



**Corporation of the Town of
Hawkesbury**

Policy N°: SL-P-2019-02
Subject: Alcohol Management Policy
Department: Recreation and Tourism Department

POLICY STATEMENT

The Town of Hawkesbury requires that, when alcohol is to be sold, served or consumed at events held on Town property or at locations or events under the Town's control, these activities be carried out in a safe and responsible manner.

POLICY PURPOSE AND SCOPE

The purpose of the Municipal Alcohol Policy (MAP) is to provide policy direction for the sale, serving and consumption of alcohol on Town property or at locations or events under the Town's control. This Policy applies to all Town staff, volunteers, community partners who either manage or have control over Town property, rental clients, and organizers of events, on Town property, at which alcohol will be sold, served or consumed.

OBJECTIVES

To provide appropriate procedures and education to individuals or groups wishing to hold events in and/or on municipally owned facilities/properties in order to ensure that all Liquor Licence Act of Ontario legislation that pertains to Special Occasion Permits or liquor licencing and the Municipal Alcohol Policy (MAP) are properly understood and strictly complied with.

To ensure appropriate supervision and operation of liquor licenced events in order to protect the event organizers, the participating public, volunteers, the Town of Hawkesbury and its staff and elected officials from liability by providing education in prevention and intervention techniques and through effective management procedures.

To encourage and reinforce responsible drinking practices for consumers through the development of operational procedures, controls, training and education, and to respect the decision of abstainers not to drink alcohol and encourage their participation by providing alternative, non-alcoholic drinks.

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DEFINITIONS

Alcohol and Gaming Commission of Ontario (AGCO)

The Alcohol and Gaming Commission of Ontario (AGCO) is a Provincial agency, under the Alcohol and Gaming Regulation and Public Protection Act, 1996. For more information go to www.agco.on.ca/en/about/index.aspx.

Caterer’s Endorsement

A liquor sales license authorizing the applicant to sell and serve liquor for an event held on properties other than the properties to which the liquor sales license applies.

Event

For the purposes of this policy, an event is any gathering held at a municipal facility or property at which alcohol will be served and/or sold. Such events may include but are not limited to weddings, showers, dances, barbeques and birthday parties. The duration of the event includes event set-up, operation and clean up.

Public Event – A public event is one, which is open to the public to attend and is conducted by a registered charity or not-for-profit entity. An individual or business may host a public event if the event is (a) being held in a licensed facility, or (b) has been deemed of municipal, provincial, national or international significance.

Private Event – A private event is one, which is for invited guests only. These events cannot be advertised and there can be no intent to gain profit from the sale of alcohol at the event.

Outdoor Event – An outdoor event is one at which any alcohol is consumed in an outdoor space (including gazebos, tents or temporary structures).

Permit Holder

The individual who signs the application for a Special Occasion Permit to sell and/or serve alcohol.

Event Organizer

Refers to the individual(s), over the age of 19, who have signed the facility rental agreement for an event that will involve the selling and/or serving of alcohol on municipal premises. The event organizer and/or designate are responsible for the safety

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and sobriety of people attending the event as well as compliance with this Municipal Alcohol Policy (MAP) and the Liquor License Act and its regulations, as amended from time to time. They assume responsibility and liability for the entire operation of the event.

Event Worker

Any person, who serves or sells liquor, or is involved in an event where alcohol is served on municipal property, All event workers have a responsibility in the operation of the event and shall not consume or be under the influence of alcohol for the entire duration of the event. In addition to the event organizer and permit holder, event workers may include the following:

Floor Supervisor

A paid/volunteer person(s) appointed by the event organizer, who is over the age of 18 and who has satisfactorily proven to the event organizer that she/he will act in accordance with the MAP.

- Monitors patron behaviour, intoxication, underage drinking and informs bartenders and/or security personnel.
- Suggests safe transportation alternatives.

Door Monitor

A paid/volunteer person(s) appointed by the event organizer, who is over the age of 18 and who has satisfactorily proven to the event organizer that she/he will act in accordance with the MAP.

- Checks identification and verifies age.
- Checks for signs of intoxication, limits entry, and exits to venue capacity.
- Monitors those showing signs of intoxication when ready to leave the event, and arranges safe transportation options.

Bartender/Server

A paid/volunteer person(s) appointed by the event organizer, who is over the age of 18 and who has satisfactorily proven to the event organizer that she/he has been certified by a server training program recognized by the AGCO.

- Checks identification and verifies age.
- Monitors for intoxication, refuses service when the patron appears to be near intoxication.
- Offers non-alcoholic substitutes.

