

**POLICY NUMBER CDC-2012-11**  
**-of-**  
**THE CORPORATION OF THE COUNTY OF BRANT**



**MUNICIPAL ALCOHOL POLICY**

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## **Introduction:**

The County of Brant owns and manages facilities and property where alcohol consumption is not permitted and other facilities and property where alcohol consumption is permitted under the authority of a Special Occasion Permit. The County of Brant has developed this Municipal Alcohol Policy in order to:

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

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

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

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

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

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

## **1.0 Definitions:**

### **Designated Drivers**

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

### **Duty of Care**

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

### **Event Organizer / Sponsor (see Permit Holder)**

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

### **Event Workers**

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

### **Extra-strength Drinks**

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

### **Facility Contract**

A rental agreement between the County and facility renters.

### **Intoxication**

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

### **Light Beer**

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

### **Liquor Licensing Act**

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

### **Municipal Alcohol Policy (MAP)**

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

### **Occupier**

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

### **Occupiers' Liability Act**

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

### **Open Events**

Events open for the public to attend.

### **Outdoor Alcohol Event**

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

**Outdoor Events**

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

**Parkland**

Open space owned and/or operated by the County of Brant

**Parking Lots**

Areas owned by the County of Brant for the purpose of parking motor vehicles.

**Permit Holder (see Event Organizer / Sponsor)**

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

**Public Events**

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

**Receptions**

Event that is not open to the public.

**Special Occasion Permit**

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

**Standard Drink**

= 12 oz. 5 percent alcohol content Beer; or

= 5 oz. 12 percent Wine; or

= 1 ½ oz. 40 percent spirits

**Type of Events**

Weddings, Showers, Dances, Barbeques, and any other event where alcohol will be served.

## **2.0 Purpose Of The Policy**

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

## **3.0 Areas Designated For Conditional Use Of Alcohol**

The consumption of alcoholic beverages is prohibited in the majority of County-owned or controlled facilities and properties. The County of Brant Council may change the designation of any site at its discretion. County facilities and property that are designated as suitable for Special Occasion Permit functions are listed in **Appendix "A"**. Persons may apply for other sites not listed and approval may be granted at Council's discretion.

## **4.1 Certification / Training – Smart Serve Program**

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

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

### Effects of Alcohol

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

### Legal Issues

- The Liquor License Act
- Civil Liability

### Maintaining a Safe and Enjoyable Atmosphere

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

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

## **5.1 Safe Transportation Strategy**

The risk of liability is especially high when an intoxicated driver leaves an alcohol related event. Safe transportation options are essential since the only way to sober up an intoxicated person is with time.

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

- a) Arranging a designated driver;
- b) informing participants of taxi service if available;
- c) transportation provided by the event sponsor;
- d) warning the intoxicated person that the police will be called should they attempt to get behind the wheel of a vehicle;
- e) calling the police if an intoxicated person attempts to drive.

## **6.0 Strategies For Preventing Problems**

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

## **7.0 Special Occasion Permit**

A copy of County of Brant's Municipal Alcohol Policy will be provided to the Special Occasion Permit Holder at the time of application for a Facility Contract and the Permit Holder must sign in the applicable spot that he/she has read, understands and agrees to comply with the rules stated herein (**Appendix "J"**).

- 7.1** The General Manager, Operations Department or designate(s), for events held in Facilities, Parks, Streets or in Parking Lots; or any County of Brant owned or operated property in conjunction with the O.P.P., have the right to determine whether security or police will be required to be present based upon the event type and estimated attendance (**Appendix "D"**). All costs will be the responsibility of the event organizer.
- 7.2** The Special Occasion Permit holder must assume responsibility for any incident or violation of the Policy that may endanger participants at the Special Occasion Permit function and must ensure all entrances and exits to the event are adequately supervised as set out in **Appendix "B"**.
- 7.3** The Special Occasion Permit holder is encouraged to acquire Smart Serve Program training.
- 7.4** The Special Occasion Permit Holder or designate who is named on the form provided by the Registrar of Alcohol and Gaming Commission of Ontario, must be present for the duration of the entire event. The Special Occasion Permit Holder must ensure that the Special Occasion permit is submitted to the designated County department two weeks prior to the event and that any form naming a designate is posted with the Special Occasion Permit.
- 7.5** The Special Occasion Permit Holder or designate is responsible for decision making during the event, and therefore, must not consume alcohol to the point of intoxication.

