



**Township Of Zorra  
General Policy Manual**

**Policy #: 700-04**

**Page: 1 of 21**

**POLICY: Municipal Alcohol Policy**

**SECTION: Recreation**

**EFFECTIVE DATE: May 1, 2012**

**REVISED:**

**APPROVED BY: Council By-Law 36-12**

**SIGNATURE:**

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# **TOWNSHIP OF ZORRA**



## **MUNICIPAL ALCOHOL POLICY**

**(M.A.P.)**



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## **SECTION 1: INTRODUCTION**

This policy is intended to ensure that all Special Occasion Permits obtained and operated within Municipal Properties of the Township of Zorra are managed effectively and properly and it is also intended to promote a safe, enjoyable environment for those who use these facilities.

To monitor effectiveness of the Municipal Alcohol Policy (M.A.P.), Council shall initiate a yearly review by Township staff. A review of the effectiveness of the M.A.P. shall be completed and amended by Township Council at least every four years, or more often if deemed necessary. Any such review should be based on information by Township staff, facility users and other invited sources with the view of suggesting policy changes, if required.

## **SECTION 2: POLICY GOALS**

The Township of Zorra wants residents and visitors to enjoy the various facilities within the Township. In order for the Township to ensure the health and safety of its participants, minimize risk and liability and to protect its facilities, the Township has developed a Municipal Alcohol Policy that will encourage the responsible use of alcohol for those individuals or groups wishing to host special occasion functions on Township properties.

It is the intention that this policy will help to reduce alcohol related problems that may arise from irresponsible alcohol consumption within its facilities and to promote a safe, enjoyable environment for users of these facilities during such functions.

Our goal is to encourage responsible use of alcohol during Special Occasion Permit (SOP) functions, to ensure the health and safety of the participants and the protection of Township of Zorra and its facilities.

## **SECTION 3: POLICY OBJECTIVES**

1. To inform the permit holder(s) of their responsibilities in ensuring proper supervision and operation of Special Occasion Permit (SOP) Events to help protect the organizers, participants, volunteers and Township from liability.
2. To provide appropriate procedures to individuals or groups wishing to hold events in Township facilities in order to ensure that all Alcohol and Gaming Commission of Ontario (AGCO) legislation pertaining to SOP Events is properly understood and complied with.



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3. To honour the decision of abstainers not to drink alcohol and to encourage their participation by providing alternative, non-alcoholic beverages.
4. To provide 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 the social function.
5. To provide a balance of alcoholic and non-alcoholic beverages in order to ensure that consumers, abstainers, adults, youth and families will be adequately served.
6. To inform user groups about the penalties for violation of alcohol related rules of conduct.

## **SECTION 4: DEFINITIONS**

**MAP** – Municipal Alcohol Policy

**AGCO** – Alcohol and Gaming Commission of Ontario which is the governing body. Specific information can be obtained from website at [www.agco.on.ca](http://www.agco.on.ca).

**LLA** – Liquor Licence Act and Regulations outlines the rules that Event Organizers must follow. A copy of this Act and Regulations can be found on the AGCO website above.

**Event Organizer(s)** – a person or persons responsible for organizing the event including overseeing Event Workers, facility bookings and attaining all necessary permits and approvals.

**Event Worker(s)** – paid and/or volunteer workers at an event who hold positions of responsibility in the operation of the event and who help ensure that the requirements of the MAP are carried out (e.g. Ticket sellers, bartenders).

**Server Intervention Program (SIP)** – program previously offered by the Alcohol and Gaming Commission of Ontario. The Server Intervention Program taught people how to prevent alcohol related problems and proper ways to intervene if a problem occurred. Program replaced by Smart Serve Program. Please note that the AGCO still recognizes The Server Intervention Program (SIP) certification issued prior to May 1995. For the purpose of this Municipal Alcohol Policy, where the term Smart Serve Program is used, the Server Intervention program may be substituted.

**Smart Serve Program** – program offered by Smart Serve Ontario. The Smart Serve Program is the only responsible beverage service training program that is recognized by AGCO. It has been designed to train staff and volunteers who work in the areas where alcohol is sold and/or served such as bars, restaurants, banquet halls and other public facilities.



