



Municipal Alcohol Policy (MAP) Frequently Asked Questions (FAQ)

General

Q: What is the Municipal Alcohol Policy (MAP)?

A: The MAP is a policy that governs how alcohol may be served, managed, and controlled during events held on municipal property in Zorra, especially under a Special Occasion Permit (SOP). The goals are to promote responsible alcohol use, protect participant safety, reduce liability, respect abstainers, and protect township facilities. The full policy is available here: [700-04 Municipal Alcohol Policy](#).

Event / Permit Basics

Q: What is a Special Occasion Permit (SOP)?

A: It's a permit issued by the Alcohol & Gaming Commission of Ontario (AGCO) that allows alcohol to be served or sold at an event in a non-licensed place (i.e. not a bar or restaurant) or special location.

Q: Where in Zorra can SOP events take place?

A: Some permitted locations include:

- Thamesford District Recreation Centre (hall & ice surface)
- Embro-Zorra Community Centre (hall & ice surface)
- Zorra Municipal Centre
- Thamesford Scout Hall, Embro Town Hall, Harrington Hall, Fire Halls, etc.

All other municipally owned properties require written approval from the Township (Chief Administrative Officer or designate) if they are not listed.

Q: Where is alcohol *not* permitted under SOP?

A: Examples include:

- Parks and outdoor areas not listed in the policy
- Arena dressing rooms, spectator seating in arenas/parks, arena lobbies
- Pool areas, change rooms

Exceptions may be made if Council gives written approval.

Organizers & Permit Holder Responsibilities

Q: What must an event organizer do before the event?

A: Among other obligations:

- Understand and comply with both MAP and AGCO SOP rules.
- Submit required forms (SOP, list of servers, and rental contract) at least 14 days before the event.
- Provide proof of liability insurance (minimum \$2M for passive/moderate, \$5M for high-risk events) naming the Township as additional insured.
- Show evidence that adequate controls (security, crowd control, etc.) will be in place.
- Provide a list of all servers to the Municipality as well as provide copies of the individual Smart Serve Certificates fourteen (14) days prior to the event date.

Q: What are the organizer's duties during the event?

A: Key responsibilities include:

- Being on-site (or designating someone) at all times.
- Ensuring servers, security, monitors are present, trained, and sober.
- Not serving intoxicated persons or minors and refusing entry to problematic guests.
- Stopping service at the appropriate time, removing signage, and cleaning up.
- Ensuring food and non-alcoholic beverages are available, as well as safe transportation options.

Additional Frequently Asked Questions

Q: Are self-serve setups allowed?

A: No. Self-serve (e.g. "help yourself" bars) are prohibited - even wine & cheese events must use a trained bartender.

Q: How many drinks can someone buy at once?

A: A maximum of **2 standard drinks** per person at one time.

Q: What is "last call"?

A: No "Last Call" announcement may be made in advance. Bar service must stop by 12:45 a.m. (except on New Year's Eve, when bar service may extend to 1:45 a.m.).

Q: How many security or monitors are required?

A: It depends on the **risk category** of the event (Passive, Moderate, High risk) and event size. For example:

- Passive events may require minimal staff or even waive security (if under ~50 people).
- Moderate risk events require more monitors/security.
- High risk / major events may require multiple security officers, possibly paid duty police.

Security is to enforce alcohol control, monitor boundaries, challenge inappropriate behavior, and summon emergency services. They are not to serve alcohol.

Q: Are different rules for outdoor or festival events?

A: Yes. Outdoor/temporary structures must have clear licensed area boundaries (e.g. partitions). Organizers must notify the municipality, fire, police, health departments, and AGCO ahead of time (30 days for < 5,000 people, 60 days for ≥ 5,000).

Some flexibility for patrons to move between licensed and unlicensed zones can be granted (under AGCO rules) if approved.