- 7.6 The Permit Holder must ensure that the Special Occasion Permit and levy receipt (for liquor sale events) are available upon request during the entire time the event is in progress.
- 7.7 The Special Occasion Permit holder must follow the event worker ratio as outlined in **Appendix “B”**.
- 7.8 When event workers are supplied by the facility renter, the Special Occasion Permit holder must provide a list two weeks prior to the event of door monitors, bartenders, servers and alcohol ticket sellers with their proof of certification and shall post the list with the group’s Special Occasion Permit (**Appendix “C”**).
- 7.9 The Permit Holder must ensure all event workers, are of the age of majority, and where required, recognized as certified under a Smart Serve program. Age of majority for serving alcohol is 18 years old but for drinking alcoholic beverages is 19 years old. Food catering and kitchen staff that is not involved in the service of alcohol is not required to be 18 years of age.
- 7.10 The Permit Holder must ensure all event workers (door and floor monitors, bartenders, servers, alcohol ticket sellers etc.) must not consume alcohol to the point of intoxication.
- 7.11 The Permit Holder must ensure that all door and floor monitors, bartenders, servers and alcohol ticket sellers, acting in official capacity at the event, wear a name tag or some type of identification that states they are event workers, (eg). T-shirts or vests, if required by the County.
- 7.12 The Permit Holder shall advise event workers with respect to admittance of persons who are underage and of the right to refuse admittance to an individual who appears intoxicated.
- 7.13 The Permit Holder must ensure that event workers know evacuation procedures and the location of entrance and exit accesses.
- 7.14 The Permit Holder shall ensure that event workers have a method of counting attendees to ensure the permit and building capacity is not exceeded, (eg). collect tickets and/or count clicker. It is the responsibility of the event sponsor to ensure that the building/attendance capacity is not exceeded during the event. If capacity is exceeded, County of Brant staff has the right to close the event.
- 7.15 The Permit Holder shall ensure that the only acceptable form of identification for proof of age will be:
- a valid Driver’s License with photo,
  - Canadian passport or Canadian,
  - Citizenship Card with photo,
  - A Canadian Armed Forces Identification,
  - Bring Your Identification (BYID) Card issued by the Liquor Control Board of Ontario,
  - A photo card issued by the Alcohol and Gaming Commission of Ontario,
  - Secure Indian Status (Canadian),
  - Permanent Resident Card (Canadian),
  - Any photo card issued under the Photo Card Act, 2008

- 7.16 The Permit Holder shall ensure that at all times, bottle or draft beer of a light variety shall be offered, and a sign indicating availability be posted with the Special Occasion Permit and shall ensure that alcoholic beer or coolers of the standard 5.0% or less are emphasized as opposed to premium beers or wine coolers of greater alcoholic content.

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

- 7.17 The Permit Holder shall ensure that no “Last Call” is announced and no Happy Hours are offered. For Arenas and Community Centres listed in Schedule A, the Permit Holder must ensure that the bar area is closed by 12:30 a.m.; except on New Year’s Eve when the bar area must be closed by 1:00 a.m. and that the alcohol is removed from the facility by 1:45 a.m., in accordance with the requirements of the Special Occasion Permit. The County of Brant reserves the right to restrict “sale hours” for Special Occasion Permit functions during hockey games, hockey tournaments, sporting events in arenas and parks, (eg). Blue Line Club.
- 7.18 The Permit Holder at an event where alcohol tickets do not identify the event sponsor are sold, shall advertise that unused alcohol tickets can be returned during the event for cash. The Permit Holder, at an event where alcohol tokens or alcohol tickets identifying the event sponsor are sold, shall advertise that cash will not be refunded for unused alcohol tickets and that attendees will have the opportunity to use the unused tokens / tickets at another event sponsored by the same organization, (eg). next Lions’ function. The Permit Holder shall ensure that the time that the sale of alcohol will end is posted.