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***Special Occasion Permit (SOP)*** – permit issued by the AGCO that authorizes the holder (Event Organizer) to serve liquor at a Special Occasion Permit Event. A permit is needed any time liquor is offered for sale or served anywhere other than in a licenced establishment or private place.

***Special Occasion Permit Event*** – any event held in a municipal facility at which alcohol will be served and/or sold under the authority of a Special Occasion Permit.



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## **SECTION 5: TOWNSHIP PROPERTIES ELIGIBLE FOR SOP EVENTS**

Thamesford District Community Centre (Hall and Ice Surface area ONLY)  
Embroid West-Zorra Community Centre (Halls and Ice Surface area ONLY)  
Zorra Township Office  
Thamesford Scout Hall  
Thamesford North Park in conjunction with the Scout Hall  
Embroid Community Centre Park  
Embroid Town Hall  
Thamesford Library (Beaty Room)  
Harrington Hall (Main Floor)  
Embroid Fire Hall  
Thamesford Fire Hall  
Uniondale Fire Hall

All other municipally owned land and facilities require written approval from the Township of Zorra Chief Administrative Officer or designate.

## **SECTION 6: TOWNSHIP PROPERTIES NOT TO BE USED FOR SOP EVENTS**

Parks and outdoors areas not listed in this policy  
Arena Dressing Rooms  
Tiered Spectator seating areas in arena/parks  
Arena Lobby  
Thamesford Pool  
Thamesford Pool change rooms

**EXCEPTIONS:** Any persons wishing to hold a Special Occasion Permit Event in a location not listed in this Policy must receive written approval from Council. Township Council, may, at their discretion, allow exceptions for any areas designated not suitable.

## **SECTION 7: CONDITIONS FOR THE USE OF ALCOHOL IN MUNICIPALLY OWNED FACILITIES**

Anyone who wishes to serve alcohol at a designated site must sign a facility rental contract that stipulates the conditions under which alcohol may be served and acknowledges the requirements.



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In addition, the Event Organizer must obtain a Special Occasion Permit (SOP) from the AGCO and must comply with all provisions and regulations regarding the issuance of the licence and the service of alcohol. A copy of this permit must accompany the rental application form.

Failure to do so may result in immediate suspension of rental privileges and loss of any deposits. The Township also reserves the right to refuse the issuance of a facility rental permit at their sole discretion.

## **SECTION 8: YOUTH ADMISSION TO ADULT EVENTS**

If those under 19 years of age are admitted to SOP adult events, this must be indicated on the rental agreement with the Township and the SOP. Each rental Event Organizer will be responsible to select a suitable strategy on allowing youth to their event.

Individuals under the age of majority will not be allowed to consume alcohol beverages. Individuals consuming alcoholic beverages under the age of majority will be required to leave the event and may be charged by the appropriate authorities.

Anyone serving individuals under the age of majority will also be required to leave the event and may be charged.

It is suggested that for Public Events allowing individuals under the age of majority and with over 250 patrons, to identify those persons over the age of majority. Event Organizers may choose either stamps or wristbands to identify persons over the age of majority.

Where underage youth are found to have consumed or to be consuming alcohol on Township property, the authorities may be called and/or the following procedure will be followed:

1<sup>st</sup> infraction: Individual will be turned over to a parent or guardian. If a parent or guardian is not available, the police will be called. A registered letter will be sent by the Township to the parent/guardian.

2<sup>nd</sup> infraction: Individual may be suspended from the complex for one year.

Any infractions shall be reported to the Township by the SOP Holder within 14 days of the event.



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## SECTION 9: MANDATORY SIGNS TO BE DISPLAYED

Permanent signage shall be displayed prominently in designated recreation facilities and community centres. Temporary signage of same shall be displayed prominently within designated special occasion permit areas associated with special event areas.

### 1. Statement on Intoxication:

The Township of Zorra strives to provide safe recreational facilities for all members of the community to enjoy. We respect the rights of everyone, including those who choose to abstain, and welcome their participation in our social events.

