

<i>The Town of Fort Frances</i>	SECTION
<u>Alcohol Policy</u>	COMMUNITY SERVICES
<u>POLICY</u>	REVISED
	February 1995
Resolution No.	Supercedes Resolution No.
Policy Number 2.1	PAGE 1 of 6

1. POLICY STATEMENT

The Town of Fort Frances offers a variety of recreational and social opportunities to residents and visitors alike. In order to ensure that as many people as possible can enjoy our facility in a manner that ensures the health and safety of the participants and the protection of municipal property, a policy for the orderly use of alcohol during events and functions has been developed.

2. OBJECTIVES

- A. To encourage and reinforce responsible, moderate drinking practices for consumers through development of appropriate operational procedures, controls, training and education.
- B. To provide a balance of wet and dry facilities and programs in order to ensure that consumers, abstainers, adults, youth and families will be adequately serviced and protected.
- C. To ensure proper supervision and proper operation of Special Occasion Permit events in order to protect the organizers, the participating public, volunteers, the Corporation and its staff from liability by providing education in prevention and intervention techniques and through effective management procedures.
- D. To ensure compliance to L.L.B.O. Legislature to Special Occasion Permit.

3. MUNICIPAL FACILITIES ELIGIBLE FOR SPECIAL OCCASION PERMITS

- A. Arena Auditorium
- B. Arena Main Floor when ice is out (Lakers request for ice in)
- C. East End Hall
- D. West End Hall
- E. Museum
- F. Library
- G. Civic Centre: Council Chambers
- H. Committee Room

- I. Airport Grounds
- J. Waterfront: Sorting Gap Marina
- K. Additional Municipal Properties as designated appropriate by Council.

4. MUNICIPAL FACILITIES NOT ELIGIBLE FOR SPECIAL OCCASION PERMITS OR ALCOHOL CONSUMPTION

- A. Sportsplex Memorial Sports Centre
- B. Outdoor Sportsplex (St. Francis Site) St. Francis Sports Fields
- C. Arena and Sportsplex Sports Centre Grounds
- D. Pither's Point Park
- E. Arena: A. Seating Area (Lakers request)
- F. Change Rooms
- G. Street Dance
- H. Sister Kennedy Centre

5. SIGNS

That the following signs be prominently displayed in special occasion designated facilities (size if sign 24" x 24")

STATE OF INTOXICATION

OUR SERVERS ARE REQUIRED BY LAW NOT TO SERVE AN INTOXICATED PERSON OR TO SERVE ANYONE TO THE POINT OF INTOXICATION. WE ARE PLEASED TO PROVIDE NON-ALCOHOLIC BEVERAGES.

6. SERVER TRAINING

In order to rent a municipal facility, the sponsor must demonstrate to the facility representative that a minimum of 50% of event workers and 100% of event servers have attended the addiction research foundation server intervention program and have been trained in responsible serving techniques. The Smart Serve Responsible Alcohol Beverage Service Training Program is approved by the Alcohol and Gaming Commission of Ontario (AGCO) as a server training program for the Ontario hospitality industry.

7. PROVIDE NON-ALCOHOLIC BEVERAGES

In order to be eligible to rent a municipal facility, the sponsor must demonstrate to the satisfaction of the facility representative that a quantity of non-alcoholic beverages by displayed and available.

8. CONTROLS

In order to be eligible to rent a municipal facility for a special occasion permit event, the sponsor must demonstrate to the satisfaction of the facility representative that the alcohol management policy is understood, that the regulations will be strictly observed and that sufficient controls are in place which will assist in enduring compliance with the policy.

- A. The event sponsor must obtain a Special Occasion Permit from the Liquor Licence Board of Ontario and must show proof of this to the facility representative prior to the event.
- B. The main entrance will be monitored by a minimum of two people 19 years of age or over.
- C. The only acceptable form of identification will be an age of majority card or a Driver's Licence with photo.
- D. The person who signs the Special Occasion Permit Application and the Rental Agreement must attend the event and be responsible for making decisions regarding the operation of the event.
- E. The event sponsor and facility staff must ensure that the physical setting is safe for both drinkers and non-drinkers.
- F. The event sponsor and facility staff, when available, must use a reasonable amount of force to prevent patrons from engaging in activities that can harm themselves or others i.e.: fighting, brawling
- G. All exits must be supervised.
- H. A floor supervisor will be available upon request to ticket sellers who require assistance in managing a person who is refused a sale.
- I. All event workers must refrain from consuming alcohol immediately prior to and during their shift.
- J. Where appropriate, specific procedures regarding serving practices, purchase of soft drinks and containers must be adhered to. Facility procedures will be provided to the SOP applicant.
- K. Marketing practices, which encourage increased consumption, such as oversize drinks, double shots of spirits, drinking contests, and volume discounts are not permitted.
- L. A minimum of two people will be designated to sell tickets and tickets will not be sold after 12:30 a.m.
- M. There will be no last call.
- N. A no sale event must have trained servers and floor supervisors.
- O. All event workers must wear highly visual identification provided by the permit holder i.e. T-shirts, hats, name tags