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

- 7.19 The Permit Holder shall ensure that non-alcoholic beverages shall be available at all times and that non-alcoholic beverages are provided at a cost significantly lower than alcoholic beverages and in accordance with the Special Occasion Permit that an adequate supply of food is available to persons attending the event.
- 7.20 The Permit Holder shall ensure that if alcohol is to be given as a contest prize, it is given in the form of a gift certificate.
- 7.21 The Permit Holder shall ensure that any beverage being served at a Special Occasion Permit function will be served in plastic or paper cups unless otherwise authorized by the designated County of Brant contact. It is strongly recommended to use different coloured plastic or paper cups in order to distinguish between the alcohol and non-alcoholic drinks.
- 7.22 The Permit Holder shall ensure that no marketing practices which encourage increased consumption, i.e. oversized drinks, double shots, pitchers of beer, drinking contests, volume discounts (eg. \$3.00 each or 5 for \$14.00), are permitted and that straight shots of alcohol, such as shooters or Jell-O shooters are not served.
- 7.23 The Permit Holder shall ensure that no more than five (5) drink tickets are sold to any one person at any one time. In the event of weddings and banquets, bottles of wine will be allowed to be served. Please refer to the Low Risk Drinking Guidelines as provided in **Appendix “E”**.

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

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

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

**7.25** The Permit Holder shall ensure that the following signs are posted at every event where alcohol is being served.

A sign at the alcohol ticket sales table as set out in **Appendix “F”**.

A sign as set out in **Appendix “G”** shall be prominently posted at the bar and at the alcohol ticket-selling table

A sign as set out in **Appendix “H”** for the Reduce Impaired Drivers Everywhere (R.I.D.E.) program shall be prominently posted at the main exit.

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

## **8.0 Requirements For Outdoor Public Events**

**8.1** Any event held outdoors on County property has additional requirements. The following is directly related to the designated areas of the parkland, street or parking lot that has been licensed to sell alcohol. Interpretation of the requirements shall be clarified upon request for the permit holder by County staff.

**8.2** It is recommended that an applicant forward a request for a tentative booking of the parkland/parking lot space ninety (90) days in advance. It takes approximately sixty (60) days to process the necessary documents for a beer garden, however, smaller community special events may require less time. Special Occasion Permits for a community festival or significant event will require a resolution from Brant County Council. All outdoor events are required to complete a “Special Events Application”.

**8.3** If it is expected that fewer than 5,000 people will be attending the event the applicant must give 30 days written notice prior to the event date or 60 days written notice if more than 5,000 people are expected to the event, to the Municipality, Police, Fire and Health Unit informing them of the event and identifying the date, time, location, expected attendance and the physical boundaries of their request. This should include a detailed map showing the dimension of the area, including entrances, exists and fencing locations. Requirements for special events are outlined in the County of Brant Special Events Application Resource Manual which is part of the Special Events Application that must be submitted to the County of Brant.

**8.4** Requests must be completed in full, prior to the issuance of the permit and copies submitted to the Special Events Advisory Team (SEAT).

## 8.5 Installation of Tents/Poles:

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

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

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

- a) The site plan showing the location of the tent in relation to other buildings and other tents, and dimensions from lot lines, buildings or structures.
- b) The tent must be no closer than 3 m to any fence or any flammable material. Interior layout of tent and use of the tent, (eg). tables, chairs, counters and other fixtures.
- c) Location of fire extinguishers.
- d) A letter or copy of test, re: conformance to CAN/ULC S-109 M – standard for flame spread rating (available from tent supplier).
- e) If tent exceeds 225 m<sup>2</sup> (2,420 sq. ft.) plans shall be designed and stamped by a professional engineer.
- f) Confirmation of final inspection by a professional engineer shall be submitted to the Building Division prior to occupancy being permitted.
- g) Confirmation of final inspection by the Electrical Safety Authority shall be submitted for any electrical equipment installed, temporary or otherwise, as required by the Ontario Electrical Safety Code.