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Licensed Security

If using a security company, such company must be duly bonded and licensed.

- Ensures alcohol remains in the licensed area.
- Helps in handling disturbances.

Liquor License Act (LLA)

Outlines the laws regarding the sale and service of alcohol.

(<http://www.agco.on.ca/en/whatwedo/index.aspx>)

Municipal Alcohol Policy (MAP)

A local policy for municipalities to manage events held at municipally owned facilities and properties when alcohol is sold or served.

Municipal Properties

All municipally owned or leased lands, buildings and structures.

Municipal Representative

Municipal staff or a designate that attends and monitors the event on behalf of the municipality and ensures all components of the Municipal Alcohol Policy (MAP) is met.

Operational Plan

A coordinated plan of actions to prevent and control potential risks. See the AGCO's document Planning Special Events, Concerts or Festivals tip sheet for more information.

(http://www.agco.on.ca/pdfs/en/tip_sheets/3207.pdf)

Server Training Program

A certificate training program for serving alcohol that is approved by the AGCO. Server training is required by staff and volunteers who work in areas where alcohol is sold and/or served. An example is the training program offered by Smart Serve Ontario.

(<https://smartserve.ca>)

Special Occasion Permit (SOP)

A liquor permit issued by the Alcohol and Gaming Commission of Ontario (AGCO) for social events where alcohol will be sold or served.

(http://www.agco.ca/en/services/permit_special_gpb.aspx)

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Special Occasion Permit Holder

Refers to the individual who signs the application for a Special Occasion Permit to sell and/or serve alcohol. The permit holder must be at least 19 years of age and shall attend the event to which the permit applies or appoint a designate to attend in the permit holder’s place. If the permit holder designates a person to attend the event in the permit holder’s place, both the permit holder and the designate shall sign the permit. The permit holder and/or designate are responsible for the safety and sobriety of people attending the event as well as compliance with the Municipal Alcohol Policy (MAP) and the Liquor License Act and its regulations at the event. They assume responsibility and liability for the entire operation of the event.

DESIGNATION OF EVENTS

Youth Focused Event

The serving of alcohol shall not be permitted at any events where the focus of the event marketing is for youth under 19 years of age.

High Risk Event

The municipality, AGCO and/or the police, at their own discretion, may deem an event to be high risk. These events will require additional staffing and may require that an operational plan be developed in consultation with the AGCO and local police.

Special Occasion Permits (SOP) Private Events

As per the Liquor License Act, the following rules apply to private Event Special Occasion Permits:

- Invited guests only.
- No public advertising. Information about the event may be shared with invited guests only. The event must not be advertised to the public in any way, including but not limited to: flyers, newspaper, Websites, social media, radio or television.
- No intent for gain or profit from the sale of alcohol at the event.
- For all 50/50 draws, raffles or games of chance please refer to the licensing authority regarding lottery permits.

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GENERAL GUIDELINES

The Recreation and Tourism department is responsible for the operation of all bar services for all regular activities and events that take place on or in municipal facilities.

The Recreation and Tourism department may grant event organizers the authorization to apply for a Special Occasion Permit under certain circumstances.

ROLES AND RESPONSIBILITIES

Role of Municipal Representatives

Municipal representatives are responsible for ensuring the permit holder, event organizer and/or designates are provided written information outlining the conditions of the MAP and ensure that they have been informed of their responsibilities. Municipal representatives have the authority and responsibility to demand corrections and/or to cease the sale and service of alcohol and will have ultimate authority regarding decision-making on the part of the permit holder. Municipal representatives monitoring a liquor-licensed event shall be certified by a server-training program recognized by the AGCO.

Role of Event Organizer and Designates

The event organizer and designate(s) are responsible and liable for the conduct and management of the event, including, but not limited to:

- Compliance with the Municipal Alcohol Policy (MAP) in addition to all applicable federal, provincial and municipal laws, policies, guidelines, regulations and by-laws, including, but not limited to the Liquor Licence Act of Ontario and its regulations.
- Ensuring sufficient number of event workers.
- Ensuring training of their designates and event workers (all of whom must be a minimum of 18 years of age or older).
- Ensuring event workers wear an identification nametag and/or clothing that is easily identifiable.
- Provide proof that all workers have a valid server-training certificate approved by the AGCO at least thirty (30) days prior to the event.
- Having the Special Occasion Permit (with any updates) on hand, where it is readily available for inspection.

