



## **TOWNSHIP OF LUCAN BIDDULPH**

### **Municipal Alcohol Policy**

#### **MISSION STATEMENT:**

The Township of Lucan Biddulph wants residents and visitors to enjoy the various facilities and parks. In order for the Township to ensure the health and safety of its participants, minimize risk and liability and to protect the municipal facilities, this Policy has been authored to outline the orderly use of alcohol during events and functions, under the townships Permanent Liquor Licence. The following document outlines these regulations.

#### **OBJECTIVES:**

- 1) To provide appropriate procedures, and education, to individuals or groups wishing to hold events in municipally-owned facilities ensuring that rules pertaining to serving of alcohol are properly understood and strictly complied with as outline by the Alcohol and Gaming Commission of Ontario.
- 2) To provide guidelines for proper supervision, and operation, of serving alcohol to assist event sponsors in running safe events. Thus protecting the Township of Lucan Biddulph and its staff from liability.
- 3) To encourage and reinforce responsible, moderate drinking practices for consumers through the development of appropriate operational procedures, controls, training and education.
- 4) To honor the decision of abstainers not to drink alcohol and to encourage their participation by providing alternative, non-alcohol drinks.
- 5) To provide for a balanced use of alcohol through Special Occasion Permits so the alcohol becomes a responsible part of a social function rather than the reason for it.

- 6) To be proactive in the reduction of incidents including injury and death through the implementation of a municipal alcohol policy.

## Responsible Beverage Service

### Private Events:

To enable municipal staff to properly monitor, provide adequate control and to ensure compliance with the liquor licence act and regulations. Private events held, in a licenced area, at Lucan Community Memorial Centre must be operated under the Lucan Community Memorial Centre permanent liquor licence.

### Private Event – Hosted under the auspices of the Lucan Community Memorial Centre’s Permanent Liquor Licence

- Renter is allowed to fully advertise the event
- Event can be open to the public – guests do not have to be invited
- Allowed to profit through beverage sales – donation or share of the proceeds is allowed
- Absolutely **no** 50/50 draws, no raffles and no door prizes
- Absolutely **no** games of chance, however games of skill are permitted
- A silent auction and/or live auction of items is permitted

### Bring Your Own Wine (BYOW) Endorsement

Events wishing to use the Lucan Community Memorial Centre BYOW endorsement must make such requests to the Parks & Recreation department 60 days prior to the event. BYOW applies only to commercially-made wine – not spirits or beer. A \$5 corkage fee will apply per bottle, ONLY any unused (sealed) bottles may be removed from the premises. We will not be re-corking opened bottles. All wine bottles and glass must be removed from the tables by 9pm. A BYOW endorsement may only be used under the Lucan Community Memorial Centre permanent liquor licence and not in conjunction with an SOP.

### Public Outdoor Events

Public Events held in Lucan Biddulph facilities can operate their event through the permanent liquor licence or under a SOP. A Public Event SOP may be issued to registered charity organizations, not for profit entity for the advancement of educational, religious or community objectives or for events that are of municipal, provincial, national or international significance. For events attracting fewer than 5,000 people, an applicant for a Public Event SOP must provide 30 days notice to the AGCO, the Municipality of Lucan Biddulph – Parks & Recreation Department, OPP-Lucan Detachment, and the local Fire Department. Events exceeding 5,000 people, 60 days notice must be provided. Notification letters must include event location, date and time of beverage service and a detailed sketch of the area to which the SOP or Caterer’s endorsement will apply.

### Catering Endorsement

Events wishing to host their special event in an unlicensed part of any Lucan Biddulph facilities may operate through a Catering Endorsement of the Lucan Community Memorial Centre liquor sales licence. Holders of a liquor sales licence, with a catering endorsement, are permitted to sell and serve alcohol beverages at events held in unlicensed areas other than a licensed establishment. Through a catering endorsement, the Lucan Community Memorial Centre licence can be used at other facilities within Lucan Biddulph. A group or individual can request this service for their special event. The licensee (Municipality) must submit a catering notification form to the AGCO at least 10 days in advance of the event. The licensee is also required to notify police, fire, building and health departments of the details of each catered event.

Through a catering endorsement, special events can continue to operate through the Lucan Community Memorial Centre permanent liquor licence, allowing compliance at all facilities in Lucan Biddulph. Municipally catered events will **not** be hosted outside the boundaries of Lucan Biddulph or its properties. Request for service within Lucan Biddulph must be provided to staff at least 60 days prior to event, allowing staff adequate time to prepare document for AGCO approval. Hosting catering endorsements is a service and a privilege and can be denied.

### Barriers – Outdoor Events

Outdoor events and/or extension of a facility to include an outdoor area, must be properly fenced, where beverages are being served and consumed. Event fencing, at least 36” in height, is the responsibility of the renter to arrange and setup, as displayed in the sketch provided to the AGCO.

