

ADMINISTRATIVE POLICY

MUNICIPAL ALCOHOL POLICY

January 2015

GOAL OF THE MUNICIPAL ALCOHOL POLICY

The Corporation of the Town of Kapuskasing wishes to provide a policy for responsible management practices at Special Occasion Permit functions held on or in Kapuskasing municipal facilities and properties. The Town of Kapuskasing also wishes to reduce and/or avoid alcohol-related problems that could result in litigation being directed towards the Corporation, its staff, community organizations, volunteers and participants.

MUNICIPAL PROPERTIES AND FACILITIES ELIGIBLE FOR SPECIAL OCCASION PERMIT EVENTS

- A) **SPORTS PALACE:**
 During events, Special Occasion Permit functions are permitted in accordance with the *Liquor License Act* and Regulations.
 Additionally, that the arena floor surface be designated as a suitable facility for the use of Special Occasion Permit functions when the ice surface is covered or when it is removed for the summer.
 Other designated locations can include: the Morvan Hall, Parking Lot (west, south and east) and the arena seating area.
- B) **CIVIC CENTRE:**
 Special Occasion Permit functions are permitted in accordance with the *Liquor License Act* and Regulations, at the following locations: Council Chambers, Auditorium, Green Room #1, Green Room #2 and the Golden Age Centre.
- C) **SPORTS COMPLEX AND VAL ALBERT BALL PARK:**
 Special Occasion Permit functions are permitted in designated and confined areas, in accordance with the *Liquor License Act* and Regulations.
- D) **DRURY STREET GORE:**
 Special Occasion Permit functions are permitted in designated and confined areas, in accordance with the *Liquor License Act* and Regulations.
- E) **RIVERSIDE PARK:**
 Special Occasion Permit functions are permitted in designated and confined areas, in accordance with the *Liquor License Act* and Regulations.
- F) **WELCOME CENTRE AND MUSEUM PARK, MINI-PARK:**
 Special Occasion Permit functions are permitted in designated and confined areas, in accordance with the *Liquor License Act* and Regulations.

RESPONSIBLE SERVER TRAINING

IN ORDER TO BE ELIGIBLE TO RENT A MUNICIPAL FACILITY, THE SPONSOR/PERMIT HOLDER MUST DEMONSTRATE TO THE SATISFACTION OF THE MUNICIPAL DESIGNATED REPRESENTATIVE THAT THE EVENT SERVERS, DOOR SUPERVISORS, AND FLOOR SUPERVISORS HAVE COMPLETED A RESPONSIBLE SERVER TRAINING COURSE AND HAVE BEEN TRAINED IN RESPONSIBLE SERVER TECHNIQUES.

IT IS RECOMMENDED THAT COPIES OF EACH CERTIFICATION BE AVAILABLE OR SUBMITTED TO THE TOWN OF KAPUSKASING PRIOR TO THE EVENT.

SAFE TRANSPORTATION

PRIOR TO RECEIVING RENTAL PRIVILEGES OF MUNICIPAL FACILITIES AND PROPERTIES FOR SPECIAL OCCASION FUNCTIONS, EVENT SPONSORS/PERMIT HOLDERS SHALL BE REQUIRED TO DEMONSTRATE TO THE SATISFACTION OF THE MUNICIPAL DESIGNATED REPRESENTATIVE THAT A SAFE TRANSPORTATION STRATEGY WILL BE IMPLEMENTED, INCLUDING:

A) DESIGNATED DRIVER

- a. Designated driver program at the event; and,
- b. Identified designated drivers receive free non-alcohol drinks (such as coffee, pop, juice)

B) ALTERNATE TRANSPORTATION OPTIONS

- a. Provide a shuttle service and/or,
- b. Call a friend, relative, or taxi to assist intoxicated driver and/or,
- c. If necessary, call police, warn or apprehend impaired driver.

