



TOWNSHIP OF CHAPPLE

ALCOHOL POLICY

Approved by Council
On the 10th day
Of November, 2014.

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1. GOAL

The Township of Chapple wishes to provide a policy for responsible management practices at Special Occasion Permit events held in or on the Township of Chapple Facilities. The Township 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.

IN THIS POLICY:

- A. **Event Sponsor** means the person who signs the rental agreement for the facility.
- B. **Licence Holder** means the person who signs the Special Occasion Permit, therefore holding the liquor licence.
- C. **Facility Manager or his/her Designate** means for the:
 - Chapple Recreation Centre
 - Chapple Recreation Grounds
- D. **Main Entrance** means for the:
 - Chapple Recreation Centre
 - Chapple Recreation Grounds
- D. **The Corporation** means the Township of Chapple

2. OBJECTIVES

- A) To provide appropriate procedures and education to individuals or groups wishing to hold Special Occasion Permit events in municipally-owned facilities in order to ensure that all Liquor Licence Board of Ontario legislation pertaining to Special Occasion Permits is properly understood and strictly complied with.
- B) 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.
- C) To encourage and reinforce responsible, moderate drinking practices for consumers through the development of appropriate operational procedures, controls and education.
- D) To honour the decision of abstainers not to drink alcohol and to encourage their participation by providing alternative non-alcoholic drinks.
- E) To provide for a balanced use of alcohol through Special Occasion Permits so that alcohol becomes a responsible part of a social function rather than the reason for it.
- F) 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 services and protected.

3. HISTORY

The history behind setting a Municipal Alcohol Policy for the Township of Chapple is due to the increase in civil actions nationally. The committee is of the opinion that it is necessary to adopt a Municipal alcohol policy to protect the citizens in the Township of Chapple and 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.

4. MUNICIPAL FACILITIES ELIGIBLE FOR SPECIAL OCCASION PERMITS

The following Municipal facilities/areas are designated as eligible for Special Occasion Permits:

- Chapple Recreation Centre
- Chapple Recreation Grounds

5. MUNICIPAL FACILITIES NOT ELIGIBLE FOR SPECIAL OCCASION PERMITS

The following facilities/areas are designated as not eligible for Special Occasion Permits:

- All Municipal Parkland.

6. EVENTS NOT ELIGIBLE FOR SPECIAL OCCASION PERMITS

A) Youth Events:

That in order to be eligible to rent/use a municipal facility for youth or minor sports events, including banquets, the event sponsor(s) or designate must agree that these will not be Special Occasion Permit events.

RATIONALE:

- ♠ These events are intended for young people.
- ♠ Since adults supervise and drive young people to and from these events alcohol consumption does not provide a positive example regarding drinking and driving.
- ♠ In events where minors are permitted into municipally owned facilities, there must be strict compliance under the Liquor Licence Act of Ontario. This requirement is mandatory.

7. YOUTH ADMISSION TO ADULT EVENTS

That in order to be eligible to rent/use a municipal facility for a Special Occasion Permit event, the event sponsor(s) or designate must agree that persons under the legal drinking age shall not be admitted to adult social events being held in these facilities except:

- (1) in the case of a family occasion such as a wedding or anniversary;

- (2) in the case of a Beer Garden during adult baseball games from 11:00 a.m. to 9:00 p.m.).

RATIONALE:

- ♣ there is a high risk of underage consumption when youth are admitted to adult Special Occasion Permit events.
- ♣ There is a history of underage consumption at adult Special Occasion Permit events.
- ♣ This practice increases the municipality's liability risk.
- ♣ Most events are family events such as weddings and anniversaries, therefore it is not possible to prohibit youth admission to these events.
- ♣ Outdoor events are family-focused, therefore it would be inappropriate to restrict youth.
- ♣ An alcohol-free family event results in reduced liability risk and help to control underage drinking.
- ♣ Some communities have decided that family days should be alcohol free, with adult events held later in the day. This has resulted in a positive example for young people, proving that it is possible to have fun without alcohol.

8. SIGNS

A) Statement of Intoxication

Permanent signage in regards to serving intoxicated persons will be placed in the bar area of municipal facilities that allow Special Occasion Permit events. The sign should read:

“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.”