Servers are required by law not to serve anyone who is intoxicated or appears to be intoxicated or to the point of intoxication. For this reason, servers in our facilities are required to obey the law and not serve anyone to intoxication.

Non-alcoholic beverages and food items are available.

### 2. Sober Driver/Alternative Transportation:

#### **DON'T DRINK & DRIVE!**

The Oxford County Detachment of the Ontario Provincial Police Reduce Impaired Drivers Everywhere (R.I.D.E.) Program thanks you for helping to reduce impaired driving in Zorra. We look forward to personally thanking you at one of our Roadside Spot Checks for leaving this event as a Sober Driver.

The Township of Zorra strongly supports the Designated Driver Program and appreciates and thanks our Designated Drivers for their contributions to the health and safety of their families, friends and the community.

If alternative transportation is required, you can call ( ) for Taxi service.



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3. Designated Consumption Areas

No Alcohol Beyond this Point.

4. Proof of Age

Serving alcohol is restricted to those of legal drinking age. In Ontario, the legal drinking age is 19 years of age. You may be asked for proof of age. Government issued photo identification is the only acceptable proof of age.

Acceptable identification is:

- Ontario Driver's License with a photograph
- Canadian Passport
- Canadian Citizenship Card with a photograph
- Canadian Armed Forces Identification Card
- Permanent Resident Card (Canadian)
- Secured Indian Status Card (Canadian)
- LCBO BYID Photo Card
- Photo Card issued under the *Photo Card Act*

5. Warning on Alcohol Consumption

**Warning:** Drinking alcohol during pregnancy can cause birth defects and brain damage to your baby (Fetal Alcohol Spectrum Disorder).

6. No Last Call

There will be no "LAST CALL" announcement prior to bar closing.



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### Mandatory signage for Event Organizer/Permit Holder:

Temporary signage shall be displayed by the Event Organizer/Permit Holder prominently in specific designated areas within the facility or property.

1. Accountability Statement:

A blank sign format, provided by the Township of Zorra, shall be prominently and temporarily displayed during the Special Occasion Permit event to inform patrons as to where to direct concerns. This will include telephone numbers of the Event Organizer(s), local Police Department and the Alcohol & Gaming Commission of Ontario. This sign will be provided for Event Organizer(s) with the lease agreement for Township facilities.

2. Ticket Sales:

Sales of alcohol shall be strictly monitored by Smart Serve bartenders at all SOP events. Bartenders shall limit the number of redeemable drinks purchased at any one time to a maximum of two (2) per person. At events where alcohol is being sold, a sign shall be posted at the alcohol ticket sales table outlining the following regulation:

**Ticket Sales**

No more than two (2) tickets per person may be redeemed at a time.  
Only single tickets will be sold after midnight. All ticket sales will stop at 12:45am.

## **SECTION 10: EVENT ORGANIZER/PERMIT HOLDER RESPONSIBILITIES**

### **PRIOR TO EVENT:**

Event organizers of Special Occasion Permit Events held within Municipal facilities will be required to understand the conditions of the SOP, as well as the MAP prior to renting the facility. A copy of the Municipal Alcohol Policy will be available from Township staff or designate at the time of booking the facility and will also be available on the Township website at [www.zorra.on.ca](http://www.zorra.on.ca).

A checklist for Event Organizers, along with the Rental Contract will be provided by the Municipality at the time of booking. These forms are to be completed by the Event Organizer and returned to the staff person or designate at least fourteen (14) days prior to the event. Signatures from both the Event Organizer and the staff person are required on the forms.



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In order to be eligible for a facility rental for a special occasion function, the Event Organizer must demonstrate to the satisfaction of the Chief Administrative Officer or designate that there are sufficient controls in place to prevent unauthorized, intoxicated or rowdy people from entering or remaining at the event and that the intoxicated participants will be refused services and removed from the event.

