

THE CORPORATION OF THE TOWNSHIP OF PRINCE

BY-LAW #2004-11

A by-law to adopt a municipal alcohol policy

WHEREAS notice of this by-law coming before Council was given in the April and May 2004 municipal newsletters

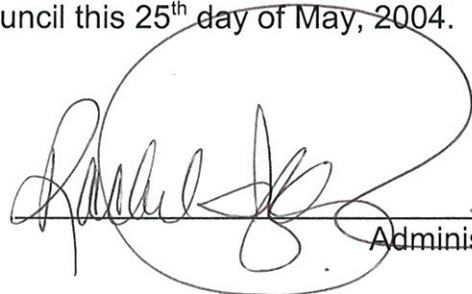
THE Council of the Corporation of the Township of Prince ENACTS as follows:

1. **ALCOHOL POLICY**
Schedule "A" to this by-law is adopted as the Municipal Alcohol Risk Management Policy for the Township of Prince.
2. **EFFECTIVE DATE**
This by-law takes effect on its final passing.

READ THREE TIMES AND PASSED in open Council this 25th day of May, 2004.



Reeve



Administrator

TOWNSHIP OF PRINCE MUNICIPAL ALCOHOL RISK MANAGEMENT POLICY

The Township of Prince is committed to ensuring the quality of life of its citizens. This includes services for a variety of safe and enjoyable indoor and outdoor leisure activities.

Integral to the provision of healthy and safe environments is the responsible use of alcohol. The Township of Prince owns and manages a number of facilities, including buildings and parks. The consumption of alcoholic beverages is prohibited in these facilities, unless otherwise governed by a Liquor Licence, or under the authority of a Special Occasion Permit issued by the Alcohol and Gaming Commission of Ontario (formerly the Liquor License Board of Ontario).

The Township of Prince wishes to provide an Alcohol Risk Management Policy (Alcohol Policy) to ensure responsible consumption of alcohol within its facilities and parks and to promote a safe, enjoyable environment for those who use these facilities. The municipality also wishes to reduce and/or avoid alcohol related problems that could result in litigation directed towards the municipality, its staff, community organizations, volunteers and participants.

A range of problems can arise from the inappropriate and excessive consumption of alcoholic beverages. These problems affect consumers of alcohol themselves, as well as others who use the facilities and the public at large. Results can include:

- Vandalism and destruction of municipal property
- Personal injury
- Public risk
- Legal action arising from alcohol related injuries and/or deaths
- Police intervention
- Increased insurance premiums
- Loss of insurability should the insurer's risk assessment escalate
- Charges laid against the municipality or the Special Occasion Permit holders under the Liquor License Act of Ontario
- Suspension or loss of alcohol permit privileges by the Liquor License Board of Ontario
- Loss of enjoyment of non-drinkers and/or moderate drinkers
- Projection of improper public perception of municipal operations by allowance of unregulated consumption of alcohol
- Unauthorized possession and consumption of alcohol
- Persons providing services on behalf of the municipality doing so under the influence of alcohol, resulting in exposure to liability, negative public perception, as well as danger to themselves and to the public

In most instances, these problems will not be attributable to moderate consumers or to those who respect the rules regarding alcohol consumption. The majority will arise from consumers who engage in five specific drinking practices referred to as "target drinking practices":

- Drinking to intoxication
- Drinking and driving
- Underage drinking
- Drinking in prohibited areas
- Unlawful possession/consumption of alcohol in public facilities

To the extent that these target drinking practices can be reduced or eliminated, the likelihood of alcohol-related problems will correspondingly diminish. For those who do not engage in target drinking practices, the Alcohol Policy will be minimally intrusive – it is not intended to negatively impact legal and moderate drinking.

Purpose of the Policy

The purpose of the Alcohol Policy is to promote health and safety of participants, citizens and staff through the responsible and managed consumption of alcoholic beverages at municipally owned facilities and at municipally authorized events.