RATIONALE:

- ♣ IN Ontario, it is illegal for anyone to serve a person to the point of intoxication.
- ♣ Signs provide authoritative support to servers and supervisors should they have to refuse service to consumers approaching the point of intoxication.
- ♣ This message indicates that the sponsor is aware of the Liquor Licence Act of Ontario and of the Municipal Alcohol Policy.
- ♣ This message is consistent with the L.L.B.O. Special Occasion Permit application, which states that the holder of the Special Occasion Permit and the facility owners are jointly responsible for the “safety and sobriety of the people attending the event”.
- ♣ A positive message, referring to the Municipal Alcohol Policy and its slogan, will reinforce the perception that the Municipal Alcohol Policy is a desirable asset to the community.

B) Sober Drive Spot Check (i.e. R.I.D.E.)

A wall sign to be located by the entrance to make people aware of drinking and driving:

“The local detachment of the O.P.P. thanks you for helping to reduce impaired driving. We look forward to personally thanking you at one of our **R.I.D.E.** spot-checks for leaving this event a **Sober Driver.**”

RATIONALE:

- ♣ A 1980 Ontario roadside study found that 12.7% of impaired driver’s detected at roadside spot-checks were travelling from recreational facilities.
- ♣ In a 1986 survey, 5% of drivers above 0.05% BAL were returning from a Special Occasion Permit event (Smart, 1988).
- ♣ This sign politely informs participants that Police regularly conduct roadside sobriety spot-checks. Consequently, drivers are aware of the possibility of apprehension should they be considering drinking then driving.

C) Ticket Sales

That a sign be posted at the alcohol ticket sales table outlining the regulations. Tickets per purchase per person may be limited at the discretion of the ticket sellers. **Ticket sales ending at 12:30 a.m.**

RATIONALE:

- ♣ this sign supports the ticket sellers who are responsible for enforcing the ticket sales regulations.

D) Proof of Age

Signs are to be posted near main entrances to the designated Special Occasion Permit areas and which read:

“You must be 19 years of age or older to attend a Special Occasion Permit event. The only acceptable proof of age is a government issued document with photo identification.”

9. SERVER TRAINING

When renting a municipal facility, it is a requirement that the event sponsor(s) or designate, event servers, and floor supervisors have attended a server training course that is recognized by the L.L.B.O. (i.e.. **Smart Serve**) and have been training in responsible server techniques.

RATIONALE:

- ♣ Reducing the risk of litigation requires not only the components of policy and procedures, but also the recruitment of appropriately trained supervisors and servers.
- ♣ The municipality is morally obliged to inform volunteers of the potential for litigation and to provide them with the tools to avoid such action.

10. PROVISION OF LOW-ALCOHOL AND NON-ALCOHOLIC DRINKS

In order to be eligible to rent a municipal facility, the event sponsor(s) or designate must demonstrate to the satisfaction of the facility manager that low-alcohol beverages be made available. Non-alcoholic beverages must be available at no charge or at a cost significantly lower than that of drinks containing alcohol.

RATIONALE:

- ♣ Low-alcohol drinks reduce the consumption of absolute alcohol, reduce the likeliness of intoxication and permit participants to socialize throughout the evening without becoming intoxicated.
- ♣ The availability of low-alcohol drinks reduces the likelihood of impaired driving.
- ♣ The availability of non-alcoholic drinks supports the designated driver program.

11. STANDARD ALCOHOL CONTENT DRINKS

In order to be eligible to rent a municipal facility, the event sponsor(s) or designate must demonstrate to the satisfaction of the facility manager that all alcohol being sold has been purchased from a Liquor Control Board of Ontario outlet.

RATIONALE:

- ♣ extra strength alcohol drinks make it difficult to monitor the number of standard drinks consumed by participants at a Special Occasion Permit event.

