



POLICY MANUAL

POLICY NUMBER: CORPORATE-015

SUBJECT: Municipal Alcohol Policy

POLICY STATEMENT:

(Purpose/Objective)

The purpose of the Municipal Alcohol Policy ("MAP") is to ensure the safest environment possible for consumption of alcohol and to limit the risk associated with the consumption of alcoholic beverages by consistently controlling and managing the service of alcohol in facilities owned by The Corporation of the City of Brantford (the "City").

The MAP shall be reviewed and adjusted from time to time to reflect changes to the Liquor License Act, R.S.O. 1990, C.L. 19, addition of new Municipal facilities and changing community needs.

RELATED POLICY PROCEDURES/GUIDELINES:

I. Application

The MAP will apply to all facilities owned by the City where and when alcohol is served with the knowledge, approval and consent of the City. Procedures and guidelines that the City will apply to third part "Event Sponsors" are identified.

Only the facilities listed in Schedule "A" shall be eligible to host events where alcohol may be served. The Director may update the list from time-to-time as required.

II. DEFINITIONS:

i) Event Sponsor:

An “Event Sponsor” is an organization or individual that leases a City owned facility for the purpose of hosting an event where alcohol is provided. The Event Sponsor must be an identified individual or an incorporated organization. An incorporated organization, registered charity, or not for profit entity must be represented by an authorized representative in good standing with the organization, and official documentation siting this requirement must be submitted to the City.

Where the Event Sponsor is represented by an authorized representative, the same authorized representative must be named on the City’s Facility Rental Agreement, MAP Liquor Service Agreement (Schedule B), Event Sponsor MAP & Liquor License Act Agreement (Schedule C), Party Alcohol Liability Insurance Policy and named on the Alcohol and Gaming Commission of Ontario’s permit for the service of alcohol (“Special Occasion Permit” or “SOP”).

Where a Catering Endorsement is required, the holder of the endorsement will be named on the SOP and MAP Liquor Service Agreement.

The Event Sponsor or authorized representative must:

- a. maintain a responsible level of sobriety during the event;
- b. ensure that all individuals engaged to assist in maintaining control of the event, including but not limited to door supervisors, floor supervisors and ticket sellers maintain a responsible level of sobriety;
- c. be in attendance and identify him or herself to the City’s representative; and be responsible for making decisions regarding the operation of the event;
- d. be responsible for the removal of all evidence of the service and consumption of liquor within forty-five minutes after the end of the period during which liquor may be sold or served under the permit.

ii) Registered Charity or Not for Profit Organization:

1) Registered charity under the *Income Tax Act* (Canada);

1a) The registered charity or not for profit organization agrees to defend, indemnify and hold harmless the City of Brantford and its staff for any claims which may arise. The City of Brantford's indemnification document must be authorized by an officer of the organization and submitted to the City one(1) month prior to the event.

2) Non-profit organization or association organized to promote charitable, educational, religious or community objects

2a) A non-profit organization or association must be duly constituted with its own constitution and by-laws. The organization must submit a listing of its Board of Directors (see Schedule B) naming the director or member (who has the authority to act on behalf of the organization), must be submitted to the City one (1) month prior to the event. The registered charity or not for profit organization must obtain a "Public Event" Special Occasion Permit from the Alcohol and Gaming Commission of Ontario pursuant to the Liquor License Act R.S.O. 1990, C.L.19 and upon receipt, submit a copy to the City.

3) Municipal, provincial, national or international organization

3a) A resolution must be passed by the municipality. A "Public Event" Special Occasion Permit from the Alcohol and Gaming Commission of Ontario pursuant to the Liquor License Act R.S.O. 1990, C.L. 19 and upon receipt, submit a copy to the City.

iii) Approved Bartending Company (Alcohol Service Provider):

A licensed organization that has met the City's criteria to supply liquor on behalf of the Event Sponsor for their booked event at a City of Brantford facility.

iv) Criteria for approval as an Alcohol Service Provider (Approved Bartending Company):

- 1) Submittal of Alcohol Liability Insurance in an amount that is acceptable to the City of Brantford's Manager of Insurance and Risk Management (see section viii).
- 2) Company House Policy for the safe service of alcohol.
- 3) Smart Serve certificate numbers of all potential alcohol servers, security staff and a supervisor or other person in authority.
- 4) Complete City of Brantford Municipal Alcohol Policy Training.

v) Special Occasion Permit:

A liquor license allowing for the service or sale of alcohol for special occasional events only and is not to be used in licensed establishments or private places.

vi) Public Event Special Occasion Permit

These events may be held to raise funds for charitable, educational, religious or community events. A non-profit organization or association must be duly constituted with its own constitution and by-laws and must hold a charitable registration number.