As part of the Municipal Rental Agreement and/or Special Event Agreement, it is the responsibility of the Event Organizer/Permit Holder to:

1. Provide proof to the Municipality that the appropriate Special Occasion Permit had been secured fourteen (14) days prior to the event date.
2. Provide a list of all servers to the Municipality as well as provide the individual Smart Serve Certificate Numbers fourteen (14) days prior to the event date.
3. Submit to the Municipality a copy of a valid Insurance Certificate for General Liability Insurance or Special Occasion Host Liquor Liability Insurance in the amount of not less than two million dollars (\$2,000,000.00), clearly denoting the Township as an "additional insured" fourteen (14) days prior to the event. This is in addition to the mandatory rental insurance requirements.
4. Dependant on the size and nature of the event, additional insurance may be required by the Township of Zorra. For *large scale community events* hosted within a municipal park setting or property, the Township of Zorra shall require a copy of a valid Insurance Certificate for General Liability Insurance or Special Occasion Host Liquor Liability Insurance in the amount of not less than five million dollars (\$5,000,000.00) in addition to the mandatory facility rental insurance requirements clearly denoting the Township as "additional insured" fourteen (14) days prior to the event.
5. The Event Organizer/Permit Holder shall comply with all regulatory agencies having jurisdiction over the event, including local fire services and Oxford County Health Unit.
6. All alcohol brought into the facility or property under a special occasion permit must be authorized by the Alcohol & Gaming Commission of Ontario (A.G.C.O.).

**DURING EVENT:**

1. While the local authorities and Alcohol & Gaming Commission Inspectors are informed of the date and place of the special occasion function, they do not always have an opportunity to



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drop in and check on the operation of the event. As such, the Event Organizer/ SOP Holder must remain on site at all times. The Event organizer/SOP holder is responsible for decisions regarding the actual operation of the event. If, for some reason, they cannot, a secondary name must be posted so that concerned participants will know whom to contact immediately on the premises. This can facilitate early correction of potentially risky situations. If the event is more than two days in length then a designate may be assigned and their name(s) must appear on the contract.

2. The Event Organizer/SOP Holder and the person renting the facility are responsible to ensure that the event is properly supervised and must provide enough staff to fulfill this obligation.
3. The Event Organizer/SOP Holder and Event Workers/Volunteers must ensure that all controls and service be consistent with the provisions of the Alcohol & Gaming Commission Act of Ontario and its Sections and shall also abide by all the rules of the M.A.P.
4. The Event Organizer/SOP Holder and Event Workers/Volunteers must attend the event and be sober before and during the event, including any clean-up activities. The Event Organizer /SOP holder and Event Workers/Volunteers must be clearly identified during the event. The means of identification to be used by event workers must be acceptable to the Recreation & Facilities Manager and/or designate.
5. The Event Organizer/SOP Holder and Event Workers/Volunteers must ensure that the bartenders and servers do not serve alcohol to anyone under age, intoxicated or rowdy at the event.
6. Entry to the event must be monitored by responsible person(s) meeting the age of majority requirements at all times. These person(s) shall further observe for individuals that may be attempting to enter the premises and that appear to be intoxicated or have a history of causing problems at events.
7. Any masked events, such as Masquerades, New Year's Eve parties, Halloween Parties, etc. where masked identity individuals are in attendance (costumed events), must meet the following conditions:
  - Acceptable type of identification, as listed in Section 9
  - No one under the age of 19 years admitted



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8. The Event Organizer/SOP Holder or Event Workers/Volunteers/Staff has the right to deny entry to any individual. Entry to public functions must be denied to:
    - Intoxicated or unruly individuals
    - Individuals carrying unsealed alcoholic beverages
    - Individuals previously turned away from the event
  9. The following is not permitted at an SOP event, including adjacent washrooms, liquor and food preparation areas and storage areas under control of the permit holder:
    - Drunken individuals
    - Illegal gambling
    - Violent or disorderly conduct (fights, etc.)
  10. All entertainment within the facility shall cease at 1:00am.
  11. The only exception to the 1:00am closing time is during New Year's Eve when bar service will cease serving at 1:45am. Event Organizers must ensure that patrons have vacated the facility by 3:00am.
  12. To assist staff and to ensure that no incidents occur on the premises, patrons must vacate the facility by 2:00am. Exception: New Year's Eve Refer to #11.
  13. Failure to comply with the above could prevent the Event Organizer/SOP from further renting of any Township of Zorra facility and where appropriate, O.P.P. and Alcohol & Gaming Commission of Ontario will be advised and charges could be laid.