12. SAFE TRANSPORTATION – Responsibility of Event Sponsor or Designate.

Prior to receiving rental privileges of municipal facilities for Special Occasion Permit events, event sponsor(s) or designate shall be asked to demonstrate to the satisfaction of the facility manager that a safe transportation strategy will be implemented, including:

Designated Driver Program

- availability of designated driver must be advertised at the event
- designated driver must be identified (i.e.. Tag or button)
- designated drivers shall receive free non-alcoholic drinks

RATIONALE:

- ♠ the greatest risk of liability is viewed as the impaired driver leaving an alcoholic-related event.

Alternate Transportation Options

- assist in providing transportation to patron's residence by calling a friend, relative or taxi.
- collect keys upon entry.
- arrange for other modes of transportation (i.e.. Bus service etc.)

RATIONALE:

- ♠ ensuring that event participants have safe transportation when leaving a social event reduces the risk of liability.

13. CONTROLS

In order to be eligible to rent a municipal facility for a Special Occasion Permit event, the event sponsor(s) or designate must demonstrate to the facility manager that the Municipal Alcohol Policy is understood, that the regulations will be observed and that sufficient controls are in place which will assist in ensuring compliance to the policy. Such controls will include the following:

- (1) The event sponsor(s) or designate must obtain a Special Occasion Permit from the Liquor Licence Board of Ontario and must show proof of this to the facility manager at least five (5) days prior to the event. The Rental Agreement must be signed and must contain the Municipal Alcohol Policy.
- (2) The event sponsor(s) or designate must provide a list of event workers at least five (5) days prior to the event to the facility manager.

- (3) The main entrance will be monitored by two people, 19 years of age or over.

RATIONALE:

- ♣ Controlling the door to prevent underage, rowdy or intoxicated people from entering the event considerably reduces the likelihood of problems occurring.
 - ♣ When two people monitor the door, backup is already there should someone be refused admission.
 - ♣ A lone door supervisor could feel personal pressure to admit a close friend or relative who should be refused admission.
- (4) The event sponsor(s) or designate will receive a list of individuals who are barred from the recreational facility that he/she is renting.
 - (5) The only acceptable form of identification is a government issued document that contains a photo and birth date.
 - (6) The licence holder must attend the event and be responsible for making decisions regarding the operation of the event (as per L.L.A. regulation 389-91).
 - (7) All event workers must wear highly visual identification (i.e.. Shirts or tags).
 - (8) The event sponsor(s) or designate is responsible for the event and therefore must refrain from consuming alcohol while the event is in progress.
 - (9) All event workers must refrain from consuming alcohol before and during their shift, while the event is in progress.
 - (10) The event sponsor(s) or designate and facility staff must ensure that the physical setting is safe for drinkers and non-drinkers.
 - (11) The event sponsor(s) or designate and event workers must take reasonable precautions to ensure that patrons do not engage in activities that could harm themselves or others.
 - (12) All exits must be monitored to prevent patrons from leaving the premises with alcohol or bringing alcohol into the event.
 - (13) Security or a floor supervisor should be available to ticket sellers to assist in managing a person who is refused a sale.
 - (14) All drinks are to be retained within the bar area and served in paper/plastic cups on the arena floor surface.
 - (15) The license holder is to abide by the rules of the Municipal Alcohol Policy.
 - (16) No marketing practices, which encourage increased consumption, i.e.. Oversized drinks, double shots, pitchers of beer, drinking contests and volume discounts, will be permitted.
 - (17) The number of people designated to sell liquor tickets will be as outlined in the schedule found at #30. Ticket sales will cease ½ hour before closing time.

- (18) Tickets must be purchased from the designated ticket sellers and redeemed at the bar. Tickets per purchase per person may be limited at the discretion of the ticket sellers.
- (19) Unused tickets may be redeemable for cash on demand at any time during the event.
- (20) The facility manager reserves the right to require the presence of two (2) police officers or licensed security guards for the duration of an event, the cost to be borne by the sponsoring group or individual.

RATIONALE:

- ♣ Although police will be called if a situation becomes risky, it is the responsibility of the Special Occasion Permit holder to ensure the proper management of an event.
- ♣ This practice would be particularly beneficial at events where a large number of people are expected to attend or where a history of problems exists.
- ♣ The presence of off-duty police officers or licensed security guards in uniform could act as a deterrent to potential troublemakers.

- (21) A free bar event shall have trained servers and floor supervisors.

