

VILLAGE OF POINT EDWARD POLICIES AND PROCEDURES

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Village of Point Edward
MUNICIPAL ALCOHOL POLICY

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MISSION STATEMENT

The Village of Point Edward wants residents and visitors to enjoy the various facilities and parks available. In order for the Village to ensure the health and safety of its participants and the protection of municipal facilities, a policy for the orderly use of alcohol during events and function has been developed. The following document outlines these regulations.

SAFE TRANSPORTATION-

The risk of liability is high when an impaired driver leaves an event where alcohol is served. Event organizers must assume responsibility for promoting safe transportation for all patrons consuming alcohol.

OBJECTIVES

1. To ensure proper operation and supervision of Special Occasion Permit events by providing education in prevention and intervention techniques and in effective management procedures. This will lower the risk of liability to event organizers, participants, volunteers, the Village and its staff.
2. To reinforce responsible drinking practices for consumers through appropriate operational procedures, controls, training and education.
3. To honor 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 it.
5. To provide a balance of licensed and non-licensed programs to ensure that consumers, abstainers, adults, youth and families will be adequately serviced and protected.

REGULATION #1: MUNICIPAL FACILITIES ELIGIBLE FOR SPECIAL OCCASION PERMIT EVENTS

Any person or organization wishing to hold a Special Occasion Permit event in a location not listed in this policy must appeal to The Village of Point Edward Council for approval. See Appendix B

- A. Waterfront Park – is suitable for holding Special Occasion Permit Events. (See Appendix A)
- B. Community Hall – is suitable for holding Special Occasion Permit Events. Catering is available. The Community Hall holds approximately 315 persons..
- C. Memorial Arena – the main floor in the Arena is wheelchair accessible and holds approximately 1100 people. The Arena seating may not be used.

REGULATION #2: MUNICIPAL PARKS AND FACILITIES NOT ELIGIBLE FOR SPECIAL OCCASION PERMIT EVENTS

A. Parks and outdoor areas – All other areas not listed in the policy

Rationale:

The majority of other parks and outdoor areas are in residential areas and are not eligible for S.O.P. due to the difficulty with noise and crowd control.

B. Arena Dressing Rooms

Rationale:

Alcohol is not permitted in this area as it encourages skaters to be on the ice surface under the influence of alcohol thus leading to safety concerns. Illegal consumption of alcohol is not tolerated in this area.

C. Arena Lobby

Rationale:

This is a public access area and would not be appropriate to have people passing through a Special Occasion Permit Event.

D. Arena Ice Surface, Seating Area and Mezzanine Room

Rationale:

The above area is not suitable for a Special Occasion Permit event due to the obvious safety concerns. Permitting patrons under the influence of alcohol on the ice surface is a potential safety hazard.

E. Exceptions

Any person wishing to hold a Special Occasion Permit event in a location not listed in this policy must appeal to The Village Council for approval.

REGULATION #3: SIGNS

A. Serving Practices

These signs will be provided by the Village in duplicate, to be placed in the bar area.

“It is against the Liquor License Act of Ontario for licensed establishments to serve customers to intoxication. For this reason, servers in our facilities are required to obey the law and not serve anyone to intoxication. We are also pleased to offer non alcohol beverages.”

B. Accountability

This sign will be supplied in quadruplet by the Village of Point Edward. This sign will be posted at the bar and main entrance of all S.O.P. functions. This sign will inform patrons where to direct concerns regarding the manner in which the function has been operated. In addition to naming the sponsor of the event, the sign should include the name and address and phone number of the Village of Point Edward, Police Department and the Alcohol and Gaming Commission of Ontario.

Rationale:

Having these signs visible to participants eliminates any confusion on who to contact for information or to lodge complaints regarding an event.

C. No Last Call

A sign stating “Last Call Will Not Be Announced”, to be placed in the bar area. This sign will be provided by the Village of Point Edward in duplicate.

D. RIDE Signs

A sign stated that RIDE Program information is available to patrons will be supplied by the OPP to the Village.

REGULATION #4: YOUTH ADMISSION TO ADULT EVENTS

Each rental group will be responsible to select a strategy on allowing youth to their event. In all cases the following guidelines must be adhered to:

1. Anyone who appears to be under the age of 19 years on the event date will be required to show I.D. before they are allowed into the event/facility. Sponsors will use wrist bands to identify person under the age of majority.
2. Individuals under the age of majority will not be allowed to consume alcohol beverages. Anyone giving or serving individuals under the age of majority will be required to leave the event.
3. Events allowing individuals under the age of majority and with over 250 patrons will be required to identify that person under the age of majority. Sponsors will use wrist bans to identify persons under the age of majority.

Rationale:

To ensure that person under the age of majority do not consume alcohol.

REGULATION #5: ALCOHOL SERVICE

A. Advertising Events.

Renters must follow the Liquor License application regulations regarding Alcohol.

B. A minimum of one Smart Serve trained server for every 125 patrons. Can include Security, Police and Door Personnel.

REGULATION #6: CONTROLS PRIOR TO EVENTS

RENTERS OF MUNICIPAL FACILITIES WILL BE REQUIRED TO UNDERSTAND THE MUNICIPAL ALCOHOL POLICY PRIOR TO RENTING. Renters of Municipal Facilities must complete the attached consent form.