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- Ensuring all alcohol is purchased from an authorized government retail store (e.g., LCBO, Beer Store) using the Special Occasion Permit (SOP) as the guide for allowed amounts.
- Ensuring alcohol sales and service including the choice of beverages comply with the Municipal Alcohol Policy.
- Ensuring that no one consumes alcohol in unauthorized locations on the property.
- Ensuring that the bar closes at 2 a.m. at the latest.
- Ensuring the safety and sobriety of people attending the event including those persons asked to leave to control the event.
- Providing safe transportation options (e.g., designated drivers, taxis).
- Responding to emergencies.

The event organizer or designate(s) must read and sign the checklist for Liquor Licensed Events (Appendix A) to indicate they have read this policy and understand their responsibilities. The event organizer must provide a copy of the Special Occasion Permit and any updates to the Town of Hawkesbury at least 30 days prior to the event start date. Non-compliance may jeopardize the event taking place.

The event organizer or designate(s) must attend the event for the entire duration – including the post event clean up and be responsible for decisions regarding the actual operation of the event.

CONDITIONS FOR EVENTS INVOLVING ALCOHOL

Insurance

The event organizer must provide proof of insurance by way of submitting a Certificate of Liability Insurance to the Town of Hawkesbury before occupying municipal properties for the event to the satisfaction of the Town of Hawkesbury. The Certificate of Liability Insurance must be in effect for date(s) where municipal property is being used or occupied by the event organizer including, without limitation, set-up and takedown. Failure to provide proof of liability insurance will void the rental. Limits and terms to be set by the sole discretion of the Town of Hawkesbury depending on the risk and number of attendees. It is the responsibility of the event organizer to review all potential operations and exposures to determine if the coverage and limits noted below are sufficient to address all insurance related exposures presented for the event since the event organizer shall indemnify and save harmless the Town of Hawkesbury. The Town

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of Hawkesbury reserves the right to have the insurance policy checked by its own insurance broker.

Insurance for Rentals of 500 people or less

Proof of General Liability Insurance coverage in an amount not less than two million dollars (\$2,000,000) must be provided to the Town of Hawkesbury at least thirty (30) days prior to the event start date. The insurance must be issued by an accredited insurance company that is satisfactory to the Town of Hawkesbury. The insurance coverage must at a minimum include:

- The Town of Hawkesbury shown as an additional insured on the policy
- Coverage for bodily injury and property damage liability
- A liquor liability endorsement
- Thirty (30) day notice of cancellation provision
- The event organizer (facility renter) must be included as additional insured

Insurance for Rentals of More than 500 People and All Outdoor Events

The Certificate of Liability Insurance satisfactory to the Town of Hawkesbury shall include all the above requirements and proof of a minimum of five million dollars (\$5,000,000) general liability insurance issued by an accredited insurance company that is satisfactory to the Town of Hawkesbury. The Town of Hawkesbury reserves the right to amend the insurance and provisions required at any time at their sole discretion.

Advertising

All advertising must comply with the AGCO advertising policies and guidelines. AGCO policy states that a permit holder for a private event special occasion permit is not permitted to advertise or promote liquor or the availability of liquor.

At events where children and youth are allowed entry, the event organizer and/or designate shall not allow promotional advertising of alcoholic beverages' names, brands or manufacturers.

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Guest to Event Worker Ratios

ATTENDANCE	BARTENDERS	FLOOR SUPERVISORS	TICKET SELLERS	SECURITY
UP TO 100	1	1	0	
101-200	2	2	1	
201-300	2	3	2	
301-400	3	3	2	
401-500	3	4	2	1
501-600	4	5	3	1
601-700	4	6	3	2
701-800	5	7	3	2
801-900	5	7	4	3
901-1,000	6	8	4	3
1,000+	Based on Operational Plan			

* There must be a door monitor at each access point.

** The event organizer or designate may be a floor supervisor.

For events over 1,000 and for all outdoor events, an operational plan must be developed with the AGCO and the Town of Hawkesbury in order to ensure that all aspects of public safety are addressed.

The operational plan must be submitted to the Town of Hawkesbury at least 30 days prior to the event.

The event organizer and/or designate shall be responsible for all costs associated with preparing and complying with security and operational plans, unless otherwise agreed upon in writing by the event organizer and the Town of Hawkesbury representative.

All costs associated to the required licenced security or paid duty police officers for any events are the responsibility of the event organizer.

Enforcement Procedures

Illegal consumption of alcohol on Town property will result in a call to the police. This includes any consumption of alcohol outside of designated areas by guests attending an event where alcohol is being served.