A permit holder that is not a registered charity or non-profit organization or association may hold a Public Event if the event is:

- An event of provincial, national or international significance; or
- An event of municipal significance and is designated by municipal council as an event of municipal significance.

vii) Catering Endorsement:

A liquor license held by a licensed establishment that permits the sale of alcohol at an off-site event that has been sponsored by someone other than that of the licensee (i.e. Event Sponsor).

III. GUIDELINES

1. The service of alcohol is not permitted in facilities owned by the City unless:

- a) a Liquor Sales License, Catering Endorsement or Special Occasion Permit has been obtained from the Alcohol and Gaming Commission of Ontario pursuant to the Liquor License Act R.S.O. 1990, C.L. 19; and
- b) each and every requirement of the MAP of the City has been complied with.

2. The following rules and conditions shall apply to the service of alcohol at all City facilities:

i. Procedure for booking an Event where Alcohol will be Served

The Event Sponsor must review and execute all agreements required by the City prior to the event.

Where a Catering Endorsement or Special Occasion Permit is required a copy must be submitted to the City at least 2 weeks prior to the event.

ii. Certified Alcohol Servers

There must be a minimum of one (1) Certified Alcohol Server for every 100 Guests. This does not apply to the Sanderson Centre, the Bell Homestead National Historic Site, or Northridge and Arrowdale Golf Courses unless alcohol is served pursuant to an SOP.

No alcohol may be left accessible for self-serving.

Certified Alcohol Servers must not consume alcohol prior to or during the event.

No alcohol may be served unless it is served by:

- a) an individual certified by Smart Serve Ontario's "Responsible Service Training Program" within the past 5 years ("Certified Alcohol Server"), and
- b) an employee of an approved bartending company or service club from a list of approved organizations to be provided by the City where the event is held pursuant to a Special Occasions Permit, or
- c) an authorized member of the applicable organization who is acting on behalf of the registered charity (as defined in the policy) or for a not for profit entity for their specific event on the specified date(s); who has been certified by Smart Serve Ontario's "Responsible Service Training Program" within the past 5 years ("Certified Alcohol Server"); and who has retained a minimum of five (5) million dollars alcohol liability insurance coverage to meet compliance with this policy (as noted under Section 2 viii).

iii. Signage

The “City of Brantford Alcohol Management Policy” sign, in the form approved by the Director, must be prominently displayed in all facilities where alcohol is served. The City will supply these signs without charge.

iv. Acceptable Identification

Servers of alcohol must request identification from any individual who appears younger than 25 years of age and shall refuse to serve alcohol to any such individual not in possession of acceptable identification. The only acceptable forms of identification are:

- 1) *A Photo Ontario Driver License.*
- 2) *A Canadian Passport.*
- 3) *A Canadian Citizenship Card with photograph.*
- 4) *A Canadian Armed Forces Identification Card, or*
- 5) *A Bring Your Identification (BYID) Card issued by L.C.B.O.*
- 6) *A Secure Indian Status Card (Canadian).*
- 7) *A Permanent Resident Card (Canadian).*
- 8) *Any photo card issued under the Photo Card Act, 2008.*

For large events, it is recommended that wristbands that identify the age of the participant be used.

v. Service requirements

Only alcohol (liquor-wine-beer) identified on the Special Occasion Permits and identified and stamped by the appropriate vendor (L.C.B.O., beer & wine stores) may be made available for sale and/or consumption.

Homemade wine may only be used during the dinner portion of an event and must be identified on the Special Occasion Permit.

All bottles must be retained within the licensed bar area. All drinks must be served in paper or plastic cups. Glassware and table service may be permitted in specified locations with the approval of the Manager of the Facilities. Wine glasses may be used for wine service during dinner.