## **SECTION 11: EVENT SERVERS & MONITORS**

The following guideline sets out the ratio of event servers and monitors to event participants. The requirements may be increased or decreased by the Township of Zorra or designate having operational jurisdiction over the premises depending on crowd dynamics and type of event.

There will be no self-serve events; even "Wine & Cheese" functions require a bartender. Self serving is prohibited and trained bar personnel are required. Trained servers must be certified by a recognized alcohol server training course that has been approved by the Township.



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The Event Organizer/SOP holder shall ensure all Trained Servers, Door/Entrance Monitors, Floor Monitors, Bar Ticket Sales Persons, and Security Personnel are at least nineteen (19) years of age.

Passive, moderate, high risk and major event classifications are determined by the Township of Zorra based on event dynamics.

Refer to Appendix C – Event Category Guideline

*Category	Trained Servers	Door/Entrance Monitors	Floor Monitors/ Bar Ticket Sales
PASSIVE	**1	The Event Organizer is responsible to monitor the entrance to the room	The Event Organizer is responsible to monitor those in attendance
MODERATE	2	1 event worker at the entrance to the room at all times	1 event worker throughout the room at all times
HIGH RISK/MAJOR EVENT	2 + 2 for every additional 200 participants	1 event worker at every entrance/exit to the room	2 + 2 per every additional 200 participants

\* Covers any public or private event

\*\* The server requirement for passive events may be waived at the discretion of the Township of Zorra or staff designate when an event has approximately 50 or less participants in attendance. Not all Public Events require the same level of event staff as others. Additional event categories are considered to determine sufficient Event Staff.

These additional considerations include:

1. Age Group & Maturity	2. Attendance	3. Incident History
4. Event Dynamics	5. Invitation	6. Food Availability
7. Impact on Neighbourhood	8. Supervision	9. Threats & Concerns



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## SECTION 12: CONTROL OF ALCOHOL SERVICE

### **A. NON-ALCOHOLIC OPTIONS**

1. The Event Organizer/SOP Holder will ensure that Non-alcoholic beverages are readily available and priced significantly below any alcoholic beverage.
2. The Event Organizer/SOP Holder shall provide a sign, which shall be prominently posted identifying non-alcoholic beverages available at the event.

### **B. SERVICE OF ALCOHOLIC BEVERAGES**

Event Organizers/SOP holder shall adhere to the following rules and regulations:

1. Practices which may encourage the immoderate consumption of alcohol are prohibited, including, but not limited to, "shooters" and "funnels".
2. Contests or games involving the consumption of liquor are prohibited.
3. Gambling: Games of chance or mixed chance and skill (i.e. poker, crown & anchor, raffles, 50/50 draws, etc.) are prohibited unless the proper license has been obtained from the province or municipality. Such licenses are only issued to eligible organizations with charitable or religious purposes.
4. Bartenders must be appropriately trained. Event organizers are encouraged to have all event staff trained.
5. No "Last Call" will be announced prior to the end of the event/sale of alcohol.
6. Tickets for alcohol must be purchased from designated ticket sellers and must be redeemed at the bar. A maximum of five (5) tickets may be sold to any person at one time. Tickets for alcohol can be redeemed for cash until fifteen minutes after the close of the bar area.
7. Discounts will not be offered for volume purchase of tickets when tickets are sold for alcoholic beverages. Guests cannot be required to purchase a minimum number of drinks (or drink tickets) to enter or remain at the event.



