225	2	1	2	2
225 to 900	4	2	3	2

CURLING CLUB

NUMBER OF PARTICIPANTS	BARTENDERS	FLOOR MONITORS	DOOR SUPERVISORS	TICKET SELLERS
135	1	1	2	1

TOURIST INFORMATION CENTRE

NUMBER OF PARTICIPANTS	BARTENDERS	FLOOR MONITORS	DOOR SUPERVISORS	TICKET SELLERS
UNDER 100	1	1	2	1

MULTI PURPOSE ROOM

NUMBER OF PARTICIPANTS	BARTENDERS	FLOOR MONITORS	DOOR SUPERVISORS	TICKET SELLERS
UNDER 100	1	1	2	1

CULTURAL CENTRE

MICHAEL KING HALL

NUMBER OF PARTICIPANTS	BARTENDERS	FLOOR MONITORS	DOOR SUPERVISORS	TICKET SELLERS
UNDER 100	1	1	2	1
100 to 225	2	1	2	2
225 to 250	4	2	3	2

SENIOR CENTRE ACTIVITY LOUNGE

NUMBER OF PARTICIPANTS	BARTENDERS	FLOOR MONITORS	DOOR SUPERVISORS	TICKET SELLERS
UNDER 100	1	1	2	1

TERRACE BAY LIBRARY (Fireside Lounge and Meeting Rooms)

NUMBER OF PARTICIPANTS	BARTENDERS	FLOOR MONITORS	DOOR SUPERVISORS	TICKET SELLERS
UNDER 100	1	1	2	1

SIGNS

That the following signs be displayed in Special Occasion Permit facilities. All signs will be provided by the Township and it is the responsibility of the event organizers to post them.

SPECIAL OCCASION PERMIT

It is mandatory that the Special Occasion Permit be posted in the bar area, throughout the function.

STATEMENT OF INTOXICATION

The following statement will appear in all Municipal premises during any liquor related event or Special Occasion Permit event.

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 non alcohol beverages.

RIDE AWARENESS- DRIVER SPOT CHECK (R.I.D.E.)

The following statement will appear on a wall located at the main exits in all Municipal premises during any liquor related events and or a Special Occasion Permit event.

The local detachment of the Ontario Provincial Police reduce Impaired Driver Everywhere (RIDE) program thanks you for helping to reduce impaired driving everywhere in Terrace Bay. We look forward to personally thanking you at one of our spot checks, for leaving this event a SOBER DRIVER.

ACCOUNTABILITY

A wall sign to be located at main exits and in the bar area.

The sign will name the sponsor of the event with name, address and telephone numbers of the organizers. The sign will also provide the address and telephone number of the Terrace Bay Municipal Office and the OPP.

NO LAST CALL

A sign will be located at the ticket sale area and/or bar located in the facilities designated eligible for a Special Occasion Permit

The sign will indicate that there will be no last call announced before closing the bar.

Rationale

Last call usually results in high and rapid consumption and results in high blood alcohol levels which may peak after an event and lead to impaired driving.

TICKET SALES

A sign will be posted at the alcohol ticket sales table outlining the regulations

The sign will indicate that a maximum of 8 tickets per purchase per person; ticket sales ending ½ hour prior to the bar closing. A limit of two (2) drinks per person is the maximum allowed.

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.

PROOF OF AGE

Signs posted near entrances to designated Special Occasion Permits areas which read:

You must be 19 years of age or older to consume or have alcohol at a special occasion permit event. The only acceptable identifications are: Age of Majority, Passport, Citizenship Identification, or a Photo Driver's License.

PREVENTION STRATEGIES

SAFE TRANSPORTATION

Prior to receiving rental privileges of municipal facilities for special occasion permit functions, event sponsors shall be required to demonstrate to the satisfaction of the facility representative that a safe transportation strategy will be implemented, including:

A. DESIGNATED DRIVER

Designated driver program advertised at event and "identified drivers" receive free non-alcohol drinks (such as coffee, pop, juice)

B. ALTERNATE TRANSPORTATION OPTIONS

Have sponsor drive intoxicated participant home and/or call a friend, relative or taxi to assist intoxicated driver and/or if necessary call police, warn or apprehend impaired driver.

