

**SUBJECT: MUNICIPAL ALCOHOL POLICY**  
**DEPARTMENT: LEISURE AND COMMUNITY SERVICES**

**EFFECTIVE: JUNE 1997; AMENDED JUNE 1999**      **REVISED: July 2014**  
**AUTHORITY: COUNCIL**

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## **OVERVIEW**

The purpose of the Policy is to ensure that recreation facilities are operated in a safe and orderly manner with regard to alcohol management. This will allow all users of facilities to be comfortable in the environment we have provided.

Objectives:

1. Reduce the risk of alcohol-related liability to the Town of Whitchurch-Stouffville, its staff, organizers, the participating public and volunteers.
2. Outline the duties and responsibilities of all Special Occasion Permit (SOP) holders wishing to hold events in municipally-owned facilities to ensure strict compliance with all Liquor Licence Board of Ontario legislation and the Town of Whitchurch-Stouffville Alcohol Policy.
3. Provide management, bartending and supervisory staff with clear guidelines and training related to alcohol management.

## **POLICY**

### **1. Facility Classifications**

All Town of Whitchurch-Stouffville operated recreation facilities have been evaluated on their suitability for allowing SOP functions. Each category of facility has specific conditions that must be adhered to when considering this policy. Please refer to the Town's Policy and Guidelines for Use of Town Owned Facilities. The categories are listed below with descriptions following.

### **Category “A”**

Facilities deemed suitable based on their design as well as adequate amenities to satisfy local Fire and Public Health Department regulations.

(NOTE: Approval is required by the Director of Leisure & Community Services to deem an event a “Municipally Significant Event” in accordance with the Alcohol and Gaming Commission of Ontario Regulations ([www.AGCO.ca](http://www.AGCO.ca)). Other outdoor events, fundraisers and receptions require a letter of information be sent to the Municipal Clerk, Police, Fire and Health Departments informing them of the event.)

All Category “A” facilities are eligible to provide alcohol service under the authority of a Special Occasion Permit subject to the following conditions:

1. Each facility requires that the Town’s formal rental agreement form be completed by the SOP applicant or designate, as well as a Special Occasion Permit Holder Agreement. (See Appendix ‘B’)
2. The Community Centre Advisory Committee and/or the Town shall provide a representative to be in attendance at every SOP function, at the expense of the event organizer, who will be responsible for ensuring that the SOP holder is adhering to all rules laid down by the current Liquor Licence Act, facility administrator and this Municipal Alcohol Policy.
3. Representatives and/or staff have the responsibility to call appropriate authorities if and when the need arises and or stop alcohol service, close the facility if required.
4. Only Government issued identification cards, passports or military cards will be accepted for identification for the consumption of alcohol.
5. Signs (see section 7) must be posted at each facility indicating regulations governing behaviour of participants at SOP functions and the names and the telephone numbers of appropriate authorities to call if problems arise.
6. Security deposit to be at the discretion of the Director of Leisure & Community Services.

### **Category “B”**

Facilities not regularly booked for alcohol related functions; however, can be made suitable, as determined by Town staff.

(NOTE: Approval is required by the Director of Leisure & Community Services to deem an event a “Municipally Significant Event” in accordance with the Alcohol and Gaming Commission of Ontario Regulations ([www.AGCO.ca](http://www.AGCO.ca)). Other outdoor events, fundraisers and receptions require a letter of information be sent to the Municipal Clerk, Police, Fire and Health Departments informing them of the event.)

1. Each facility requires that the Town’s formal Rental Agreement Form be completed by the SOP applicant or designate, as well as a Special Occasion Permit Holder Agreement (see Appendix “B”).
2. The Community Centre Advisory Committee and/or the Town shall provide a representative of the Town for every SOP function at the expense of the permit holder, who will be responsible for ensuring that the SOP holder is adhering to all rules laid down by the current Liquor Licence Act, facility administrators and Municipal Alcohol Policy.
3. The representative has the responsibility and approval of the Town to call proper authorities if and when the need arises and or stop alcohol service or close the facility if required.
4. Only Government issued identification cards, passports or military cards will be accepted for identification for the consumption of alcohol.
5. Signs (see section 7) must be posted in each alcohol serving area indicating regulations governing behaviour of participants at SOP functions, and names and telephone numbers of appropriate authorities to call if problems arise.
6. Security deposit to be at the discretion of the Director of Leisure & Community Services.

**NOTE:** Groups wishing to set up outdoor beverage areas in Whitchurch-Stouffville parks (use of tennis courts is not permitted) must obtain prior approval from the Town Clerk’s office indicating that the Town has no concerns with the permit. In addition, if a tent is

to be used a “permit” must be obtained from the Planning & Building Services Department.