Marketing practices that encourage increased consumption, such as oversized drinks; double shots of spirits, shooters, gelatine shooters, drinking contests and volume discounts are not permitted.

A maximum of two (2) drinks may be purchased at any one time.

The City recommends that the Event Sponsor redeem any unused tickets for cash on demand at any time during the event.

There will be "no last call" announced. Hours of operation of the bar must be posted.

The bar must close not less than thirty (30) minutes prior to the closing of the event, but not later than 12:30 a.m.

Liquor cannot be offered as a prize in a contest or competition. The purchase or consumption of liquor in order to qualify for a prize is not allowed.

vi. Food

An adequate supply of food, non-alcoholic and low alcoholic beverages at reduced costs, must be available.

vii. Safe Transportation

Safe transportation options shall be promoted where alcohol is served.

Safe transportation options may include, but are not limited to:

- a) a designated driver selected from among licensed non-drinking guests at the event;
- b) a designated driver provided by an Event Sponsor; and
- c) other transportation provided by either the Event Sponsor or the Guest.

Whenever possible servers of alcohol shall ensure that a non-drinking Guest always accompanies an intoxicated Guest leaving the event by foot.

If a Guest cannot be persuaded to take advantage of the above noted options, then the Event Sponsor shall:

- a) warn the impaired driver that the police will be notified; and
- b) notify the police immediately.

viii. Liquor Liability Insurance

The Event Sponsor of a Special Occasion Permit or a Catering Endorsement event shall obtain insurance coverage specifically related to the service of alcohol (and may be different from other types of insurance) in the form and in an amount that is acceptable to the City's Manager of Insurance and Risk Management. The nature of the event, the risks associated with the event and the expected attendance at the event will govern the level of insurance at a minimum of five (5) million dollars coverage. This insurance does not cover other related event insurance requirements.

Proof of liability insurance coverage must be submitted to the City a minimum of two (2) weeks prior to the event.

ix. Hours

All facilities must be vacated by all event participants by 1:30 a.m. This does not include Event Sponsors and/or designates, who are involved in cleaning, tidying and packing after the event.

All entertainment (D.J., bands, videos) must cease no later than 1:00 a.m.

x. Violations / consequences

Failure to comply with the MAP may result in the closing down of the event.

Failure to comply with the MAP may result in a written warning and/ or the revocation of rental privileges for the Event Sponsor and/ or their authorized representative.

Failure of any organization authorized to serve alcohol at City Facilities to comply with this policy may result in a written warning and/or removal from the approved list.

Failure of City staff to comply with this Policy may result in discipline up to and including dismissal.

3. City Participation in Special Occasion Permit Events

i. City Representation at Event

At least one representative of the City, trained in the Municipal Alcohol Policy and Smart Serve Ontario's "Responsible Service Training Program" will attend all events where alcohol is served.

City Representatives working an event where alcohol is served must not remain in the building alone. At the end of the event, they will leave the facility at the same time as the Event Sponsor.

ii. Enforcement

The City representative will have the authority to act on behalf of the City to ensure that that the MAP is followed.

Event sponsors and/or authorized representatives will be notified of any violation of the MAP which must be corrected immediately. The City representative may require the temporary stop service of alcohol while corrections are made and/ or may call the Police at any time they suspect person or property may be in danger because of the violation.

4. Authority

The relevant Director may establish additional conditions for service, not inconsistent with this policy, if required on a temporary or emergency basis.

A MAP Liquor Service Agreement will be prepared and approved by the Director. The relevant Director may approve such changes to the MAP Liquor Service Agreement as may be required from time to time. A copy of this agreement is attached as Schedule "B"

Date of Enactment: August 23, 2010	Related By-law Number/Staff Report Number: EN2011-087
Review and Amendment Dates: August 8, 2011	Department Responsible for Review: Parks & Recreation / Legal /Risk Management
Date of Next Review:	Applicable Legislation/Legislative Authority: Liquor License Act, R.S.O. 1991, C.L. 19

FACILITIES AND EVENTS WHERE SPECIAL OCCASION PERMITS ARE ALLOWED

The following municipal facilities and park areas are designated as areas where alcohol may be served by a City Facility or designated as suitable for and may be rented for Special Occasion Permit functions.