SERVER TRAINING

In order to be eligible to rent a municipal facility, the sponsor must demonstrate to the satisfaction of the municipal facility manager that **100%** of the event servers, door supervisors and floor supervisors have attended a recognized Server Intervention course (SMART SERVE) and have been trained in responsible server techniques.

It is also recommended that:

- Server Intervention Program trained persons be required to take a refresher course should the program be updated.
- Those employed by lessees of municipal facilities be required to receive Server Training.

PROVISION OF LOW-ALCOHOL AND NO-ALCOHOL DRINKS

In order to be eligible to rent a municipal facility, the sponsor must demonstrate to the satisfaction of the municipal facility manager that at least 30% of the available alcohol consists of low-alcohol beverages.

Non-alcohol drinks must be available at no charge or at a cost significantly lower than that of drinks containing alcohol.

Where wine is provided with a meal, a no-alcohol substitute such as ginger ale or sparkling fruit juice, must be provided to ensure that children and abstainers are including in toasting the celebrants.

Rationale

1 1/2 oz. of spirits, 5 oz. of table wine and 12 oz. of 5% beer all contain equal amounts of pure alcohol. The availability on non-alcohol drinks supports the designated driver program.

STANDARD ALCOHOL CONTENT DRINKS

In order to be eligible to rent a municipal facility, the sponsor must demonstrate to the satisfaction of the municipal facility manager that no extra alcohol content drinks will be provided.

Rationale

Extra strength alcohol drinks make it difficult to monitor the number of standard drinks consumed by participants at an Special Occasion Permit event.

Standard drink: 10 oz. 5% beer; 5 oz. 12% wine, 1 1/2 oz. 40% spirits

CONTROLS

In order for any individual/group to be eligible to host a Special Occasion Permit function, they must demonstrate to the Community Development Supervisor or designate that the policy is understood, that regulations will be observed and that sufficient controls are in place to assist in ensuring compliance to the policy.

The following controls will be complied with:

1. PROOF OF SPECIAL OCCASION PERMIT

The event sponsor shall obtain a Special Occasion Permit from the Liquor License Board of Ontario and must show proof of this to the Community Development Supervisor or designate **at least five (5) days prior to the event. The Special Occasion Permit must be posted in the bar area, during the entire event.**

2. INSURANCE

That the sponsors of any liquor related events and or Special Occasion Permit event being held in a municipally owned facility are required to provide proof, **at least five days prior to the event**, that they have purchased a minimum of **one (1) million dollars** in liability insurance coverage and the policy shall specifically include by name, both the event organizers and the Township of Terrace Bay.

3. LIST OF EVENT WORKERS

Event sponsor shall provide a list of event workers at least **five (5) days** prior to the event, with their SERVER INTERVENTION/SMART SERVER registration number

4. ENTRANCE SUPERVISORS

Each entrance shall be monitored by 2 people - 19 years of age and over, with at least one individual who is Server Intervention or Smart Serve trained.

5. IDENTIFICATION

Acceptable identification: **Age of Majority, Passport, Citizenship Identification or Photo Driver's License Identification only.** At events where underage persons are admitted, the permit holder will ensure that bartenders and servers do not provide alcohol to any under age person.

6. INDIVIDUAL SUSPENSIONS FROM FACILITIES

The event sponsor will receive a list of individuals who are barred from the Terrace Bay Community Centre facilities.

7. EVENT SPONSOR

The person (or their designate) who signs the Special Occasion Permit must attend the event and be responsible for making decisions regarding the operation of the event.

In the event that the Special Occasion Permit is signed over to another individual, the Community Development Supervisor, Liquor Inspector and the OPP, must be notified. The permit holder must sign a document stating that they have designated an alternate individual.

The Event sponsor is responsible for the event and therefore must refrain from consuming alcohol while the event is in progress. **Event workers may consume alcohol, only when their responsibilities have ended on that specific day. Any alcohol must be purchased prior to the bar closure and consumed prior to the event ending.**

8. SAFETY

Event sponsor and community centre staff must ensure physical setting is safe for drinkers and non-drinkers. Event sponsor and community centre staff must ensure that patrons do not engage in activities that could harm them or others.