To provide appropriate procedures and education to individuals or groups wishing to hold events in municipally owned facilities in order to ensure that all Liquor Licence legislation, specifically that pertaining to Special Occasion Permits is properly understood and strictly complied with.

To ensure proper supervision and proper operation of Special Occasion Permit events in order to protect organizers, the participating public, volunteers, the municipality and its staff from liability by providing education in prevention and intervention techniques and through effective management procedures.

To encourage and reinforce responsible, moderate drinking practices for consumers through the development of appropriate operational procedures, controls, training and education.

To honour the decision of abstainers not to drink alcohol and to encourage their participation by providing alternative, non-alcoholic drinks.

To provide a balance of wet and dry programs in order to ensure that consumers, abstainers, adults, youth and families will be adequately serviced and provided.

The Alcohol Policy consists of a range of measures designed to prevent alcohol related problems. By reducing the potential for alcohol related problems, the Township of Prince increases user enjoyment of the facilities, reduces the risk of injury and death, and reduces the risk of liability.

The Alcohol Policy is divided into four sections:

1. Designation of areas and events where alcohol use is prohibited;
2. Designation of areas where alcohol use is permitted;
3. Conditions under which alcohol use is permitted; and
4. Enforcement procedures for violations of the Alcohol Policy.

SECTION 1

AREAS AND EVENTS WHERE ALCOHOL USE IS PROHIBITED

1. AREAS AND EVENTS WHERE ALCOHOL USE IS PROHIBITED

The Liquor License Act of Ontario prohibits the consumption of alcoholic beverages in public places unless a license or a Special Occasion Permit has been issued. In accordance with the Liquor License Act, the consumption of alcoholic beverages is prohibited in all areas owned or operated by the Township of Prince, including parks, recreational facilities, cultural facilities and service facilities, unless specifically designated otherwise. Township Council may change the designation of any site at its discretion.

As a condition of use of these facilities, responsible parties will be required to sign a form agreeing that people included in the activity or event will not consume or be impaired by alcohol (see Appendix A).

SECTION 2

AREAS AND EVENTS FOR CONDITIONAL USE OF ALCOHOL

2. AREAS AND EVENTS FOR CONDITIONAL USE OF ALCOHOL

There are facilities and areas currently designated for alcohol use under the authority of a Special Occasion Permit. Township Council may change the designation of any site at its discretion. Those who seek permission to use these facilities must obtain a Special Occasion Permit and must sign a form agreeing to the conditions of use (see Appendix B).

In order to be eligible to rent/use a municipal facility for a Special Occasion Permit event, the sponsor(s) must conform to the terms and conditions established by the Alcohol and Gaming Commission of Ontario (***The signatory should be aware that all alcohol distributed under a Special Occasion Permit must be purchased from the Brewers Retail or the LCBO*)

Note: The municipality does not hold a liquor license for any of its facilities.

SECTION 3

CONDITIONS UNDER WHICH ALCOHOL USE IS PERMITTED (SPECIAL OCCASION PERMITS)

3. CONDITIONS UNDER WHICH ALCOHOL USE IS PERMITTED (SPECIAL OCCASION PERMITS)

Alcohol may be consumed under the authority of a Special Occasion Permit at events on municipal property, or authorized by the municipality, which may involve youth under the age of nineteen years, including sports events, banquets or family oriented events.

Anyone who wishes to serve alcoholic beverages at a designated municipal facility must sign an agreement form that stipulates the conditions under which alcohol may be served (see Appendix B). In addition, the same person who signs the agreement form must obtain a Special Occasion Permit from the Alcohol and Gaming Commission of Ontario. The Special Occasion Permit holder must ensure that all conditions of the Liquor License Act and this policy are adhered to at the event. The signatory must supply the Township of Prince with a copy of the following ten (10) working days prior to the function:

- Special Occasion Permit
- List of certified servers for the event (see 3.1.3)
- Appropriate liability insurance (see 3.4.2)

The Township of Prince is under no obligation to allow licensed events to be held on its property. If the municipality chooses to allow such events, it may impose whatever restrictions it deems appropriate. Accordingly, all Special Occasion Permit holders wishing to hold a licensed event on municipal property are required to adhere to the conditions set out in this section.