- Council approval is required to permanently or temporarily change a facility’s category listing.
- The SOP application must be delivered to the Clerk’s Department for processing. A Clerk’s letter is required by the LCBO, a minimum of 60 days prior to the event.

### **Category “C”**

Unsuitable for Special Occasion Permits, for various reasons.

### **Special Outdoor Events**

There are some events such as sport tournaments, festivals, etc. which are held strictly outdoors and are subject to the following conditions:

- a)** Approval for an Outside Beverage Event on the property of a Community Centre Advisory Committee must be approved by the Director of Leisure & Community Services or designate.
- b)** A scaled sketch of the enclosure identifying the layout of the outside beverage area must be approved by the Director of Leisure & Community Services or designate.
- c)** Bartending services must be provided by a “Smart Serve” qualified person(s) who is authorized to serve alcoholic beverages for outside events.
- d)** Security must be provided at a ratio of 60:1 (persons per security officer) (see Guidelines Par. “J”).
- e)** Where an outside beverage event is taking place in conjunction with a sporting tournament or a festival (i.e. Memorial Park), the organizers are required to hold their event in a tent or other approved enclosure. The location of the tent must be approved by the Director of Leisure & Community Services or designate.

**2. Permit Holder Liability Insurance**

All SOP holders must acquire liability insurance for their event, naming the Town of Whitchurch-Stouffville as additionally insured with a minimum of \$2,000,000 coverage. Proof of liability insurance must be provided to the municipal representative at least 14 days prior to the event date. Failure to do so will result in the immediate cancellation of the event. The permit holder will indemnify and save harmless the Town of Whitchurch-Stouffville, all staff, Advisory Committee members and members of Council from all claims arising from the permit or event, any loss or damage resulting in bodily injury and death, or damage to any property from any one incident and such policy shall name the Town as additional insured, and shall protect the Town, and its agents from all claims for all damage, injury or death arising out of any act or omission on the part of the event organizer, its servants or agents. The policy shall be endorsed to provide that the policy shall not be altered, cancelled or allowed to lapse without written notice to the Town.

**3. Staffing Requirements**

When SOP functions are held in the Town of Whitchurch-Stouffville facilities, the following staffing criteria must be adhered to:

**Category “A” Facility**

Permit Holder must use “Smart Serve” Trained Bartender(s), Designated Event Supervisor(s) (ratio 60:1), Ticket Sellers and Door Monitors (they must be 19 years of age). Staffing level determined by the Town. Copies of Qualifications and proof of age are to be provided for all non-bartending staff by the Permit Holder fourteen (14) days prior to the event by completing and returning Appendix A to the appropriate Town Representative.

**Category “B” Facility**

Permit Holder must use “Smart Serve” Trained Bartender(s), Designated Event Supervisor(s) (ratio 60:1), Ticket Sellers and Door Monitors (they must be 19 years of age). Staffing level determined by the Town. Copies of Qualifications and proof of age are to be provided for all non-bartending staff by the Permit Holder fourteen (14) days prior to the event by completing and returning Appendix A to the appropriate Town Representative.

### **Category “C” Facility**

No Special Occasion Permits allowed.

### **Security**

- a) Unless indicated elsewhere, the minimum security required will be at the discretion of the Manager Facilities & Parks / Community Centre Advisory Committee and/or the Director of Leisure & Community Services or designate.

## **4. Safe Transportation**

All SOP holders are responsible for providing safe transportation home for all participants. This can be achieved by:

- a) Arranging a Designated Driver Program to ensure no intoxicated participants drive home.
- b) Arranging for taxis or shuttle buses to transport participants home.

## **5. Training Guidelines**

- a) All Bartending Staff must be trained in the Server Intervention Program (SIP) or Smart Serve prior to working SOP functions.
- b) All Bartending Staff must be familiar with the Town’s Alcohol Policy and provide acknowledgement in writing.
- c) All relevant Town Representatives will attend an SIP or Smart Serve Management Session and become certified.

## **6. Guidelines for Special Occasion Permit Holders**

1. All SOP holders will be given a copy of the Municipal Alcohol Policy with their contract. SOP holders will be required to sign the “Special Occasion Permit Holder’s Agreement” (Appendix “B”), acknowledging their understanding of an agreement to adhere to the established “Guidelines for Special Occasion Permit Holders” and the Municipal Alcohol Policy and return a copy to the Town’s Customer Service Centre prior to the event confirmation.