9. EXITS

All exits must be supervised routinely by floor monitors.

That those attending the event have been monitored at the door and are not underage or intoxicated. Must ensure there is proper lighting at entrances.

Underage participants attending family events do not leave or arrive through an unsupervised access area in order to consume alcohol in another location.

10. FLOOR SUPERVISORS

A floor supervisor must be available to ticket sellers who require assistance in managing a person who is refused a sale.

11. CONTAINERS

All bottles retained within the bar area; all drinks served in disposable cups

12. NO MARKETING PRACTICES

Marketing practices which encourage increased consumption ie: oversize drinks, double shots, pitchers of beer, drinking contests, volume discounts are not permitted.

13. TICKET SALES

Tickets must be purchased from designated ticket seller and redeemed at the bar (maximum 8 tickets per purchase per person). The maximum allowable limit is two (2) drinks per person. Unused tickets up to (4) maximum are redeemable for cash at any time during the event.

14. FREE EVENT

Free bar event must have trained servers and floor supervisors.

15. WORKER IDENTIFICATION

All event workers to wear highly visual identification approved and provided by the Recreation Department.

16. FOOD

Encourage consumption of food, low-alcohol and non-alcohol beverages. Food must be provided beginning no later than 8:00pm, and must not be removed until the bar closes.

Rationale

The Liquor License act requires that food be served during a Special Occasion event. Chip, peanuts and other snacks do not qualify as food. Food normally consists of sandwiches, cheese, vegetables and dip.

17. MASQUERADE EVENTS

At masquerade events, participants may be required to identify themselves to event sponsors.

18. NO LAST CALL

No last call to be announced. Entertainers/Dee Jay will be informed by the event organizers, that there is to be no last call.

19. CLOSING TIMES

- Ticket Sales to end 1/2 hour prior to the bar closing time
- A maximum of two (2) drinks per person at closing time
- Bar area to close 1/2 hour prior to function ending
- All entertainment to be completed by 15 minutes after bar closure
- All beverages to be removed from tables 1/2 hour after bar closes
- Facilities must be vacated by patrons by 45 minutes after bar closes

20. MUNICIPAL ALCOHOL POLICY COMPLIANCE

The event sponsor must abide by the rules of the Municipal Alcohol Policy as enforced by the municipal representative. The Police have the authority to shut down the event, if required.

21. LIQUOR LICENSING BOARD OF ONTARIO COMPLIANCE

The event sponsor must abide by all rules and regulations of the Liquor Licensing Board of Ontario. Information can be obtained from the local Liquor Control Board.

CONSEQUENCES FOR FAILURE TO COMPLY

It is important that a clear set of guidelines be developed and that penalties for failure to comply with the policy be consistently applied. This practice ensures that user groups and participants recognize the policy as being fair, consistent and enforced when required.

1. The Community Centre Staff may report any infraction of this policy to legal authorities whenever they believe such action is required. The Police will have the authority to immediately shut down an event, if necessary.
2. Any infraction will be reviewed by Council.
3. A registered letter describing the problem will be sent by the Community Development Coordinator to the sponsor and Council may refuse future rental privileges to the sponsor.
4. Where underage youth are found to have consumed or to be consuming alcohol at Special Occasion Permit and non-Special Occasion Permit events, the police will be called
5. Where adults and/or youth engage in disruptive behavior at social events, police will be called.
6. When individuals are found to be consuming alcohol in restricted areas, police will be called to enforce the law.
7. Future rental privileges to penalized individuals or groups will depend on demonstrating to the Community Development Supervisor/Council that all rules will be followed at future functions. A registered letter will be sent by the Community Development Supervisor to the lessee and sponsoring group. Liquor License violations will be reported to the Liquor Licensing Board

ACCOUNTABILITY

At least one township representative with authority to demand correction or shut down an event on behalf of the municipality will attend all Special Occasion Permit events.

INSURANCE

That the sponsors of any liquor related events and or Special Occasion Permit event being held in a municipally owned facility are required to provide proof, **at least five days prior to the event**, that they have purchased a minimum of **five (5) million dollars** in liability insurance coverage and the policy shall specifically include by name, both the event organizers and the Township of Terrace Bay.