### Gambling

Games of chance/luck or mixed chance and skill such as raffles, 50/50 draws, and/or door prizes, are not permitted unless the proper licence has been obtained from the province or municipality. Licences are only issued to eligible organizations with charitable or religious purposes. Visit [www.agco.on.ca](http://www.agco.on.ca) for info/clarification. A live and/or silent auction and games of skill are acceptable.

### Food Service

An adequate supply of food is required when alcohol is being served and is the responsibility of the rental party to provide. Chips, peanuts and popcorn do not constitute as appropriate food.

### Proof of Liability Insurance

Events operated under the auspices of a SOP must provide proof, that they have purchased a minimum of two million dollars in Liability Insurance with the Township of Lucan Biddulph being named as a co-Insured. This must be submitted to the Parks & Recreation Department staff two weeks prior to your event.

## Security Controls

For safety and control, the Municipality of Lucan Biddulph reserves the right to require the presence of OPP and/or professional trained security at any event where beverage service is provided. The financial responsibility is that of the rental party and/or event organizer. Their function is to provide security, check ID upon entrance to event, ensure compliance with liquor licence act and its regulations, and MAP policies and to assist staff when/if necessary. It is the responsibility of the renter to ensure proper management, control and safety at their special event.

## Limitations to Beverage Service at Events held in Municipal Facilities

- Serving to intoxication is prohibited
- Do not encourage excessive consumption of alcohol
- 4 drink limit per person per visit to the bar, limit of 2 per person per visit after 12:00 am
- Maximum 5 tickets at one time. 1 hour prior to stop-service, reduce ticket sales to 2 per person
- Drinks must not be discounted
- Guests cannot be required to purchase a minimum number of drinks or drink tickets
- Jello shooters are not permissible
- All drinks must be served in non-glass containers
- All double shot drinks will be served in a large cup, all doubles count as two drinks
- Non-alcoholic beverages will be available at a reduced rate
- Entry of an intoxicated person must be denied
- Absolutely NO minors will be allow at Buck & Does

## Hours of Operation for the sale and service of alcohol

Stop service time will not extend past 1:00 am unless discussed and arranged with Parks & Recreation Department staff prior to the event. No "Last Call" will be announced. Any unused tickets will be refunded at any time during the event, up to and including 15 minutes after the bar has closed. All signs of liquor must be cleared 45 minutes after the bar has closed. This includes clearing of all glasses and bottles off the tables.

## The "Big Five" Liquor Licence Infractions

The "Big Five" Liquor Licence Infractions that pose the greatest risk to public safety and are the primary focus for AGCO Inspectors. They are as follows:

1. Serving minors
2. Permitting drunkenness, serving intoxicated patrons
3. Overcrowding
4. Disorderly behavior
5. Serving after hours, and failing to clear

As a result, event can be closed down, OPP involved and charges laid. These offences almost always lead to disciplinary action by the AGCO in the form of a monetary penalty, or suspension and/or revocation of the liquor licence.

### Recognizing signs of Intoxication

There are many signs of intoxication. They vary from person to person, and include:

- Inappropriate speech volume
- Increase or decrease in the pace of speech
- Slurred words
- Deterioration of gross motor control; a person may stagger or fall
- Deterioration of fine motor control; causing inability to pick up coin etc
- Tiredness
- A decrease in alertness
- Red or glossy eyes and/or heavy eyelids
- Excessive sweating
- Noticeably shallow breathing
- Strong smell of alcohol from the person

### Age Identification

One of the most serious infractions of Ontario's liquor laws is the selling and/or serving of alcohol beverages to persons under the age of 19.

Liquor may not be sold or served to anyone under 19 years of age. Only persons 18 years or older may sell, serve or handle liquor in a licenced establishment.

Serving alcohol to minors is against the law and can lead to disciplinary action by the AGCO, charges by police or possible civil liability. The only acceptable forms of age identification are:

- Ontario Driver's licence with photo
- Canadian Passport with a photo
- Canadian Citizenship Card
- Canadian Armed Forces Identification card
- Secured Indian Status card issues by the Government of Canada
- Permanent Resident Card issues by the Government of Canada
- A photo card issued under the Photo Card Act 2008

By law, the Ontario Health Card is not an acceptable form of ID, however if it is offered voluntarily, you may accept it at your discretion. As a reference to the above, it can be used as a secondary form of ID.

Steps to checking ID

1. Ask the guest to remove ID from their wallet (never remove yourself)
2. Examine the ID in a well-lit area and take time to examine it close
3. Hold the ID in your hands to see or feel if ID has been altered

Safe Transportation

The risk of liability is high when a patron under the influence of alcohol leaves an event where alcohol is served. Event organizer must assume responsibility for promoting safe transportation for all patrons consuming alcohol. Examples of safe transportation include designated drivers, taxis or a bus service. Please ensure adequate signage is posted at the entrance/exit of your event, indicating taxi service contact information.