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If drunkenness, riotous, quarrelsome, violent, aggressive, disorderly conduct, or unlawful gaming is observed at the event, the event organizer and/or event workers shall:

- If it is safe to do so, first ask the offending person to leave.
- If the individual refuses to leave, or it is not safe to ask the individual to leave, ask event security to assist and/or call the police immediately.
- Seek any necessary assistance to maintain control and management of the event and ensure the safety and protection of all persons, including event workers.

The event organizer and/or event worker must notify the police if they observe signs that a situation is getting out of control.

If at any time patrons, volunteers, or staff feel threatened, they are to engage support from security and/or call the police immediately. Staff, patrons, or any other member of the public are NOT expected to put themselves at risk or jeopardize their safety or that of others, when dealing with any perceived or real threatening situation.

Duty to Report

The event organizer has the duty to report to the Town any issues, along with details of any incident, where:

- The event organizer and/or designate are aware of or has been made aware of any Act or Policy violations.
- Where an AGCO Inspector under the Act has made a report on any incident or violation.
- Bodily injury or property damage has occurred.
- Police and/or emergency responders have been called to the event.

In the case of drunkenness, riotous, quarrelsome, violent, aggressive, disorderly conduct, or unlawful gaming, police shall be informed by the Town, event organizer and/or designate as appropriate. Reports shall be made no later than two (2) days after the conclusion of the event, but shall be made immediately when repairs or other action is required to make Town property secure or safe for use. The Town may report any infraction of this policy to the police and/or AGCO whenever they believe such action is required. The event organizer may be asked to complete an incident report form.

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Failure to Comply and Penalties

The Town reserves the right to cancel the event if there is a failure to comply with this policy at any point during pre-event planning.

The Town may also cancel, intervene or terminate the event for violations of this policy during the event.

Where there has been a failure to comply with the Act, the police or the AGCO inspector may intervene for enforcement purposes and may, at their discretion or other authority, terminate the event. It remains the responsibility of the event organizer and/or designate to manage the event and to take appropriate actions, including ending the event, vacating municipal premises, maintaining insurance and any conditions of insurance, and providing safe transportation options.

Regardless of the reason for the cancellation or termination of the event, the Town will not be responsible for any compensation to the event organizer or affected persons of their resulting financial or other losses. The event organizer will be responsible for any costs not covered by insurance.

The Town shall subsequently inform the event organizer and/or designate and any organization they represent, that there has been a violation of this policy, and include any imposed consequences or penalties.

Additional short term and longer-term penalties for failure to comply may include, but are not limited to:

- Loss of privilege to hold an event involving alcohol on municipal premises.
- Loss of any future use or rental of any or all municipal premises.
- Individual ban or suspension of persons involved in the infractions from any or all municipal premises for any term.

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Policy Review

The Municipal Alcohol Policy (MAP) shall undergo a regular review based on changes within the industry standards and shall be updated as required.

The Town of Hawkesbury reserves the right to make discretionary changes to this Municipal Alcohol Policy (MAP) at any time, and will advise the Event Organizer and/or designate of any such changes prior to the event.

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Checklist for Licensed Events

This checklist must be signed and submitted to the Town of Hawkesbury with all supporting information, at least 30 days before the event. See the Municipal Alcohol Policy for additional information.

General Event Information

Event Name: _____

Location of Event: _____

Date and Time of Event: _____

Estimated Attendance: _____

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

Event Description: _____

Organization Information

Name of Organization: _____

Primary Contact Person: _____

Mailing Address: _____ Town: _____

Province: _____ Postal Code: _____

Telephone: _____ Email: _____

SOP Holder

Name: _____

Telephone: _____

Official Designates

Name: _____

Telephone: _____

Name: _____

Telephone: _____

Name: _____

Telephone: _____

A copy of the SOP permit has been provided: Yes

Date Received:

Proof of liability Insurance has been provided: Yes

Date Received:

The safe transportation strategies that will be used at this licensed event are:

a)

b)

c)

Type of identification for event workers (please describe): _____

List the names and certification numbers of the valid server-training for all event workers for this event:

Name

Certification Number

The undersigned (event organizer) has received the Municipal Alcohol Policy and has read and understood the information and requirements contained therein.

Please note that if there is anything that you do not understand with respect to this policy, it is your responsibility to contact the Town of Hawkesbury staff (_____) to obtain clarification and understanding prior to signing this Event Organization Checklist.

Name of Event Organizer

Signature

Date

Name of SOP Holder

Signature

Date

Office Use

Received by: _____ Date: _____

Signature: _____