Rationale

The Special Occasion Permit holder must recognize their responsibility to prevent participants from becoming intoxicated and to protect participants from foreseeable harm as fundamental strategies in reducing their risk of complaints, injury and liability action.

In order to provide a safe environment and to control illegal or potentially harmful behaviour, event organizers must supervise entrances and exits to the permitted area (control points). By controlling entry, organizers can prevent underage, intoxicated, rowdy or unauthorized people from gaining access to the event, and thereby reduce the likelihood of problems occurring.

A list of certified bartenders, servers and monitors submitted to the municipality in advance of the function will allow the Township of Prince to check references.

POLICY

3.1 Category: Control

- 3.1.1 Alcoholic beverages will not be sold to or consumed by persons under 19 years of age. The Special Occasion Permit signatory or designated staff person will ask for and confirm proper identification for all individuals who appear to be under the age of 19. The Special Occasion Permit signatory or designated staff will accept all forms of identification that the Alcohol and Gaming Commission of Ontario requests. A sign regarding this procedure will be posted at the entrance during events (see Appendix C).
- 3.1.2 Individuals who appear to be rowdy or intoxicated will be refused entrance by the monitor. If a dispute arises from someone denied access and/or ejected, the Special Occasion Permit signatory or designate will make the final decision regarding who does, and does not gain admittance.
- 3.1.3 All personnel responsible for the serving of alcohol, monitoring entrances and monitoring the event will be required to have Alcohol and Gaming Commission of Ontario approved training (hereafter referred to as "certified"). The Special Occasion Permit signatory will provide the Township of Prince a list, including names and addresses, and certificate numbers for all bartenders and monitors at least ten working days in advance of the event. When unforeseen circumstances prevent a person on the submitted list from participating, certified substitutes will be submitted prior to the event. For regular facility users, a standing list of bartenders, servers and monitors must be submitted, and only those individuals on the list will be used at any event.
- 3.1.4 The Township of Prince reserves the right to determine who can serve as certified bartenders, servers or monitors, at its sole discretion.
- 3.1.5 Bartenders, servers and monitors will wear visible (i.e. name tags, group/event shirts) identification, and will not consume alcohol while on duty or during breaks, nor will they be under the influence of any alcohol consumed before going on duty. The Special Occasion Permit signatory is responsible to ensure compliance with this provision.
- 3.1.6 The Special Occasion Permit signatory will ensure that the bartenders and servers do not serve alcohol to underage, intoxicated, rowdy or unauthorized people at the event.
- 3.1.7 Monitors aged 19 or older will supervise the event, and address potentially harmful or illegal practices in an expeditious and appropriate manner. There will be at least one monitor per one hundred participants, and/or one monitor for each entrance and exit of the permitted area, whichever is greater.*
- 3.1.8 The Special Occasion Permit signatory will ensure that at least one bartender in each area where alcohol is served is certified and will be on duty at all times.

- 3.1.9 The certified bartenders (see Appendix D) will have authority over non-certified bartenders and other staff regarding decisions to refuse service to individuals who are rowdy or appear to be intoxicated.
- 3.1.10 The Special Occasion Permit signatory must attend the event, refrain from consuming alcohol during the event, will be responsible for determining when external assistance is needed and requesting it from the appropriate authorities, including staff members of the Township of Prince and/or Sault Ste. Marie Police Services.
- 3.1.11 The Special Occasion Permit signatory must ensure at all times that the physical setting remains safe for consumers and non-consumers of alcohol, must conform to the fire code, and must ensure that patrons do not engage in activities that could harm themselves or others.

* The criteria for the ratio of "Certified Monitors: Guests" is outlined in Appendix D. Any modifications to this criteria (under unique circumstances) must be approved in advance by the municipality.