PROMOTING THE POLICY

That the Township of Terrace Bay will design and implement a strategy to orient all community user groups to the policy requirements and promote the policy to the community. Copies of the policy will be made available to the public. Updated Liquor Licensing Rules and Regulations can be obtained from the local Liquor Control Board.

POLICY MONITORING

That the policy be reviewed as necessary by the Township of Terrace Bay and report any necessary changes to Council.

APPENDIX “A”

MUNICIPAL FACILITIES ELIGIBLE & INELIGIBLE AREAS

ELIGIBLE AREAS	INELIGIBLE AREAS
Arena Floor Surface Area	Aguasabon Gorge
Multi Purpose Room	Community Parks/Playgrounds
Tourist Information Centre	
Curling Club	Terrace Bay Community Centre
Cultural Centre (Michael King Hall, Seniors Activity Centre and Terrace Bay Public Library)	Offices and Work Areas
	Conference Room/Council Chambers
	Arena Seating/Dressing Rooms
	Bowling Alley
	Courts/Sauna/Fitness Room
	Terrace Bay Beach
	Tennis Courts
	Terrace Bay Municipal Pool
	Terrace Bay Fire Department
	Terrace Bay Airport
	Terrace Bay Public Works Garage

APPENDIX “B”

GUIDELINES FOR SPECIAL OCCASION PERMIT HOLDERS

As the contact person for any liquor related events and or Special Occasion Permit, you and your group can be held liable for injuries and damages arising from failure to adhere to the Liquor License Act of Ontario. These infractions include serving someone to intoxication, serving someone who is already intoxicated, serving minors, and failing to prevent impaired individuals from driving. In order to reduce your group’s risk of liability, the following guidelines must be followed:

1. The event sponsor must provide a list of event workers to the facility representative **at least five (5) days** prior to the event along with each worker’s Smart Serve registration number.
2. The event sponsor must obtain a Special Occasion Permit from the Liquor License Board of Ontario and must show proof of this to the facility representative or provide a letter in writing, noting that the liquor related event in question will encourage consumption of food, low-alcohol and non-alcohol beverages. The Liquor License act requires that food be served during a Special Occasion event. Chips, peanuts, and other snack do not qualify as food. Food normally consists of sandwiches, cheese, vegetables and dips. Food must be provided beginning no later than 8:00pm and must not be removed until the bar closes.
3. The entrance will be monitored by a minimum of two people 19 years of age or over. Workers will ensure that proper lighting is used at entrances.
4. The only acceptable form of identification will be Age of Majority, Citizenship Identification, Passport or Photo Driver’s License.
5. The person who signs the Special Occasion Permit Application and the person who signs the Rental Agreement must attend the event and be responsible for making decisions regarding the operation of the event. If a designate has been appointed, this must be confirmed in writing to the Community Development Supervisor, Liquor Inspector and Ontario Provincial Police.
6. The event sponsor is responsible for decision-making during the event and therefore must refrain from consuming alcohol while the event is in progress. Event workers may consume alcohol when their responsibilities have ended for that specific day. Alcohol must be purchased prior to the bar closing and consumed before the event ends.
7. The event sponsor and facility staff must ensure that the physical setting is safe for both drinkers and non-drinkers.
8. The event sponsor and facility staff must prevent patrons from engaging in activities that can harm themselves or others.
9. All exits must be supervised.
10. A floor supervisor will be available upon request to ticket sellers who require assistance in managing a person who is refused a sale.
11. During any liquor related events, all bottles must be retained within the bar area and all drinks must be served in disposable glasses.

GUIDELINES FOR SPECIAL OCCASION PERMIT HOLDERS (Cont.)