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8. Bartenders and servers are required to pour all bottled beverages into plastic or paper disposable cups at the bar. Canned beverages will be permitted on the floor. Only bartenders and event workers are permitted behind the bar. All bottles are to be kept behind the bar. Alcoholic and Non-Alcoholic drinks are to be served in readily identifiable different cups.
  9. Single drinks only will be served (no more than one shot in one glass).
  10. A maximum of 2 standard drinks will be served at one time. The Standard Drink means:
    - Bottle of Regular Beer - 12 oz or 341 ml. (beer, cider or cooler)
    - Can of Regular Beer – 355 ml.
    - Glass of Wine - 5 oz or 142 ml.
    - Shot of Spirits - 1 oz or 29 ml.
    - Fortified Wine – 3 oz or 85 ml.
  11. All signs of sale and service must be cleared from the premises within 45 minutes of the end time stated on the permit. This includes the removal of all partially consumed and empty bottles, cans, and glasses that contained liquor.
  12. The bar area within the premises shall be closed no later than 12:45am and no service of alcoholic beverages will be allowed after this time.
  13. The only exception to the 12:45am closing time is during New Year's Eve when bar service will cease serving at 1:45am. Event Organizers must ensure that patrons have vacated the facility by 3:00am.
  14. To assist staff and to ensure that no incidents occur on the premises, patrons must vacate the facility by 2:00am. Exception: New Year's Eve Refer to #13.
  15. Leftover liquor should be removed from the premises at the end of the event.
  16. All day outdoor events are required to cease the sale of alcohol for a period of one hour prior to closing to allow for clean up.



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## **SECTION 13: FOOD REQUIREMENTS**

Event Organizer/SOP holder must supply an adequate supply of food and encourage the consumption of food. Sandwiches and other light meals are considered appropriate.

Snacks such chips, peanuts or popcorn are not an acceptable substitute for this requirement.

## **SECTION 14: SAFE TRANSPORTATION**

Event organizers must assume responsibility for promoting safe transportation for all drinking participants. The risk of liability is especially high when an impaired driver leaves an alcohol-related event. Safe transportation options are essential since the only way to sober up an impaired person is with time. As such, only individuals or groups that implement a safe transportation strategy will be considered for rental privileges of facilities for SOP events.

The Event Organizer shall identify the strategies, which will be used on the "Checklist for Event Organizers" form. The Event Organizer shall implement and encourage a Designated Drivers Program. This program shall be advertised at the event so that all patrons are aware this program is available.

In order to provide a successful Designated Driver Program, the following key suggestions are made:

1. The Designated Driver is supplied with free soft drinks/coffee during the function. The Event Organizer shall advertise or announce the availability of this program during and, if possible, prior to the event.
2. Advertise the use of taxi service – The Event Organizer shall advertise or announce the availability of a taxi service to attendees of the event. If not required to provide a taxi service, the Event Organizer shall ensure that appropriate signage is posted at the facility which includes the telephone number and/or use their best efforts to obtain any attendee a taxi upon request.

## **SECTION 15: SECURITY REQUIREMENTS AT SPECIFIC EVENTS**

The Event Organizer/SOP holder must provide security sufficient to ensure that unauthorized persons do not attend the event and to ensure that the conditions of the permit and requirements of the Liquor License Act are observed. Time period security is required is 9:00pm – 2:00am. The only exception is during sporting events, tournaments, games, carnivals or fairs where specific times will vary, the duration of security will be determined by staff.



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In order to determine whether security is sufficient, the permit holder shall consider:

- a) The nature of the event;
- b) The size of the premises; and
- c) The age and number of persons attending the event.

The overall event dynamics must be considered before security requirements can be imposed. Additional considerations include:

1. Age Group & Maturity	2. Attendance	3. Incident History
4. Event Dynamics	5. Invitation	6. Food Availability
7. Impact on Neighbourhood	8. Supervision	9. Threats & Concerns

Each of the above nine considerations is valued and checked off accordingly. Majority dictates category of risk and how the requirements of event staff/security are reached. Each event will be reviewed on its own merit.

The arrangement for Security Officers will be made by the Township of Zorra, however, payment for any and all Security Officers is the responsibility of the Permit Holder and payment must be made to Zorra Township prior to receiving permission to hold an event on Township Property:

*CATEGORY	# OF SECURITY PERSONNEL
PASSIVE	1**
MODERATE	2
HIGH RISK/MAJOR EVENT	2***

\* Covers any public or private event

\*\* Security requirement for passive events may be waived at the discretion of the Chief Administrative Officer or designate.