3.2 Category: Sale of Alcohol

Rationale:

In limiting the number of tickets or drinks participants can purchase at one time, the ticket sellers, monitors, bartenders and servers are provided with increased opportunity to observe signs of intoxication. Table consumption can be moderated by not selling large numbers of tickets, and the removal of volume discounts eliminates any financial incentive to drink excessively.

- 3.2.1 At events where tickets are sold for alcoholic beverages, there will be a limit of 4 per person at any one time. This limit will be reduced to one ticket when:
- beer is allowed to be sold in pitchers; or
 - wine is allowed to be sold/served in bottles.
- Discounts will not be offered for the volume purchase of tickets. Tickets will be colour coded to indicate beer/liquor, wine and non-alcoholic drinks. A minimum of two people, at least one certified in the responsible service of alcohol, shall be designated to sell tickets. Alcohol service will cease no later than 1 a.m., unless otherwise posted.
- 3.2.2 At events where tickets are not sold, each person will be limited to a purchase of 4 drinks at any one time. This limit will be reduced to one pitcher or bottle of wine when allowed to be sold. Discounts will not be offered for volume purchase of alcoholic beverages. A minimum of two people, at least one certified in the responsible service of alcohol, shall be designated to sell drinks.
- 3.2.3 Drinks will be sold only in plastic or wax-coated cups, and will be limited to a single standard serving, that is 12 ounces of regular beer (up to 16 ounces of

draft beer), 1½ ounce or less of spirits, and 5 ounces or less of wine. In the event that pitchers of draft and/or bottles of wine are permitted to be sold/served, the limit will not exceed a 48 ounce pitcher of beer, or 1 litre of wine. The municipal Administrator or designate may, in his or her sole discretion, exempt an event from the requirement of using plastic or wax-coated cups.

- 3.2.4 A sign, provided by the Township of Prince, will be posted at the bar and at the ticket counter stating the law on serving to intoxication. No marketing practices shall be held which may encourage increased consumption (i.e. oversized drinks, double shots, drinking contests, volume discounts, etc.)
- 3.2.5 The Special Occasion Permit holder will refund any unused tickets, up to a maximum of 4 tickets per person, for alcoholic beverages during the event. A sign will be posted to this effect (see Schedule C).
- 3.2.6 Alcohol service will cease no later than 1 a.m.
- 3.2.7 There will be no last call.
- 3.2.8 A monitor must be available to ticket or drink sellers who require assistance in managing a person who is refused a sale.

3.3 Category: Low Alcohol and Non-Alcoholic Options

Rationale

Low alcohol beverages help prevent intoxication by providing responsible consumers with an opportunity to consume less alcohol per drink and avoid becoming intoxicated. Also, these beverages provide servers with a substitute drink for those who may be nearing intoxication. A light beer (at 4% alcohol) represents a 20% reduction in alcohol content over a regular beer (with 5% alcohol). Beer with an alcohol content greater than 5% should be avoided as it represents a 10-20% increase in alcohol consumption per drink.

- 3.3.1 The Special Occasion Permit holder will ensure that 35% of the beer offered for sale consists of low alcohol options (i.e. 4% alcohol or less). Low alcohol options will be highlighted by either displaying containers or by posting their availability. The signatory will submit a copy of the receipt to prove compliance.
- 3.3.2 The Special Occasion Permit holder will ensure that the portion of spirits served (e.g. 1 ounce, 1 ¼ ounces, 1 ½ ounces) and the price per serving will be posted at the ticket and/or serving counter.
- 3.3.3 Non-alcoholic drinks will be available throughout the event at moderate cost to participants. It is recommended that non-alcoholic drinks be provided free of charge to identified designated drivers.

3.4 Category: Accountability

Rationale

While the local authorities and Liquor License Inspectors are informed of the date and place of the special occasion function, they do not always have an opportunity to drop in and check on the operations of the event. The signs serve notice to the permit holder that concerned participants will know where to lodge a complaint.