12. At least one township representative on duty will have the authority to demand correction and/or to shut down an event on behalf of the township for violation of any policies or regulations.
13. The licensee must abide by the rules of the Municipal Alcohol Policy as enforced by the facility representative.
14. Marketing practices which encourage increased consumption, such as oversize drinks, double shots of spirits, pitchers of beer, drinking contests and volume discounts are not permitted.
15. A free bar event must have trained servers and floor supervisors.
16. All event workers must wear highly visual identification provided by the permit holder.
17. Whenever possible, police will be notified by the facility manager or his representative of a potentially risky situation **before** the situation is out of control.
18. Tickets sales will end (1/2) one-half hour, prior to the bar closing.
19. There will be no last call.
20. The bar area will close after the last patron has been served and one half hour (1/2) to the event ending. A maximum of 2 drinks per person at closing time.
21. Unused tickets will be redeemed for cash on demand until closing time, up to a maximum of four (4) tickets per person.
22. All entertainment must be completed 15 minutes prior to the event ending.
23. All beverages must be removed from the tables 1/2 hour after the bar has closed.
24. Facility in use is to be vacated by the patrons 45 minutes after the bar closes.
25. The sponsor must take reasonable steps to prevent impaired people from driving. (See Safe Transportation)
26. The sponsor will be held responsible for any damages arising from the event.
27. Sufficient amount of staff to be provided by the permit holder to maintain service and security.
28. Groups who fail to comply with the Municipal Alcohol Policy be subject to Council's review.
29. The event sponsor must provide proof of liability insurance, five days prior to the event.
30. All hours referred to in this Municipal Alcohol Policy are subject to change should the Liquor License Act be amended provincially.

APPENDIX “C”

**AGREEMENT FORM FOR
Special Occasion Permit HOLDERS**

I have received and reviewed a copy of the Township of Terrace Bay’s Policy for liquor related events and or Special Occasion Permit Holders.

I understand that I must adhere to the conditions of the Alcohol Policy and the Liquor License Act of Ontario.

I understand that if I or other individuals at the event fail to adhere to the Alcohol Policy, the Township of Terrace Bay Staff will take the appropriate action to. If there is a violation of the Liquor License Act or any safety issue, those with authority ie: Police Department and/or the Liquor Inspector will be requested to close down the Special Occasion Permit function, if required.

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

Dated this _____ day of _____ 20_____.

Permit Holder

Community Development Supervisor (or designate)

APPENDIX “D”

**TOWNSHIP OF TERRACE BAY
MUNICIPAL ALCOHOL POLICY - RENTAL APPLICATION**

Name of Organization				
List of executive members				
Event				
Date(s) of Event				
Time of Event				
Facility	AREA	CAPACITY		
	Arena Floor – Winter	800		
	Arena Floor – Summer <i>(tractor shed door must be open)</i>	900		
	Curling Club Lounge	135		
	Multi-Purpose Room	80		
	Tourist Information Centre	53		
	Michael King Hall	250		
	Seniors Centre Activity Lounge			
Estimated attendance				
Special occasion permit signee				
Transportation alternatives				
Will security be in attendance?	YES		NO	
Will non-alcoholic beverages be available?	YES		NO	
Does your organization have liability insurance?	YES		NO	
Has your organization been refused rental privileges at any other town facility?	YES		NO	
Did you review and understand the alcohol management policy?	YES		NO	

APPLICANT’S SIGNATURE

TOWNSHIP REPRESENTATIVE

DATE

APPENDIX E

REQUIRED RATIO OF EVENT WORKERS

ARENA FLOOR

NUMBER OF PARTICIPANTS	BARTENDERS	FLOOR MONITORS	DOOR SUPERVISORS	TICKET SELLERS
UNDER 100	1	1	2	1
100 to 225	2	1	2	2
225 to 900	4	2	3	2

CURLING CLUB

NUMBER OF PARTICIPANTS	BARTENDERS	FLOOR MONITORS	DOOR SUPERVISORS	TICKET SELLERS
135	1	1	2	1

TOURIST INFORMATION CENTRE

NUMBER OF PARTICIPANTS	BARTENDERS	FLOOR MONITORS	DOOR SUPERVISORS	TICKET SELLERS
UNDER 100	1	1	2	1

MULTI PURPOSE ROOM

NUMBER OF PARTICIPANTS	BARTENDERS	FLOOR MONITORS	DOOR SUPERVISORS	TICKET SELLERS
UNDER 100	1	1	2	1

CULTURAL CENTRE

MICHAEL KING HALL

NUMBER OF PARTICIPANTS	BARTENDERS	FLOOR MONITORS	DOOR SUPERVISORS	TICKET SELLERS
UNDER 100	1	1	2	1
100 to 225	2	1	2	2
225 to 250	4	2	3	2