\*\*\* Security requirement for High Risk/Major Event may be increased at the discretion of the Township or its designate.



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**POLICY: Municipal Alcohol Policy**

**SECTION: Recreation**

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**REVISED:**

**APPROVED BY: Council By-Law 36-12**

**SIGNATURE:**

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If the Event Organizer demonstrates the need for less security at their event, the required number of officers may be reduced or waived at the discretion of the Chief Administrative Officer or designate. However, public safety for the patrons of the event will be paramount.

The purpose of security is to challenge, warn or report anyone having alcohol outside of the area covered by the license. Security must have access to or provide a communication link on site to summon emergency services. Security is not to be involved in serving of alcoholic beverages nor assist in any way in the liquor operation of the event.

Full payment of off-duty police officers or licensed and bonded security company is the sole responsibility of the Event Organizer. The Township of Zorra reserves the right to approve or disapprove of licensed and bonded private security companies. The requirement to use paid duty Police Officers in lieu of Bonded Security Officers is at the sole discretion on the Township of Zorra. The number of security officers required is at the sole discretion of the Township of Zorra.

## **SECTION 16: ADVERTISING EVENTS**

Only specific types of Event Organizers/SOP holders may advertise that liquor will be sold and/or served, according to the provisions in the Alcohol & Gaming Commission application Guidelines. Reception Events are for invited guests only and the sale of alcohol cannot be advertised.

## **SECTION 17: INSURANCE**

As previously stated under Section 10, the Event Organizer/SOP holder shall:

1. Obtain a minimum of TWO MILLION (\$2,000,000.00) DOLLARS liability insurance for Passive and Moderate Risk events.
2. Obtain a minimum of FIVE MILLION (\$5,000,000.00) DOLLARS liability insurance for High Risk events.

The actual insurance limits required may be increased at the discretion of the Chief Administrative Officer or designate.

The Township of Zorra shall be named as an additional insured and the Certificate of Insurance shall be provided to the Township of Zorra at least fourteen (14) days prior to the event.

The Event Organizer/SOP Holder shall Indemnify and save the Township of Zorra harmless from all claims arising from the permit or event.



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## **SECTION 18: OUTDOOR EVENTS/FESTIVALS**

Outdoor events are those which take place outdoors or in a temporary structure, such as a tent or marquee. The outdoor area must be clearly defined and separated from unlicensed areas by a minimum 36" high partition.

Festivals and events can define an area larger than outside beer tents where people can walk around freely with drinks. Local communities are free to customize the events to their needs.

AGCO may be involved to discuss public safety issues with the permit holder.

Notification must be made to local municipality, including clerk, police, fire and health department and AGCO 30 days notice for events where fewer than 5,000 people attend and 60 days notice for events where 5,000 or more people attend.

If a SOP has been issued for an outdoor event that has both licensed areas (bars, restaurants) and areas to which the SOP applies (i.e. Street on which the event occurs), patrons can move freely between these areas with a single serving of alcohol, under certain conditions and where permission has been granted by the AGCO.

The Fire Chief and Chief Building Official will determine maximum capacity for outside tents based on exits and floor area.

For potential problem rentals, the Township reserves the right to require the presence of minimally two (2) paid duty police officers or Licensed and bonded Security Company for the duration of an event. Number of security will be determined by the Township and this cost will be borne by the Event Organizer or individual.

## **SECTION 19: INFRACTIONS AND FAILURE TO COMPLY WITH POLICY/ ENFORCEMENT PROCEDURES AND PENALTIES**

The consumption of alcoholic beverages is prohibited in the majority of parks and service facilities within the Township of Zorra. Zorra Township has a zero tolerance policy on the consumption of alcohol on municipally owned property where proper permits have not been obtained.

The permit holder of the SOP must work within the Liquor Licence Act and the MAP. Should difficulties arise and the permit holder is unable to meet these requirements, the event may be stopped and permit cancelled, future rental privileges may be refused and/or the deposit may be withheld.



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Any Township staff member on duty (under the supervision of the Recreation & Facilities Manager and/or the Chief Administrative Officer), through the authority of the Council, has the authority and right to cancel events and/or refuse groups that do not abide by the policy guidelines.