- 3.4.1 People with concerns regarding alcohol consumption during the event should be directed to the Special Occasion Permit signatory, monitor or municipal staff on duty. Should those concerns not be addressed to their satisfaction, those with concerns should be encouraged to contact the responsible parties. To this end, a sign will be posted stating the name of the Special Occasion Permit holder and the telephone numbers for the municipal office, the Alcohol and Gaming Commission of Ontario, and Sault Ste. Marie Police Services (see Appendix C).
- 3.4.2 The Special Occasion Permit holder will obtain liability insurance as required by the Township of Prince and submit proof of insurance to the municipal office at least ten working days prior to the event. Coverage in this policy should include the event organizers and name the Township of Prince as "third party insured."
- 3.4.3 The Township of Prince reserves the right to require the presence of no less than two (2) police officers for the duration of the event, the cost to be borne by the sponsoring group or individual.
- 3.4.4 The Township of Prince "staff on duty" is authorized under the Alcohol Policy and reserves the right to demand correction or shut down an event on behalf of the municipality upon the approval of the on-call facility supervisor.

3.5 Category: Safe Transportation

Rationale:

The risk of liability is significantly increased when an impaired driver leaves an alcohol related event. The Special Occasion Permit holder and event organizers must assume responsibility or promoting safe transportation for all drinking participants, and in particular, those who have become impaired or intoxicated despite best efforts to prevent this occurrence. Safe transportation options are essential since the only way to sober and impaired person is with time. Coffee provided at the end of an event only turns a sleepy intoxicated person into an awake intoxicated person who is still unable to drive.

- 3.5.1 The Special Occasion Permit holder will be responsible for promoting safe transportation options for all drinking participants. Examples of safe transportation options are:
 - a. identifiable designated drivers selected from non-drinking participants at the event;
 - b. identifiable designated drivers provided by the sponsoring group;
 - c. taxis paid either by the sponsoring group or the participant;

- d. bus service organized by the sponsoring event.

Participants at licensed events should be advised that they are permitted to leave their vehicles on site overnight should they take alternate transportation home. It may be necessary to have someone associated with the event, who is not impaired, move a vehicle to an agreed location at the premises so as not to impede snow removal.

- 3.5.2 Signs shall be posted encouraging the elimination of impaired driving (see Appendix C).

3.6 Category: Other

- 3.6.1 The Township of Prince reserves the right to introduce other conditions from time to time at its discretion.

SECTION 4

ENFORCEMENT PROCEDURES FOR VIOLATIONS OF THE ALCOHOL POLICY

4. ENFORCEMENT PROCEDURES FOR VIOLATION OF THE ALCOHOL POLICY

4.1 Areas Where Alcohol is Prohibited

- 4.1.1 At the time of application, all users of municipal facilities or areas where alcohol consumption is prohibited may be required to pay a compliance deposit in relation to the Alcohol Policy. The amount of the deposit will range from \$50 to \$1,000 and will be set by the municipal office in relation to the specific facility or area and the proposed use. The deposit will be returned after the contracted use, provided that the terms and conditions of the Township of Prince Alcohol Policy have been met. The Administrator may elect to waive the compliance deposit where circumstances warrant (for example, organizations with previously good compliance record).
- 4.1.2 A violation of the Alcohol Policy occurs when individuals consume alcohol in a facility or area where alcohol consumption is prohibited. Group organizers or members, municipal staff or Sault Ste. Marie Police Services are required to intervene if there is a policy violation.
- 4.1.3 A group organizer or member is to intervene by informing the offending individual(s) that the Alcohol Policy prohibits alcohol consumption and asking that the violation stop. Group members should feel encouraged to intervene in this way because a response by other authorities could result in a loss of privileges or legal charges. Should difficulties arise from such interventions, the organizer or group member should seek assistance from a Township of Prince staff person or from Sault Ste. Marie Police Services.
- 4.1.4 If a violation of the Alcohol Policy is observed, Township of Prince staff members will take steps to ensure that the violation stops. Staff members can ask that the consumption of alcohol stop, or they can ask the individual or group to leave the facility or area, depending on the circumstances and the nature of the violation (eg. If there is the potential for harm, for loss of enjoyment by non-consumers, or for complaints). Should the individuals or group members fail to comply, the staff member may elect to call Sault Ste. Marie Police Services for enforcement.
- 4.1.5 Members or organized groups that have violated the Alcohol Policy, and have been so notified at the time of the violation, will receive a registered letter indicating that no further violations will be tolerated. The letter will specify penalties as follows:

If a specific individual or individuals can be identified as being in violation of the policy, a compliance deposit of \$100 per individual by cash or certified cheque will be required if not already on file, prior to the next scheduled use. Should a violation be deemed to have occurred and a specific individual or individuals not be absolutely identified, a compliance deposit in the amount of \$1,000 by cash or certified cheque will be required from the organization if not already on file, prior to the next scheduled use.

- 4.1.6 Should a second violation of the Alcohol Policy occur, the individual or organization will be suspended from use of the facility or area for a period of one week or one activity, whichever is greater, and their compliance deposit will be forfeited. Should the group be a periodic or intermittent user of the facility or area, the municipality may elect to impose an alternate suspension, consistent with actual patterns of use. The offending individual(s) and organization will be notified of this second violation by registered letter. The letter will specify penalties as follows:

If a specific individual or individuals can be absolutely identified as being in violation of the policy for a second time, a compliance deposit of \$200 per individual by cash or certified cheque, will be required prior to the next approved use. Should a second violation be deemed to have occurred and a specific individual or individuals not be absolutely identified, a compliance deposit in the amount of \$1,000 by cash or certified cheque will be required prior to the next approved use from the organization. The compliance deposits are in addition to the one week suspension for regular users.

- 4.1.7 Should a third violation occur, the individual or organization will have its contract for permitted use of municipal facilities cancelled for the remainder of the current season. The second compliance deposit will also be forfeited due to the violation. The offending individual(s), organization or group will be notified of this third violation and the applicable penalties by registered letter.

Note: Any fees related to cancelled contracts will be non-refundable.

A member of Sault Ste. Marie Police Services may intervene in a violation of this policy on his or her initiative or in response to a request either from any municipal staff member or a member of the general public. The police officer may ask that the alcohol consumption stop, or can order the individuals or organized group to leave the facility or area. In addition, the officer may, at his or her discretion, lay charges against the offending individuals under the Liquor License Act of Ontario or any other relevant legislation. The police have the right to seize any alcohol that is used in the commission of an offense under the Liquor License Act.

4.2 Areas Where Alcohol is Permitted

- 4.2.1 At the time of application, all users of municipal facilities or areas may be required to pay a compliance deposit in relation to the Alcohol Policy. The amount of the deposit will range from \$50 to \$1,000 and be set by the Administrator (or designate) in relation to the specific facility or area and the proposed use. The deposit will be returned within ten working days of the end of the contracted use, provided that no violations of the Township of Prince Alcohol Policy occur.

- 4.2.2 A violation of the Alcohol Policy occurs when a Special Occasion Permit holder fails to comply with the conditions of the Liquor License Act or the Alcohol Policy. Participants, municipal staff, Sault Ste. Marie Police Services officers, and/or an

Inspector of the Alcohol and Gaming Commission of Ontario may intervene if there is a policy violation.