Share of Gross Revenue

Under a permanent liquor licence, the facility operator is legally allowed to provide a share of the gross revenue or make a donation to the rental party.

A request for bar service delivery provided under the auspices of the Lucan Community Memorial Centre licence must be submitted to municipal staff by the rental party at least 60 days prior to the event. Municipal staff are responsible for all aspects of the bar operation, including purchasing of alcohol beverages. Through consultation between municipal staff and the rental party, it will be determined what beverages will be provided for your event – beer, spirits, wine and coolers. Premium beer, spirits and wine are not generally stocked. When requested for an event, an upcharge fee will be charged on your rental invoice, to accommodate the increased cost of purchase.

Municipal bar staff will be hired to provide full beverage service for your event including ticket sellers and servers. To ensure transparency, the rental group must provide one smart serve trained individual to assist with ticket sales, cash handling and counting receipts after the event. Employee compliment and hours of operation will be determined by your event schedule and estimated attendance, in consultation with Parks & Recreation Department staff. All bartenders, ticket sellers and floor/door supervisors must be Smart Serve certified. The minimum ratio of event workers designated will be as follows:

No. of Patrons	Bartenders	Ticket Sellers*	Floor Supervisors	Door** Supervisors
0 – 200	2	1-2	1	1 @ each door
201 – 250	2	1-2	2	1 @ each door
251 – 350	3	1-2	3	1 @ each door
351- 400	3	1-2	4	1 @ each door
401- capacity	4	1-2	4	1 @ each door

### Gross revenue sharing of beverage sales

Gross revenue sharing on beverage sales, on events under the auspices of the Lucan Community Centre Liquor Licence, will be calculated as follows:

- Private Events = Buck & does, weddings, anniversary celebrations, birthday parties, company/organization member functions will receive \$0.75 from each alcoholic beverage sold.
- Public Events = registered charity organizations, not for profit entities, or government organizations will receive \$1.10 from each alcoholic beverage sold.

Documentation will be provided to the renter, indicating:

1. The gross revenue received through bar sales, and total expenses
2. Gross revenue share that they will receive

The Township of Lucan Biddulph will NOT incur any deficit to provide liquor service for the renting party. Should the expenses of bar exceed the revenue the renting party will be liable to pay the difference and it will be added to the final invoice. If there is a profit we will enter into the gross revenue sharing model above, and a cheque will be issue by the Municipal Treasurer and provided to the renter, within two-three weeks directly following the event.

### Rental Fees

Regular facility rental fees apply to all events. If no profit is made from beverage sales the remainder of expenses will be added to the rental of the facility.

### Tipping of Beverage Staff

From time to time, tips are provided to staff from patrons happy with the service provided. Tips will be split equally between the beverage serving staff.

### Smart Serve Training and Responsible Service

Ticket sellers and beverage servers must have smart serve training. Copies of Smart Serve Training of all ticket sellers and servers must be presented to Municipal staff two weeks prior to event. Training can be acquired on line at [www.smartserve.ca](http://www.smartserve.ca). All ticket sellers and beverage servers must abstain from consuming alcoholic beverages, prior to and while performing this service.



Capacity of Lucan Community Memorial Centre:

Main Hall – 576

Leprechaun Hall – 188

Arena Bowl & Floor – 2800

Main Hall Mezzanine – 188

Main Lobby (North) – 127

Main Lobby (Centre) – 25

Main Lobby (South) – 45

It is the responsibility of the renter to ensure that the number of persons in the facility do not exceed the lawful capacity.

Monitoring the number of individuals entering your event is important. Exceeding the capacity of facilities is an offense and can put your guests in danger. Arm bands can be used at large events, where it may be difficult to monitor the capacity. It would be necessary to monitor the number of patrons entering and leaving, therefore not exceeding the capacity. The number of people permitted includes the Event organizers, volunteers and guests.

Attachments

- Appendix A – Special Occasion Permit Holder Agreement
- Renter Responsibility Check list

Failure to comply with the Lucan Biddulph Municipal Alcohol Policy and the AGCO *Liquor Licence Act*, may result in your event being terminated. The Township of Lucan Biddulph, the AGCO and/or OPP have the authority to cancel, intervene in or terminate an event as a result of violations. Unobstructed access must be allowed, should an AGCO Inspectors and/or OPP visit your event.

It remains the responsibility of the Event Organizer to manage and control the special event, and if necessary; to take appropriate actions, including stop-service of beverage sales, ending the event, vacating Municipal property, and ensuring safe transportation options are provided. Regardless of the reason for termination of the event, the Township of Lucan Biddulph will not be responsible for any compensation to the renter for financial losses.

Should you require further clarification of the Municipal Alcohol Policy and/or policies and procedures pertaining to operation of beverage service in Lucan Biddulph facilities, please do not hesitate to contact Parks & Recreation Department staff at 519.227.4442 or the Township office at 519.227-4491.