The contact person for an SOP can be held liable for injuries and damages arising from failure to adhere to the Liquor Licence Act of Ontario and the Town's Alcohol Policy. 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 are to be adopted:

- a) The event sponsor must obtain an SOP from the Liquor Licence Board of Ontario and must provide proof of this to the appropriate Town representative at least fourteen (14) days prior to the event, 60 days for SOP.
- b) For functions that are open to the public, designated event staff (ticket sellers, floor supervisors, door supervisors) may be required to be utilized. These people are to be provided by the permit holder. It is recommended that these people be Smart Serve trained. Event sponsors are to provide a list of event workers (see Appendix A) at least fourteen (14) days prior to the event, with their Smart Serve Registration Number or proof of SIP training or the name of the Professional Company handling the event.
- c) The only acceptable forms of identification will be a Government issued identification card, passport or military card. Must have Name, Photo and birth date.
- d) The person who signed the SOP application and the agreement or their Town approved designate must attend the event for the entire duration and be responsible for making decisions regarding the operation of the event; therefore we recommend they refrain from consuming alcohol while the event is in progress.
- e) Alcohol is not to be consumed by event workers while on duty at the event (i.e. Bartenders, etc).
- f) The permit holder and Town representatives must prevent patrons from engaging in activities that can harm themselves or others.
- g) All exits must be monitored.
- h) All bottles and cans must be retained within the bar area. All drinks must be served in paper or plastic containers.

- i) The licensee must abide by the rules of the Municipal Alcohol Policy as enforced by the Town's representative or risk event shutdown and security deposit forfeit.
- j) The Town's representative reserves the right to require the presence of Police Officers and/or Town approved Security Personnel for the duration of the event, the cost of which will be borne by the sponsoring group or individual. The choice and number of personnel will be at the discretion of the Town and will be coordinated by Town Staff and added to the permit costs to be paid in advance of the event.
- k) All event workers must wear highly visible identification.
- l) In order to reduce the risk of intoxication and the rate of consumption, the Permit Holder should encourage patrons to consume food, low alcohol beverages, and non-alcoholic beverages. In locations where Town food vendors have the contract to sell food, they must be utilized and given first right of refusal to provide food services as per their perspective contracts with the Town.
- m) If tickets are purchased for alcoholic drinks, the Permit Holder is to refund money for unused tickets.
- n) For Sale Type Bars:
  - 1. Discounts are not to be offered for volume purchases.
  - 2. No tickets are to be sold after 12:30 am.
- o) The bartender reserves the right to limit the number of alcoholic drinks to be served to one person at one time.
- p) There will be no "Last Call".
- q) At least one Town representative or delegate (i.e. Security Personnel) with authority to demand the correction or shut down of an event on behalf of the Town must be available for all functions.
- r) No marketing practices which encourage increased consumption, i.e. oversized drinks, double shot, pitchers of beer, drinking contests, volume discounts, etc. are allowed.



- s) Obtain necessary approval from the Town, Community Centre Advisory Committee or Designated Staff member.
  - t) The bar must be closed at or before 1:00 am.
  - u) Note: bartender(s) must close the bar a half (1/2) hour prior to the end of their shift, in order to ensure that all of the alcohol is removed from the building prior to leaving.
  - v) All entertainment must end at or before 1:00 a.m.
  - w) Tables must be cleared of alcohol at or before 1:30 a.m.
  - x) The rental facility must be vacated at or before 2:00 a.m.
2. Failure to comply with the Policy could result in one or more of the following actions being taken:
- a) Town staff or representatives may report any infraction of this policy to legal authorities whenever they believe such action is required.
  - b) Infractions will be reviewed by the Director of Leisure & Community Services or designated Town representative.
  - c) A Registered Letter describing the problem will be sent by the Town to the sponsor and future rental privileges may be refused to the sponsor or involved organization.
  - d) Where underage youths are found to have consumed or to be consuming alcohol at SOP or non SOP events, the Police will be called and security deposit will be forfeited.
  - e) Future rental privileges to penalized individuals or groups will depend on demonstrating to the Director of Leisure & Community Services that all rules will be followed at future functions.

## 7. **Signs**

Permanent signs have been posted in Category 'A' facilities and include the rules that govern all SOP events. In addition, the following signs will be provided to the Permit Holder and must be posted at the entrance and exits during the event.

**Town of Whitchurch-Stouffville Special Event**

Name of Permit Holder: \_\_\_\_\_

Rental Group: \_\_\_\_\_

York Regional Police: 1-866-876-5423

Town Booking Clerk: 905-640-1910, ext. 2287

Town After Hours Emergency: 1-800-997-9377

Alcohol and Gaming Commission of Ontario: 1-800-522-2876

**Alcohol is not permitted beyond this point.**

**8. Policy Monitoring and Revisions**

The Policy shall be reviewed annually by the Director of Leisure & Community Services, Manager, Facilities & Parks / Community Centre Advisory Committee and other invited sources and reported to the Town Council with suggested Policy changes, if required.