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

The appropriate departments may provide assistance upon all approvals being in place to groups addressing the physical “atmosphere of the grounds” being those items referred to above. There normally is a cost to the applicant for required services in terms of materials, supplies and labour prior to, during and after the event.

- a) The Permit Holder must adhere to the Ontario Fire Code, Brant County’s By-law 223- 02 (A By-law to Regulate the Open Air Burning) and any other current legislation.
- b) The Permit Holder must ensure occupant load is posted if it exceeds 60 persons for outdoor events.
- c) As required by the Special Occasion Permit, the Permit Holder must ensure physical barriers (minimum 36 inches high) are set in place whereby the group or organization can readily monitor patrons within the assigned area.
- d) The Permit Holder shall notify the Building & By-law Division, Fire Services and the County of Brant Health Unit for all necessary inspections prior to occupancy and use of the structure.
- e) The Permit Holder shall ensure the Building Permit is posted and clearly visible during the entire time the tent is erected.
- f) The Permit Holder must obtain County of Brant approval in advance to charge admission fees to the grounds. Specific details on the reasons for the charges, expected income and rates must be submitted for approval.
- g) Concession Operations With In Fenced In Area - The Permit Holder must ensure food service is provided within/surrounding the area designated for the Outdoor Alcohol Event, Where food is

being sold, served or prepared at such events, the Permit Holder must obtain a letter of permission from the County of Brant Health Unit. Requests for concession operations must be submitted by the group with the original application and forwarded to the designated department.

- h) The Permit Holder must ensure fire extinguishers are provided in the cooking/serving area. The number of fire extinguishers will be determined in consultation with Fire Services. The Permit Holder must ensure all exit aisles are kept clear.
- i) The Permit Holder must obtain County of Brant approval in advance to charge admission fees to the grounds. Specific details on the reasons for the charges, expected income and rates must be submitted for approval.
- j) The Permit Holder must obtain County of Brant approval in advance to charge admission fees to the grounds. Specific details on the reasons for the charges, expected income and rates must be submitted for approval. When deemed necessary, the Permit Holder shall ensure security measures are to be implemented in consultation with County of Brant and OPP (**Appendix "D"**) and must institute overnight security to prevent against theft and vandalism.

## **9.0 Policy Violation Procedures**

- 9.1** Any individual or organization bringing alcohol on designated County of Brant properties must have a Special Occasion Permit and before obtaining a Special Occasion Permit must have prior approval of the County of Brant.
- 9.2** In the case of patrons who are intoxicated to the point that they must be refused service, the Permit holder or designated event staff must implement their Safe Transportation Strategy (see Item 5.0)
- 9.3** The Permit Holder shall ensure the Police are notified in the event the person refuses to take advantage of the options presented by the event sponsor, bartenders, or County of Brant staff on duty.
- 9.4** A violation occurs when the Special Occasion Permit holder fails to comply with any of the provisions of the Liquor License Act of Ontario or its regulations, or with any of the terms and conditions, or the Municipal Alcohol Policy.
- 9.5** A participant at the event, County of Brant staff, a member of the Ontario Provincial Police, County of Brant Fire Services, Building Inspector, Municipal Law Enforcement officer and/or an Inspector of the Alcohol and Gaming Commission of Ontario can intervene when he/she encounters a violation of the Policy.
- 9.6** All violations must be reported to the designated municipal staff as soon as possible within 24 hours of the occurrence, or by the start of the next working day, and municipal staff must file an Incident Report.
- 9.7** A member of the organizing group, the Special Occasion Permit holder, or monitor may intervene by informing the offending individual(s) of the violation, and ask that it be stopped, or corrected. Members of the organizing group, the Special Occasion Permit holder and monitors are encouraged to intervene in this way because intervention at other levels could ultimately result in a loss of privileges and possible criminal charges.
- 9.8** Depending upon the severity of the violation, County of Brant staff may request the organizers of the event to stop the violation, or the police may close down the Special Occasion Permit portion of the event.