SENIOR CENTRE ACTIVITY LOUNGE

NUMBER OF PARTICIPANTS	BARTENDERS	FLOOR MONITORS	DOOR SUPERVISORS	TICKET SELLERS
UNDER 100	1	1	2	1

TERRACE BAY LIBRARY (Fireside Lounge and Meeting Rooms)

NUMBER OF PARTICIPANTS	BARTENDERS	FLOOR MONITORS	DOOR SUPERVISORS	TICKET SELLERS
UNDER 100	1	1	2	1

APPENDIX F

SPECIAL OCCASION PERMIT SUPERVISOR JOB DESCRIPTION

As a Special Occasion Permit Supervisor you are the Township's representative and it is your duty to ensure the Township's responsibilities are met and that the Special Occasion Permit holder meets his responsibilities.

As a Special Occasion Permit Supervisor, it is your duty to ensure the function is operated within the guide-lines of the Liquor License Act regulations and the guide-lines of the Township's Liquor Management Policy.

You are to report any violation to the permit holder and have him rectify the situation, you have the authority to shut the bar down and have the alcohol locked up or call the Ontario Provincial Police at 824-2333 before 4:00 P.M. or 1-800-465-6777 after 4:00 P.M., if the permit holder does not follow through on your directions.

If you have any problems contact Dean Main at 825-9603(H) 229-6058 (cell) or Jon Hall at 807-229-7186 (Township After Hours Cell)

Remember it is your job to ensure the Liquor License holder is operating the function properly.

WHAT TO DO BEFORE THE FUNCTION BEGINS:

1. Check with staff on duty, ensure buckets, mops, pails, garbage bags and paper towels are readily available.
2. Check the liquor license for type, times, whose name is on the license and that the license is posted at the bar.
3. Introduce yourself and explain to the special occasion permit holder that you are there to help them run their function according to the Liquor License Act regulations and guidelines of the Township's Liquor Management Policy.

Check with permit holder before function starts to ensure that:

- Non-alcoholic beverages are available. These may be sold at a reasonable cost, they do not have to be out for general consumption, but readily available.
- Only Age of Majority Cards, Passport, Citizenship Identification or Photo Driver's License are accepted as proof of age.
- A sign has been posted a point of ticket sales stating refunds will be made when bar closed for fifteen minutes.
- No last call is to be made by the Dee Jay or by flashing lights etc.

DURING FUNCTION:

1. It is the Special Occasion Permit Supervisors duty to ensure the Special Occasion Permit Holder is properly supervising the function. The permit holder should remain in the hall or advise the Special Occasion Permit Supervisor the name of the person being left in charge in his or her absence.
2. Keep a watch out for potential problems (individuals, groups, tables etc.) If you see a potential problem report it to the Special Occasion Permit holder.
3. If you see someone you believe to be underage, inform the Special Occasion Permit function holder and make sure they check it out. If they are underage, make sure the permit holder has them leave.
4. Circulate through the hall to keep any eye on things.
5. Check the washrooms and report any vandalism to the staff on duty or if there are requirements of paper or plugged toilets etc., report it immediately.
6. During the function, the Special Occasion Permit holder should check the parking lot and grounds.
7. Special Occasion Permit holder should have spillage cleaned up immediately to avoid accidents.

CONCLUSION OF FUNCTION

1. Ensure staff cleans up entire bar area.
2. All alcohol is to be off the tables one-half hour after the bar closes.
3. All tables are to be cleaned off before the Special Occasion Permit holder leaves.
4. Make sure buckets and garbage bags are available.

YOU ARE RESPONSIBLE FOR ENSURING THE SPECIAL OCCASION PERMIT HOLDER RUNS A SAFE FUNCTION. MAKE SURE YOU KNOW THE RULES OF THE LIQUOR LICENCE ACT AND REGULATIONS PERTAINING TO SPECIAL OCCASION PERMITS AND THE TOWNSHIP'S LIQUOR MANAGEMENT POLICY.