RATIONALE:

- ♣ since responsible service is always required, whether alcohol is sold or not, the same ratio of server trained workers will ensure that the event is run safely.
- (22) The event sponsor(s) or designate should document positive and/or negative comments regarding the event in a logbook.

RATIONALE:

- ♣ should someone be refused admission to an event because he/she was intoxicated or near intoxication or insist on driving home despite efforts of the sponsors to offer alternate transportation (police should be notified immediately if this occurs), an area log book could provide valuable evidence should such a participant have an accident and subsequently try to sue the Township.
- (23) Police are to be notified by the event sponsor(s) or designates of a risky situation **before** the situation is out of control.
- (24) Encourage consumption of food, low-alcohol and non-alcoholic beverages.

RATIONALE:

- ♠ Chips, peanuts and other snacks do not qualify as food. Food minimally consists of sandwiches, cheese, vegetables and dip.

- (25) At masquerade events, participants must identify themselves to event staff.
- (26) There will be no last call.
- (27) The bar area is to close after the last patron is served beyond 12:30 a.m. and no later than 1:00 a.m.
- (28) All entertainment is to be completed by 1:15 a.m.
- (29) Facilities must be vacated by patrons by 1:45 a.m.
- (30) The minimal number of event workers designated by the municipality will be as follows **(except weddings and family events):**

# of Patrons	# of Bartenders	# of Ticket Sellers	# of Floor Supervisors
0 – 200	2	2	1
201 – 250	2	2	3
251 – 300	2	2	4
301 – 350	2	2	4
351 – 400	2	2	5
401 – 450	4	2	6

14. INSURANCE

The event sponsor(s) of a Special Occasion Permit event being held in a municipal facility are required obtain a minimum liability insurance coverage of two million dollars (\$2,000,000.00).

RATIONALE:

- ♠ The event sponsor shall be held personally liable for injuries and damages arising from failure to adhere to the Liquor Licence Act of Ontario and/or the Township of Chapple's Municipal Alcohol Policy.

15. CONSEQUENCES FOR FAILURE TO COMPLY

Event sponsor(s) who fail to comply with the Municipal Alcohol Policy will not be permitted to use a municipal facility for a Special Occasion Permit event for a minimum period of eighteen (18) months.

16. POLICY MONITORING AND REVISIONS

The policy shall be reviewed annually by the municipality, based on information provided by the municipal facility manager and other invited sources, and reported to council with suggested policy changes if required.

17. POLICY PROMOTION

That the municipal alcohol policy committee, in consultation with the Addiction Research Foundation, design and implement a strategy to orient all community user groups to the policy requirements and promote to the community at large.

18. The Corporation reserves the right of refusal to anyone wishing to rent or occupy any facility or area under the care and control of the Township.

APPENDIX “A”**GUIDELINES FOR SPECIAL OCCASION PERMIT HOLDERS**

As the contact person for a Special Occasion Permit, you and your group shall be held liable for injuries and damages arising from the failure to adhere to the Liquor Licence Act of Ontario. In order to reduce your groups' risk of liability, the following must be adhered to:

1. The event sponsor(s) or designate must provide a list of event workers at least five (5) days prior to the event to the facility manager.
2. The event sponsor(s) or designate must obtain a Special Occasion Permit from the Liquor Licence Board of Ontario and must show proof of this to the facility manager at least five (5) days prior to the event. The Rental Agreement must be signed and must contain the Municipal Alcohol Policy.
3. The main entrance will be monitored by two people, 19 years of age or over.
4. The event sponsor(s) or designate will receive a list of individuals who are barred from the recreational facility that he/she is renting.
5. The only acceptable form of identification is a government issued document that contains a photo and birth date.
6. The licence holder must attend the event and be responsible for making decisions regarding the operation of the event (as per L.L.A. regulation 389-91).
7. All event workers must wear highly visual identification (i.e.. Shirts or tags).
8. The event sponsor(s) or designate is responsible for the event and therefore must refrain from consuming alcohol while the event is in progress.
9. All event workers must refrain from consuming alcohol before and during their shift, while the event is in progress.
10. The event sponsor(s) or designate and facility staff must ensure that the physical setting is safe for drinkers and non-drinkers.
11. The event sponsor(s) or designate and event workers must take reasonable precautions to ensure that patrons do not engage in activities that could harm themselves or others.
12. All exits must be monitored to prevent patrons from leaving the premises with alcohol or bringing alcohol into the event.
13. Security or a floor supervisor should be available to ticket sellers to assist in managing a person who is refused a sale.
14. All drinks are to be retained within the bar area and served in paper/plastic cups on the arena floor surface.
15. The license holder is to abide by the rules of the Municipal Alcohol Policy.