- 9.9 The organizers will not be reimbursed for any financial loss, which may be incurred as a result of this action. Should the organizers refuse to comply, staff may call the Police for enforcement. If an event becomes “out of control” and requires additional assistance from the Ontario Provincial Police or County of Brant Fire Services, the Special Event host will be responsible for the costs.
- 9.10 All violations will be reviewed by the appropriate General Manager or designate(s) who may terminate (no further rentals), suspend, or modify the rental privileges of the individual or organization.
- 9.11 Where the Special Occasion Permit holders have violated the Municipal Alcohol Policy, the event sponsoring organization will be sent a registered letter advising of the violation, and indicating that no further violations will be tolerated.
- 9.12 County of Brant and/or the Alcohol and Gaming Commission of Ontario may revoke the license for an event if there is a history of problems with the event.
- 9.13 Should the Special Occasion Permit holder violate the Policy within one year of receiving notice of their first violation, the organizers or any person associated with the group, will be suspended from Special Occasion Permit privileges at all County of Brant facilities for a period of not less than one year. A registered letter will be sent to the Special Occasion Permit holder and event sponsoring organization advising of the suspension.
- 9.14 The Police or an Inspector of the Alcohol and Gaming Commission of Ontario may intervene in a violation of this Policy on his/her initiative, or in response to a request from either a County staff member or a member of the general public. Depending upon the severity of the infraction, charges may be laid under the Liquor License Act of Ontario, or any other relevant legislation.

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

## **10.0 Policy Monitoring and Revisions**

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

## **11.0 Special Occasion Permit Holder Agreement**

Any approval given by County of Brant for a Special Occasion Permit event will be conditional upon the event sponsor agreeing, in writing, to follow the Municipal Alcohol Policy (Appendix “J”) and upon proof of a Special Occasion Permit being issued.

## **12.0 Insurance/Special Occasion Permit**

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

- 12.1 The Certificate of Insurance must show that the event sponsor has a minimum of two million dollars (\$2,000,000) commercial general liability insurance coverage (must include a Host Liquor Liability endorsement), and that The Corporation of The County of Brant is named as an additional insured to this Policy.
- 12.2 The actual insurance limits required may be increased at the discretion of The County of Brant should it be determined that the risk involved with the event dictates a higher limit of insurance. This will be determined based on information provided as part of the Special Events Application Process.
- 12.3 A Permit holder will be required to enter into an Agreement to indemnify and save The County of Brant harmless from all claims arising from the Permit or event.
- 12.4 Any event taking place on County of Brant property (parks, parkland, arenas, community centres, etc.) shall require the Permit Holder to enter into a Facility Rental Contract.
- 12.5 Third party liability insurance for events is available for purchase through the County of Brant. Information is available at time of booking through the facility booking office.

## **13.0 County of Brant Functions**

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

# Appendix “A”

## AREAS DESIGNATED FOR CONDITIONAL USE OF ALCOHOL UNDER SPECIAL OCCASION PERMITS

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

### **RENTAL FACILITIES**

(Facilities that are available for rent by the general public)

Facility & Location	Designated Area
<b><u>ARENAS</u></b>	
Brant Sports Complex,	Arena Floors When Ice Is Out Banquet Hall Punter Room Dumfries Room Spectator Seating Lobby, Corridor, Dressing Rooms
Burford Community Centre, 14 Potter Dr. Burford	Arena Floor When Ice Is Out Upstairs Banquet Hall Mary Lowes Room Spectator Seating
South Dumfries Community Centre, 7 Gaukel Dr. St. George	Arena Floor When Ice Is Out Banquet Hall Community Room
<b><u>COMMUNITY CENTRES</u></b>	
Syl Apps Community Centre,	Commemorative Hall Lobby Museum
Mt. Pleasant Community Centre	Hall
Airport Community Centre	Hall
Cainsville Community Centre	Hall
Oakland Community Centre	Hall
Glen Morris Centennial Hall	Hall
Onondaga Community Centre	Hall