**Appendix 'A'**  
**Record of Event Workers**

Ticket Sellers / Floor Supervisor / Door Supervisors.  
Preference should be given to utilize Smart Serve trained workers.

- 1) Name: \_\_\_\_\_ Position: \_\_\_\_\_ Age: \_\_\_\_\_  
Smart Serve No: \_\_\_\_\_ Phone number: \_\_\_\_\_
- 2) Name: \_\_\_\_\_ Position: \_\_\_\_\_ Age: \_\_\_\_\_  
Smart Serve No: \_\_\_\_\_ Phone number: \_\_\_\_\_
- 3) Name: \_\_\_\_\_ Position: \_\_\_\_\_ Age: \_\_\_\_\_  
Smart Serve No: \_\_\_\_\_ Phone number: \_\_\_\_\_
- 4) Name: \_\_\_\_\_ Position: \_\_\_\_\_ Age: \_\_\_\_\_  
Smart Serve No: \_\_\_\_\_ Phone number: \_\_\_\_\_
- 5) Name: \_\_\_\_\_ Position: \_\_\_\_\_ Age: \_\_\_\_\_  
Smart Serve No: \_\_\_\_\_ Phone number: \_\_\_\_\_
- 6) Name: \_\_\_\_\_ Position: \_\_\_\_\_ Age: \_\_\_\_\_  
Smart Serve No: \_\_\_\_\_ Phone number: \_\_\_\_\_
- 7) Name: \_\_\_\_\_ Position: \_\_\_\_\_ Age: \_\_\_\_\_  
Smart Serve No: \_\_\_\_\_ Phone number: \_\_\_\_\_
- 8) Name: \_\_\_\_\_ Position: \_\_\_\_\_ Age: \_\_\_\_\_  
Smart Serve No: \_\_\_\_\_ Phone number: \_\_\_\_\_

<p>To be completed by the Special Occasion Permit holder and returned to the appropriate Town Representative fourteen (14) days prior to event.</p>
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**Appendix 'B'**

**Town of Whitchurch-Stouffville  
Special Occasion Permit Holder Agreement**

**Name of Team / Group:** \_\_\_\_\_  
(please print)

**Name of Contact Person:** \_\_\_\_\_  
(please print)

**Certification:**

- 1) I have received and reviewed a copy of the Town's Municipal Alcohol Policy.
- 2) I have read the Guidelines for Special Occasion Permit holders.
- 3) I agree to adhere to the conditions of this Policy and the Liquor Licence Act of Ontario.
- 4) I understand that if there is an infraction of the Policy a Town of Whitchurch-Stouffville representative shall have the authority to demand immediate correction and / or to shut down an event on behalf of the Town. In addition, any violation may result in similar future events by the organization or group being refused.
- 5) I understand I can be held liable for injuries and damage arising from failing to adhere to the Liquor Licence Act of Ontario or from otherwise failing to take action that will prevent foreseeable harm from occurring.
- 6) I understand that York Region Police and a Liquor Licence Board Inspector can lay charges for infractions of the Liquor Licence Act of Ontario or other relevant legislation.
- 7) I agree to satisfy the liability insurance requirements as set out in this policy.
- 8) I understand that my security deposit may be forfeited if the Policy is not adhered to.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
Contact Person

**Agreement Received By:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
Town Representative

**\*\*COPY OF SOP ATTACHED**

**Appendix C**

**Town of Whitchurch-Stouffville  
Sports Activity Agreement**

**Name of Team / Group:** \_\_\_\_\_  
(please print)

**Name of Contact Person:** \_\_\_\_\_  
(please print)

**Certification:**

- 1) I understand that alcohol cannot be consumed in Town of Whitchurch-Stouffville facilities unless done so by authorization of a Special Occasion Permit being issued.
- 2) I understand that if any member of my team or organization is consuming alcohol in these facilities or areas without a Special Occasion Permit, a letter of warning will be issued advising of the Policy violation and indicating that no further violations will be tolerated. Independent action can be taken by the York Region Police, at its discretion.
- 3) I understand that if any member of my team or organization violates the Policy within one year of receiving a warning, our group will be suspended from using any Town of Whitchurch-Stouffville facility or area for a period of one year.
- 4) Prior to the use of Town facilities, I will provide Town of Whitchurch-Stouffville representatives with the names and addresses of the Team captains so that a brochure outlining the Policy can be sent to them.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Team / Group Representative

Agreement Received By: \_\_\_\_\_ Date: \_\_\_\_\_  
Town Representative