- 4.2.3 A member of the organizing group or the designated monitor may intervene by informing the offending individual(s) of the policy violation and ask that it stop. Group members and monitors should feel encouraged to intervene in this way because a response by other authorities could result in a loss of privileges or legal charges.
- 4.2.4 If a violation is observed, Township of Prince staff members will take steps to ensure that the policy violation stops. The organizers of the event will be asked to stop the violation, and should they fail to comply, Sault Ste. Marie Police Services will be called for enforcement, as deemed necessary by the staff member. If the infraction involves serious disregard for the Alcohol Policy, or involves substantial risk of injury or damage, the staff member may elect to close the event down, and the police may be called to enforce compliance.
- 4.2.5 Where Special Occasion Permit holders have violated the Alcohol Policy, they will be sent a registered letter advising of the violation and the amount of the penalty to be withdrawn from their deposit (see 4.2.1) and indicating that no further violations will be tolerated. Some violations are serious enough to warrant immediate denial of future access. This decision will be made by the Administrator (or designate). If the permit holder is a single occasion user (e.g. a one-time dance or party), the Administrator may at his or her discretion cause the deposit to be forfeited in whole or in part, as determined by the circumstances of the violation.
- 4.2.6 Should members of the multiple or regular user group violate the Alcohol Policy a second time, the deposit will be forfeited and the group will be suspended from use of the facility or area for a period to be determined by the municipal Council.
- 4.2.7 Should a third violation of the Alcohol Policy occur, the group will be suspended from further use for a minimum of one year. A registered letter will be sent to confirm this status and the group will be required to appear before Council or its representative to show cause for reinstatement.
- 4.2.8 The Township of Prince will not be responsible for any refunds, costs or losses incurred by the event sponsor or its patrons if municipal staff deem it necessary to close down an event or impose a suspension from further use.
- 4.2.9 A member of Sault Ste. Marie Police Services or an Inspector from the Alcohol and Gaming Commission of Ontario may intervene in a violation of this policy at his or her initiative, or in response to a request from either any staff member or a member of the general public. Depending upon the particulars of the infraction, charges may be laid under the Liquor License Act of Ontario or any other relevant legislation. The police have the right to seize any alcohol used in the commission of an offense under the Liquor License Act of Ontario.

4.3 Violation Appeals

- 4.3.1 Any individual or group who wish to appeal an assessment of a compliance deposit, forfeiture of a compliance deposit, permit cancellation, or forfeiture of permit fees, shall do so in writing to the Municipal Council.

ACTIVITY AGREEMENT FORM

As contact person for _____ : *Group/Organization*

1. I understand that alcoholic beverages cannot be consumed in certain facilities and areas owned by the Township of Prince in compliance with the Liquor License Act of Ontario and the Municipal Alcohol Risk Management Policy (hereinafter referred to as the Alcohol Policy).
2. I understand that if any member of my group/organization consumes alcoholic beverages in these facilities or areas, a registered letter of warning will be issued advising of the policy violation, the amount of the compliance deposit retained, and indicating that no further violations will be tolerated. Independent action may be taken by Sault Ste. Marie Police Services or the Alcohol and Gaming Commission of Ontario, at their discretion.
3. I understand that if any member of my group/organization violates the Alcohol Policy for a second time within one year of receiving a warning, our group/organization will forfeit its Alcohol Policy compliance deposit, and will be suspended from using the facility or area for a period of one week or activity (non-refundable). Should my use of the facility or area be infrequent, an appropriate level of suspension will be applied by the municipality.
4. I further understand that if a third violation of the Alcohol Policy occurs, my group/organization will be suspended for a minimum of one year, and compliance deposit forfeited. An assessment of any further use of a municipal facility will be completed.
5. I will not allow anyone to compete or otherwise participate in our activities if I suspect that he or she is impaired by alcohol or may otherwise be incapable of participating safely.
6. Prior to the use of these facilities, I will provide the Township of Prince with the names and addresses of relevant contact persons so that the Alcohol Policy may be sent to them.

Name (Please Print)