Scotland Community Centre

Gymnasium  
Malcolm Community Room  
Optimist Club Room

**PARKS – BRANT WEST**

Art Cadman Lions Park  
Burford Community Centre Park

Mt. Pleasant Park  
Mt. Pleasant Nature Park

Pavilion  
Pavilion, Parking Lot, Designated Green  
Space  
Pavilion  
Pavilion

**PARKS – PARIS**

Green Lane Park  
Lions Park  
Two Rivers Ball Diamond

Designated Green Space / Parking Lot  
Pavilion, Walter Williams Amphitheatre

**PARKS – ST. GEORGE**

South Dumfries Community Centre Park  
King William Park  
Sunny Hill Park

Designated Green Space / Parking Lot

Paris Lawn Bowling Clubhouse

Designated Green Space/Patio

# **MUNICIPAL USE FACILITIES**

(Facilities Available for the County of Brant Departments /Boards /Associations functions only)

Facility & Location	Designated Area
---------------------	-----------------

**GENERAL**

Burford Administration Offices, 26 Park Ave.  
 Paris Administration Office, 66 Grand River St.

Warden’s Room  
 Council Chambers, Lower Meeting Room

**FIRE & RESCUE / EMS**

Burford Fire Hall  
 Paris Fire Hall &  
 Fire Administration  
 St. George Fire Hall  
 Mt. Pleasant Fire Hall  
 Scotland Fire Hall  
 Cainsville Fire Hall  
 Airport Fire Hall  
 Onondaga Fire Hall

## Appendix “B”

### Event Workers Required

#### OPEN EVENTS

– eg. Fundraisers, Buck & Does, Fish Fry, Dances, Banquets, etc.

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

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

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

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

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

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

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

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

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

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

The specific conditions will be outlined through the SEAT process or in consultation with the applicable Facility Manager/Manager.

## Event Workers Required (continued)

### CLOSED EVENT

– eg. Weddings, christenings, anniversaries, funerals, showers, family reunions, birthday parties, etc.

1 to 250 People - No floor monitors are required unless patrons are not visible to Bartenders during the event.

If Closed Event is selling alcohol, ticket sellers would follow **Open Event** requirements.

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

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

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

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

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

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

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

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

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

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

**Appendix "C"**  
**Special Occasion Permit Holder & Certified or Trained  
Event Workers**

*SPECIAL OCCASION PERMIT HOLDER AND/OR DESIGNATE(S):*

**CERTIFICATION NUMBER**

\_\_\_\_\_

(Please Print)

\_\_\_\_\_

\_\_\_\_\_

(Please Print)

\_\_\_\_\_

*CERTIFIED OR TRAINED EVENT WORKERS:*

**(DOOR MONITORS/BARTENDERS/SERVERS/ALCOHOL TICKET SELLERS) (Please Print)**

1. \_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

3. \_\_\_\_\_

\_\_\_\_\_

4. \_\_\_\_\_

\_\_\_\_\_

5. \_\_\_\_\_

\_\_\_\_\_

6. \_\_\_\_\_

\_\_\_\_\_

7. \_\_\_\_\_

\_\_\_\_\_

8. \_\_\_\_\_

\_\_\_\_\_

9. \_\_\_\_\_

\_\_\_\_\_

10. \_\_\_\_\_

\_\_\_\_\_

**Note:**

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

*\*When event workers are supplied by the facility renter*

## Appendix “D” Requirements for Presence of Police or Security

### **OPEN EVENTS**

- (eg). Fundraisers, Buck & Does, Fish Fries, Dances, Banquets, etc.

<b>Number of Attendees</b>	<b>Security Personnel</b>		<b>Police Officers</b>	<b>Comment</b>
1 – 375	2*	<u>or</u>	2*	When deemed necessary to hire security or the OPP
376 – 500	3*	<u>or</u>	2*	To be determined by County of Brant and the Ontario Provincial Police when deemed necessary to hire security.
Over 500	To be determined by the Alcohol and Gaming Commission of Ontario			

\* The County of Brant and the Alcohol and Gaming Commission of Ontario will increase security/police requirements should the event have a history indicating a need for increased security.