BRANLYN COMMUNITY CENTRE Gymnasium and Meeting Rooms	COCKSHUTT PARK Designated areas
DOUG SNOOKS EAGLE PLACE COMMUNITY CENTRE Gymnasium and Meeting Rooms	JAYCEE SPORTS PARK Community room Designated outdoor areas
RESURRECTION COMMUNITY CENTRE Gymnasium	WAYNE GRETZKY COMPLEX Rink Surfaces Arena Mezzanine Cafeteria Sports Hall of Recognition Activity Room - Pool Viewing Gallery - Pool Main Lobby All outdoor playing surfaces including football fields, tennis courts and all softball diamonds
WOODMAN PARK COMMUNITY CENTRE Gymnasium and Meeting Rooms	BECKETT ADULT LEISURE CENTRE Auditorium & Meeting Rooms
THOMAS B. COSTAIN/S.C. JOHNSON COMMUNITY CENTRE Multi Purpose Room Gymnasium	CITY HALL Designated areas
CIVIC CENTRE Arena floor Auditorium Designated areas of parking lot	LIONS PARK COMPLEX Arena Surface Auditorium All outdoor playing surfaces (tennis courts, soccer pitches, enclosed baseball and track facilities)
MOHAWK PARK Pavilion & Patio Designated park areas	GLENHYRST ART GALLERY In Art Gallery and on the grounds
SANDERSON CENTRE	HARMONY SQUARE
NORTHRIDGE / ARROWDALE GOLF COURSES	
* BELLVIEW COMMUNITY HALL	
* DUFFERIN TENNIS & LAWNBOWLING CLUB	
* TRANQUILITY HALL	

*Not directly operated by any City department



SCHEDULE "B"

Municipal Alcohol Policy-Liquor Service Agreement

1. Name of Individual/Organization: _____

2. Registered Charitable Number: _____

3. Name of Bartending Services: _____

4. List of Executive Members/Board of Directors, Specific Title and Contact Information (if applicable):

Name	Title	Email Address or Phone #
_____	_____	_____
_____	_____	_____
_____	_____	_____

5. Board member or person with authority to take action on behalf of organization:

Name	Title	Email Address or Phone #
_____	_____	_____

6. Event: _____

7. Will alcohol beverages be available and/or sold?

Yes _____ No _____

8. Facility: _____

9. Date of Event: _____

10. Permit Holder's Name: _____

11. Anticipated Attendance: _____

12. Transportation Strategies:

Designated Drivers _____ Other _____ Van or Bus _____



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- 13. Will security be present? Yes ____ No ____
- 14. Will non-alcohol beverages be available? Yes ____ No ____
- 15. Do you or your organization have alcohol-related liability insurance? Yes ____ No ____
- 16. Have you or your organization ever been refused rental privileges at any other municipal facility?
Yes ____ No ____
- 17. Have you received a copy of the Municipal Alcohol Policy?
Yes ____ No ____
- 18. Do you understand this policy? Yes ____ No ____
- 19. Name of Insurance Company (if applicable) _____
- 20. Amount of Liability Insurance Coverage \$ _____
- 21. Have you added the City of Brantford as an additional named insured under this policy?
Yes ____ No ____

Signature of Person with Signing Authority

Print Name of Person with Signing Authority

Witness Signature

Print Name of Witness

Date



EVENT SPONSOR LETTER OF AGREEMENT

City of Brantford Municipal Alcohol Policy

1. I have received and reviewed a copy of the City of Brantford Municipal Alcohol Management Policy Liquor Service Agreement.
2. I understand that I must adhere to the conditions of the City of Brantford's Municipal Alcohol Policy and the Liquor License Act of Ontario.
3. I understand that if I or other individuals at the event fail to adhere to the City's Municipal Alcohol Management Policy, the City of Brantford staff may take appropriate action. This action may include eviction and the notification of local authorities.
4. I understand I can be held liable for injuries and damages arising from failure to adhere to the Liquor License Act, R.S.O. 1991, C.L. 19.

I _____ of _____

make application to rent _____ for a Special Occasion Permit event.

I agree to hire an alcohol service provider that is named on the City of Brantford's current Approved Bartending Company listing.

Date

Lessee

Municipal Facility Supervisor