Signature

Position

Date: _____ Telephone Contact Number: _____

Appendix A

AGREEMENT FORM FOR SPECIAL OCCASION PERMIT HOLDERS

1. As the Special Occasion Permit holder, I have received and reviewed a copy of the Township of Prince Alcohol Risk Management Policy (hereafter referred to as the Alcohol Policy).
2. I agree to adhere to the conditions of the Alcohol Policy and the Liquor License Act of Ontario.
3. I understand that if an infraction of the Alcohol Policy occurs, the Township of Prince or Sault Ste. Marie Police Services may take any or all of the following steps:
 - Close the event at the time of the infraction
 - Rule my Alcohol Policy compliance deposit to be forfeited
 - Suspend me, my group or organization from further use of municipal facilities or areas for a period of up to one year
4. I agree that the Township of Prince will not be responsible for any costs or losses incurred if municipal staff deem it necessary to close down the event due to an infraction of the Alcohol Policy.
5. I understand that I can be held liable for injuries and damages arising from failing to adhere to the Liquor License Act of Ontario, or from otherwise failing to take action that will prevent foreseeable harm from occurring to participants, goods (equipment, facilities, etc.), or members of the general public.
6. I understand that Sault Ste. Marie Police Services or an Alcohol and Gaming Commission Inspector can lay charges against me for infractions under the Liquor License Act of Ontario or other relevant legislation.
7. I have attached a list of Smart Serve certified bartenders, servers and monitors including their telephone numbers and Smart Serve certificate numbers.
8. I agree to obtain Two Million Dollars (\$2,000,000) liability insurance for the event, to name the Township of Prince as well as my group/organization (if applicable) as the third party insured, and to supply proof of insurance to the Township of Prince at least ten working days prior to the event.

Date of Event

Name (please print)

Location of Event

Position

Special Occasion Permit Number

Telephone Contact Number

Date

Signature

Appendix B

REQUIRED SIGNAGE AND IDENTIFICATION

1. All Entrances to the Event

Persons under 19 years of age are not permitted to purchase or consume alcoholic beverages, under the Liquor License Act of Ontario. Photo identification proof of age must be produced upon request.

2. At All Serving Areas

Bartenders and other staff have the right to refuse alcohol service. They are required by law not to serve an intoxicated person or to serve anyone to the point of intoxication.

No one under the age of 19 year will be served alcoholic beverages.

The Township of Prince Alcohol Policy applies at this event. If you have concerns about the service of alcohol, please speak to the event organizer. Should your concerns not be adequately addressed, please contact the Administrator at 779-2992 or the Alcohol and Gaming Commission at (416) 326-0450.

3. At Ticket Sales Areas

Price List

Bottled Beer (12 ounces) \$ _____

Draft Beer (16 ounces or less) \$ _____

Wine (5 ounces) \$ _____

Liquor (1 ½ or less ounce)
(to be designated) \$ _____

Limit: 4 alcoholic drinks per purchase

All unused tickets are redeemable for purchase price. (Maximum refund of 4 tickets per person).

Alcohol service ends at _____ (no later than 1 a.m.) NO LAST CALL.

Soft Drinks \$ _____

4. Wall Signs at all Exits and Bar Areas

Please ask a server or monitor if you require transportation home.

Sault Ste. Marie Police Services Reduce Impaired Driving Everywhere (RIDE) Program thanks you for helping to reduce impaired driving. We look forward to personally thanking you at one of our spot-checks for leaving this event a Sober Driver.

5. Wall signs at all Exits

The sponsor of this event is _____

Township of Prince 779-2992

Sault Ste. Marie Police Services 949-6300

6. Designated Driver Identification

Minimum 2" x 3" identification tag, or button (3") or ink stamp with the words "Designated Driver".

7. Alcohol Restricted Areas

Signs indicating the boundaries of the area covered by the Special Occasion Permit.

Certified Staff : Guest Ratios – Minimum Requirements

The following criteria are to be followed regarding the ratio of certified staff/volunteer to guests attending events in municipal facilities where alcohol is served:

| <i>Number of Guests</i> | <i>Location</i> | <i>Smart Serve Certified</i> | <i>19+ Years not Certified</i> |
|-------------------------|-----------------|------------------------------|--------------------------------|
| 50 - 100 | Door Entrance | 1 | - |
| | Bar | 1 or 50% | - |
| | Bar Tickets | 1 | - |
| | Floor | - | - |
| Over 100 | Door Entrance | 1/entrance | As required |
| | Bar | 2 or 50% | Up to 50% |
| | Bar Tickets | 1 or 50% | Up to 50% |
| | Event Area | = to 1/100 guests | As required |