### **CLOSED EVENTS**

- (eg). Weddings, christenings, anniversaries, funerals, showers, family reunions, birthday parties, etc.

<b>Number of Attendees</b>	<b>Security Personnel</b>	<b>Police Officers</b>
376 – 500	To be determined by County of Brant and the Ontario Provincial Police when deemed necessary to hire security.	
Over 500	To be determined by the Alcohol & Gaming Commission of Ontario when deemed necessary to hire security.	

## Appendix “E” Low Risk Drinking Guidelines

For the facts on alcohol and health, or to find out about the Low-Risk Drinking Guidelines Campaign, visit [www.lrdg.net](http://www.lrdg.net).

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

0	Zero drinks = lowest risk of an alcohol-related problem
2	No more than 2 standard drinks on any one day
9	Women: up to 9 standard drinks a week
14	Men: up to 14 standard drinks a week

**1 Standard Drink = 13.6 grams of alcohol =**

wine	spirits	beer
		
5 oz/142 mL of wine (12% alcohol)	1.5 oz/43 mL of spirits (40% alcohol)	12 oz/341 mL of regular strength beer (5% alcohol)

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

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

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

### **Tips for following these Guidelines**

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

Appendix "F"

**NO MORE THAN 5 TICKETS / TOKENS  
PER PURCHASE, PER PERSON.  
TICKET / TOKEN SALES END  
ONE-HALF (1/2) HOUR  
BEFORE EVENT CLOSING.**

**UNUSED ALCOHOL TICKETS WHICH DO  
NOT IDENTIFY THE EVENT SPONSOR  
MAY BE RETURNED FOR CASH.**

**UNUSED ALCOHOL TOKENS OR  
TICKETS THAT IDENTIFY THE EVENT  
SPONSOR MAY NOT BE RETURNED FOR  
CASH BUT USED AT THE NEXT EVENT  
BY THIS ORGANIZATION.**

Appendix "G"

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

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

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

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

Appendix "H"

# **R.I.D.E. Program**

**THE LOCAL DETACHMENT OF THE  
ONTARIO PROVINCIAL POLICE**

**"REDUCE IMPAIRED DRIVERS  
EVERYWHERE"**

**(R.I.D.E.) PROGRAM THANKS YOU  
FOR HELPING TO REDUCE  
IMPAIRED DRIVING  
EVERYWHERE IN THE  
COUNTY OF BRANT**

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

## Appendix "I"

<b><u>SAMPLE FORMAT ONLY</u></b> <b>CERTIFICATE IS ISSUED BY INSURANCE COMPANY OR BROKER</b>
---

### CERTIFICATE OF INSURANCE

**INSURED:** \_\_\_\_\_

**PROJECT/EVENT:**  
\_\_\_\_\_  
\_\_\_\_\_

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

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

**ADDITIONAL INSURED:**

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

**THE CORPORATION OF THE COUNTY OF BRANT**

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

\_\_\_\_\_  
Signature of Broker

\_\_\_\_\_  
Date

NAME OF BROKER: _____	PHONE: _____
ADDRESS: _____	E-MAIL ADDRESS: _____

**Appendix "J"**

**SAMPLE FORMAT ONLY**

**SPECIAL OCCASION PERMIT HOLDER AGREEMENT**

**NAME OF ORGANIZATION:** \_\_\_\_\_  
(Please Print)

**NAME OF PERMIT HOLDER:** \_\_\_\_\_  
(Please Print)

**SPECIAL OCCASION PERMIT NUMBER:** \_\_\_\_\_

**CERTIFICATION:**

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

**SIGNATURE:** \_\_\_\_\_ **Phone:** \_\_\_\_\_  
Permit Holder

**Address:** \_\_\_\_\_

\*\*\*\*\*

**OFFICE USE ONLY**

**Agreement received by:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
Day/Month/Year