1. A copy of the Municipal Alcohol Policy will be available from the Village of Point Edward and other Special Occasion Permit locations in the Village. If any questions or concerns arise from this policy contact the Village Clerk at 337-3021.
2. See Appendix A & Appendix B.

REGULATION #7:**CONTROLS DURING EVENT**

ALL CONTROLS AND SERVICE MUST BE CONSISTENT WITH THE PROVISIONS OF THE LIQUOR ACT OF ONTARIO AND ITS REGULATIONS.

1. **The entrance 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 impaired or have a history of causing problems at events.
2. **Only identification bearing a photograph, and issued by the Province of Ontario, the Government of Canada or photographic identification issued by another Province, State or Country shall be accepted as bona-fide proof of age. Health Cards are not an acceptable form of I.D.**
3. **The holder of the Special Occasion Permit and the person renting the facility are responsible to ensure that the event is properly supervised and will provide enough staff to fulfill this obligation.**
4. **In the event of a masquerade party-taking place in any premise owned by the Village of Point Edward the permit holder is responsible to check ALL patrons I.D. to ensure they are of appropriate age. Any person under the age of majority will not be allowed into a masquerade event.**

REGULATION #7A: SECURITY REQUIREMENT AT SPECIFIC EVENTS

PLEASE SEE POINT EDWARD POLICE SERVICES BOARD POLICY TO REGULATE POLICING AND SECURITY FOR SPECIAL EVENTS WITHIN THE VILLAGE OF POINT EDWARD (APPENDIX B)

REGULATION #8:**INSURANCE**

That the sponsor (s) of a special occasion permit event being held in a municipally owned facility be required to provide proof, at least ten (10) days prior to the event, that they have purchased a minimum of two million dollars in liability insurance naming the Village of Point Edward as co-insured.

With the exception of the following events held at the Community Center Only. The Clerk has the right to waive a guideline on the policy if the need is “urgent” i.e. in case of death, a wake.

With the exception of the Community hall the insurance issue is with the Point Edward Optimist and their coverage, a minimum of two million dollars in liability insurance naming the Village of Point Edward as co-insured.

Rationale:

- i) **S.O.P. permit holders, hall owners, club executives and volunteers could all be named in a lawsuit. This occurred in Chapis, Quebec when the Chapis Lions club, club organizers Lions International and Falconbridge Limited (hall owners) were successfully sued following a New Year’s Eve Party where a participant set fire to hall decorations with a cigarette lighter. The ensuing fire resulted in injuries and death.**
- ii) **Municipalities can be held jointly liable and could end up paying the predominant share of an award to a plaintiff should the sponsor be uninsured.**

REGULATION #9:**POLICY MONITORING AND REVISIONS**

The alcohol management policy for the Village of Point Edward as submitted by the Municipal Alcohol Policy Committee will be reviewed yearly from the date initially approved by The Village of Point Edward Council. After reviewing the policy each year, the Council if required, will discuss the recommended changes.

Rationale:

- i) Policy to be monitored and reviewed on a yearly basis, which will ensure that the policy remains up to date and effective.
- ii) This will ensure that the public will remain involved in the process of review and revamping of the existing policy.

CONSEQUENCES FOR FAILURE TO COMPLY

Individuals and/or groups who fail to comply with the Municipal Alcohol Policy shall be subject to the following consequences:

- 1. Although policy will be called if a situation deems necessary to do so, it is the responsibility of the Special Occasion Permit Holder to ensure the proper management of an event.
- 2. Facility staff will report any infraction of this policy to legal authorities whenever they believe such action is required.
- 3. Any infraction of the Municipal Alcohol Policy will be reviewed at the following Council Meeting. A registered letter describing the problem will be sent by the Village Clerk to the sponsor. The Council may refuse future rental privileges to the sponsor.

CONSENT FORM - Arena and Waterfront Park

All material to be supplied 10 days prior to event date:

- 1. Name of person and/or group sponsoring this event:
- 2.

- 3. Will persons under 19 years of age be attending this event?

_____ YES _____ NO

- 4. Type of Identification for event workers _____

- 5. Has proof of S.O.P. permit been provided _____

- 6. Has proof of Insurance been provided _____

Arena _____ (Insurer) Waterfront Park _____ (Insurer)

Community Hall _____ (Insurer) Point Edward Optimist's _____

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

- A) _____
- B) _____
- C) _____

- 8. I have reviewed the Municipal Alcohol Policy with municipal representative.

_____ YES _____ NO

- 9. I understand all the policy regulations, and I understand that the OPP and an AGCO Inspector can lay charges for infractions of the AGCO or other relevant legislation

Signature of O.P.P. _____

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

_____ YES _____ NO

If NO, please explain _____

Signature of S.O.P. Holder _____

Signature of Municipal Rep. Or Designate _____

Date _____

(This completed document must be signed and posted alongside the Special Occasion Permit.)