CONTROLS

1. Event sponsor must demonstrate that the policy is understood.
2. Event sponsor must show proof of Special Occasion Permit 5 days prior to the event.
3. Event sponsor must provide a list of event workers with Smart Serve Responsible Server Training 5 days prior to the event.
4. All entrances and exits must be supervised by a minimum of two people (19 yrs. old or more).
5. The event sponsor will receive a list of individuals who are barred from the facilities/properties.
6. Acceptable ID: Age of Majority, Driver's License with photo, Passport, Canadian Citizenship Card, Photo Card issued by Liquor Control Board of Ontario (BYID) and Canadian Armed Force Identification Card.
7. SOP signatory must attend event and be responsible for making decisions.

8. Event sponsor must refrain from consuming alcohol while event is in progress. Workers may only consume after their work responsibilities have ended for the event.
9. Event sponsor and municipal staff must ensure physical setting is safe.
10. Event sponsor and municipal staff must ensure that patrons do not engage in activities that could harm others.
11. A floor supervisor must be available to ticket sellers who require assistance in managing a person who is refused a sale.
12. All bottles retained within the bar area; all drinks served in plastic cups.
13. Licensee to abide by rules of the Municipal Alcohol Policy.
14. No marketing practices which encourages increased consumption.
15. A minimum of two people designated to sell tickets.
16. Tickets must be purchased from designated ticket seller and redeemed at the bar; maximum 8 tickets per purchase per person.
17. The Municipal Designated Representative reserves the right to require the presence of police officers for the duration of the event with the cost borne by the event sponsor.
18. All event workers to wear highly visible identification.
19. A free bar event must have trained servers and supervisors.
20. Encourage consumption of food, low-alcohol and non-alcohol beverages.

ACCOUNTABILITY

At least one Municipal Designated Representative with authority to demand correction or shut down an event on behalf of the municipality may attend the event.

BEER GARDEN POLICY

Requests for consumption of alcoholic beverages on public properties will be denied with the exception of block parties and that anyone seeking municipal permission to hold a beer garden, etc. on private property will be requested to submit a letter of support from the Ontario Provincial Police prior to consideration being given to such request by Council.

- Refer to the Municipal Alcohol Policy and to the Noise By-Law Policy.

CORPORATION OF THE TOWN OF KAPUSKASING
Municipal Alcohol Policy

APPENDIX "A"

AGREEMENT FORM FOR SPECIAL OCCASION PERMIT HOLDER

1. I have received and reviewed a copy of the Corporation of the Town of Kapuskasing's Municipal Alcohol Policy for the rental/use of municipal facilities when applying for a special occasion permit.
2. I understand that I must comply with the conditions of the alcohol policy and the *Liquor License Act* of Ontario.
3. I understand that if I or other individuals at the event fail to comply with the alcohol policy, the Corporation of the Town of Kapuskasing 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 that I may be held liable, pending circumstances, for injuries and damages arising from failure to comply with the *Liquor License Act* of Ontario or by not maintaining a safe activity area.

Name: _____

Signature: _____

Date: _____

Witness: _____

Signature: _____

Date: _____

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APPENDIX "B"

RENTAL QUESTIONNAIRE

1. Name of Organization: _____
2. List of Executive Members and Position held

3. Name of Event: _____
4. Will alcohol beverages be available and/or sold? Yes _____ No _____
5. Facility: _____
6. Date of Event: _____
7. Permit Holder's Name: _____
8. Accepted Attendance: _____
9. Transportation Strategies: Designated Drivers Shuttle Other _____
10. Will security be present? Yes _____ No _____
11. Has an A.G.C.O. Inspector been consulted Yes _____ No _____
12. Does your organization have alcohol-related liability insurance? Yes _____ No _____
13. Will non-alcohol beverages be available? Yes _____ No _____
14. Has your organization ever been refused rental privileges at any other town facility?
Yes _____ No _____
15. Have you read and understand this Municipal Alcohol Policy? Yes _____ No _____

Signature: _____

Date: _____

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APPENDIX "C"

EVENT SUMMARY REPORT

Date of Event: _____

Facility: _____

Event: _____

Event Organizer(s): _____

(Group/Permit Holder): _____

No disturbances occurred OR complete the following:

1. Describe what happened. (Please be as detailed as possible)

2. How was the disturbance/incident handled?

3. If Police were called:

Name of Police Officer: _____

Contact Information: _____

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

Signature: _____

Date: _____