16. No marketing practices, which encourage increased consumption, i.e.. Oversized drinks, double shots, pitchers of beer, drinking contests and volume discounts, will be permitted.
17. There will be no selling of high alcohol content beer over 5%.
18. A minimum of two people will be designated to sell liquor tickets and ticket sales will cease ½ hour before closing time.
19. Tickets must be purchased from the designated ticket sellers and redeemed at the bar. Tickets per purchase per person may be limited at the discretion of the ticket sellers. Unused tickets may be redeemable for cash on demand at any time during the event.
20. The facility manager/township reserves the right to require the presence of two (2) police officers or licensed security guards for the duration of an event, the cost to be borne by the sponsoring group or individual.
21. A free bar event should have trained servers and floor supervisors.
22. The event sponsor(s) or designate should document positive and/or negative comments regarding the event in a logbook.
23. Police are to be notified by the event sponsor(s) or designates of a risky situation **before** the situation is out of control.
24. Encourage consumption of food, low-alcohol and non-alcoholic beverages. (Chips, peanuts and other snacks do not qualify as food. Food minimally consists of sandwiches, cheese, vegetables and dip.)
25. At masquerade events, participants must identify themselves to event staff.
26. There will be no last call.
27. The bar area is to close after the last patron is served beyond 12:30 a.m. and no later than 1:00 a.m.
28. All entertainment is to be completed by 1:15 a.m.
29. Facilities must be vacated by patrons by 1:45 a.m.
30. The minimal number of event workers designated by the municipality will be as follows:

# of Patrons	# of Bartenders	# of Ticket Sellers	# of Floor Supervisors
0 – 100	1	1	1
101 – 200	2	2	1
201 – 250	2	2	3
251 – 300	2	2	5
301 – 350	2	2	9
351 – 400	2	2	11
401 – 450	4	2	13
451 - 500	4	2	15
501 – 550	4	2	17
551 - 600	4	2	17

31. The event sponsor(s) are recommended to obtain a minimum of two million dollars (\$2,000,000.00) in third party liability insurance when renting a municipal facility for a Special Occasion Permit event.
32. Event sponsor(s) or designate who fail to comply with the Municipal Alcohol Policy will not be permitted to use a municipal facility for any Special Occasion Permit event for a minimum period of eighteen (18) months.

APPENDIX “B”

TOWNSHIP OF CHAPPLE MUNICIPAL ALCOHOL POLICY

Agreement Form for Special Occasion Permit Holder

1. I have reviewed and understand a copy of the Township of Chapple’s Municipal Alcohol Policy.
2. I have received and reviewed a copy of the Township of Chapple’s Guidelines for Special Occasion Permit Holders.
3. I understand that I must adhere to the conditions of the Municipal Alcohol Policy and the Liquor Licence Act of Ontario.
4. I understand that if I or other individuals at the event fail to adhere to the Municipal Alcohol Policy, the Township of Chapple will take appropriate action. This action may include eviction, revoking of the Special Occasion Permit and the notification of local authorities.
5. I understand that I shall be held personally liable for injuries and damages arising from failure to adhere to the Liquor Licence Act of Ontario and/or the Township of Chapple’s Municipal Alcohol Policy.
6. I understand that I must show proof of my Special Occasion Permit to the facility manager at least five (5) days prior to the event.

Sponsor’s Signature

Dates

APPENDIX "C"

Liability Insurance.

APPENDIX “D”

TOWNSHIP OF CHAPPLE MUNICIPAL ALCOHOL POLICY

“Smart Serve” Registry for the Township of Chapple.

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