**1<sup>st</sup> infraction:** Upon detection of consumption of alcoholic beverages in unlicensed areas (dressing room, parking lots, parks), the staff member, Event Organizer or Event Worker informs patron(s) or user group that consumption of alcohol on the premises is illegal and requests that it be disposed of and/or vacate the premises. The staff member or Event Organizer or Event Worker must record the occurrence and identify user group/patron(s).

The verbal warning is given and then followed up with a written warning as to the consequences of further offences. This written warning will be given to the contract signee and a copy to the Ontario Provincial Police.

**2<sup>nd</sup> infraction:** The entire league, group or organization may lose their rental privilege for the next scheduled event (Ice or park). Costs incurred will not be refunded to the league, group or organization.

**3<sup>rd</sup> infraction:** The entire league, group or organization will be suspended for the remainder of that rental year and will have to appear before Council for possible reinstatement for the following year. No monies will be reimbursed to the contracted party.

Individuals or organizations which hold yearly events and violate the policy may lose the privilege of holding the function the following year.



**TOWNSHIP OF ZORRA  
MUNICIPAL ALCOHOL POLICY  
APPENDIX "A"**

**CHECKLIST FOR LIQUOR LICENSED EVENT HOLDERS**

**All material to be supplied two weeks prior to event date.**

1. Name of Liquor Licensed Event Holder:

\_\_\_\_\_

2. Will persons under 19 years of age be attending this event? Yes  No

3. Type of Identification for event workers: \_\_\_\_\_

4. Has proof of Liquor Licensed Event been provided? \_\_\_\_\_

5. Has proof of Insurance been provided? \_\_\_\_\_

6. The safe transportation strategy(s) that will be used at this function are:

a) \_\_\_\_\_

b) \_\_\_\_\_

c) \_\_\_\_\_

7. I have reviewed the Municipal Alcohol Policy with a Municipal Representative. Yes

8. I understand all the policy regulations. Yes

9. I and/or my group will observe and obey all policy regulations during the event. Yes

If No, explain: \_\_\_\_\_

10. Type of security supplied for event: \_\_\_\_\_

\_\_\_\_\_  
Signature of Liquor Licensed Event Holder

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Municipal Representative

\_\_\_\_\_  
Date



**TOWNSHIP OF ZORRA  
MUNICIPAL ALCOHOL POLICY  
APPENDIX "B"**

**MUNICIPAL ALCOHOL POLICY COMMENT FORM**

**Please comment on the effects that this policy has relating to your Liquor Licensed Event.**

-----  
Date of your event: \_\_\_\_\_

Location of event: \_\_\_\_\_

Type of event: \_\_\_\_\_

Did you find the information provided by staff regarding your event informative and adequate?

Yes  No

Did you find the facilities clean and well-kept? Yes  No

Did you find the facilities to be well-stocked? Yes  No  N/A

Did you find the facility staff to be helpful during your event? Yes  No  N/A

Did you find policies and procedures to be adequate for your type of event? Yes  No

Did you find signs to be appropriate for your event? Yes  No

Would you use these facilities again for a future event? Yes  No

If no, please explain: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Thank you for your feedback!



**TOWNSHIP OF ZORRA  
MUNICIPAL ALCOHOL POLICY  
APPENDIX "C"**

**EVENT CATEGORY GUIDELINE**

**Passive Events:**

Fewer than 100 persons in attendance

Example: Family Events – Birthday Parties, Anniversary Parties, Private Receptions

**Moderate Events:**

100 to 300 persons in attendance

Events to which Minors are admitted

Example: Wedding Receptions, Dinner Theatre, Auctions

**High Risk Events:**

More than 300 persons in attendance

Adult-only Events

Any Event also incorporating (licenced) gaming or Sporting Events

All Outdoor Events (must be referred to Council for Approval)

Example: Stag and Does

This document is meant to be used as a guideline only. Classification of all events is at the sole discretion of the Chief Administrative Officer or the Recreation & Facilities Manager of the Township of Zorra, or designate.