- P. Whenever possible, police will be notified by the permit holder or their representative of a potentially risky situation before the situation is out of control.
- Q. The bar area will close after the last patron has been served beyond 12:30 a.m. and no later than 1:00 a.m.
- R. All entertainment must be completed by 1:30 a.m.
- S. Facility seating capacity must be strictly adhered to.
- T. Patrons must vacate facilities by 1:30 a.m.
- U. The permit holder will provide sufficient amount of staff to maintain service and security.
- V. Groups who fail to comply with the Municipal Alcohol Policy are subject to the following consequence: That the said organization is not allowed to rent a Town Facility for a minimum period of 12 months.
- W. Patrons indicating they wish to submit pre-purchased alcohol tickets for a full refund will have the option to do so.
- X. The Municipality may report any infractions to legal authorities whenever they believe such action is required
- Y. Only beer, wine and spirits purchased on the permit may be sold on the premises.

9. INSURANCE

The sponsor(s) of a special occasion permit event being held in a municipal owned facility must be required to provide proof of a minimum of \$1,000,000 Third Party Liability Insurance.

10. 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 program combined with additional alternative home transportation options (to prevent intoxicated participants from driving).

11. POLICY REVIEW

The Municipal alcohol Policy will be reviewed by the Community Service Advisory Committee in one year's time and recommendations made to Council.

APPENDIX “A” - GUIDELINES FOR SPECIAL OCCASION PERMIT HOLDERS

As the contact person for a Special Occasion Permit, you and your group can be held liable for injuries and damages arising from failure to adhere to the Liquor 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 two days prior to the event along with each worker’s S.I.P. registration number.
2. The event sponsor must obtain a Special Occasion Permit from the Liquor Licence Board of Ontario and must show proof of this to the facility representative at least five (5) days prior to the event.
3. The main entrance will be monitored by a minimum of two people 19 years of age or over.
4. The only acceptable form of identification will be an age of majority card or a Driver’s Licence with photo.
5. The person who signs the Special Occasion Permit Application and the Rental Agreement must attend the event and be responsible for making decisions regarding the operation of the event.
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.
7. All event workers must refrain from consuming alcohol while the event is in progress.
8. The event sponsor and facility staff must ensure that the physical setting is safe for both drinkers and non-drinkers.
9. The event sponsor and/or facility staff must prevent patrons from engaging in activities than can harm themselves or others.
10. All exits must be supervised.
11. A floor supervisor will be available upon request to ticket sellers who require assistance in managing a person who is refused a sale.
12. During a Special Occasion Permit event on Arena Main Floor (when the ice is not present), all bottles, with the exception of wine bottles, must be retained within the bar area and all drinks must be served in paper or plastic cups. This will not apply to facilities that utilize glassware on a permanent basis.
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 contest, and volume discounts are not permitted.
15. A minimum of two people will be designated to sell tickets and tickets will not be sold after 12:30 a.m.
16. There will be no last call.

17. A no sale bar event must have trained servers and floor supervisors.
18. All event workers must wear highly visual identification provided by permit holder i.e. T-shirts, hats, name tags
19. 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.
20. The bar area will close after the last patron has been served beyond 12:30 a.m. and no later than 1:00 A.M.
21. All entertainment must be completed by 1:30 am.
22. Patrons must vacate facilities by 1:45 a.m.
23. The sponsor must have a safe driving strategy to prevent intoxicated patrons from driving.
24. The sponsor will be held responsible for any damages arising during the event.
25. To maintain service and security, permit holders must provide sufficient amount of staff.
26. Groups who fail to comply with the Municipal Alcohol Policy will be subject to the following consequences: That the said organization is not allowed to rent a Town Facility for a period of 12 months.

APPENDIX “B” - AGREEMENT FORM FOR SPECIAL OCCASION PERMIT HOLDER

1. I have received and reviewed a copy of the Town of Fort Frances Alcohol Policy for Special Occasion Permit Holders.
2. I understand that I must adhere to the conditions of the Alcohol Policy and the Liquor Licence Act of Ontario.
3. I understand that if I or other individuals at the event fail to adhere to the Alcohol Policy, the Fort Frances staff will take the appropriate action. This action may include eviction, revoking of the Special Occasion Permit and the notification of local authorities.
4. I understand I can be held liable for injuries and damages arising from failure to adhere to the Liquor Licence Act of Ontario.

Name	Date
Signature	