



***North Middlesex
Municipal Alcohol Policy***

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GOAL OF THE MUNICIPAL ALCOHOL POLICY

The Municipality of North Middlesex and the Recreation Committee want residents and visitors to enjoy our parks and facilities. Through the efforts of the people of the Municipality of North Middlesex, the Municipality offers a variety of unique recreational experiences for people of all ages.

In order that as many people as possible can enjoy our facilities in a manner that ensures the health and safety of the participants and the protection of municipal facilities, a policy for the orderly use of alcohol during events and functions is recommended. The following pages outline these policies and regulations.

POLICY OBJECTIVES

1. To provide appropriate procedures and education to individuals or groups wishing to hold events in municipally-owned facilities in order to ensure that all Alcohol and Gaming Commission of Ontario Regulations pertaining to the Liquor License is properly understood and strictly complied with.
2. To ensure proper supervision and proper operation of the Liquor Licensed events in order to protect the Municipality of North Middlesex and its staff from liability arising there from, and to assist events sponsors in doing so by providing guide lines for proper supervision and proper operation of Liquor Licensed events.
3. To encourage and reinforce responsible, moderate drinking practices for consumers through the development of appropriate operational procedures, controls, training and education.
4. To honor the decision of abstainers not to drink alcohol and to encourage their participation by providing alternative, non-alcohol drinks.
5. To provide for a balance use of alcohol through the Liquor Licence so the alcohol becomes a responsible part of a social function rather than the reason for it.

REGULATION # 1

Liquor Licence ELIGIBLE Facilities

- A. The following Municipal **Facilities** shall be eligible:
- North Middlesex Community Centre
 - Ailsa Craig Recreation Centre
 - West Williams Hall
 - Goal Post Hall (Arena)
 - North Middlesex Arena
 - West McGillivray Hall

Park Areas:

- Coronation Park
 - Parkhill Sports Field
 - Ken Vernon Park
 - Ailsa Craig Lions Park
 - Ailsa Craig Community Park
 - East Williams Park
 - McGillivray Park
- B. This Municipal Alcohol Policy applies to everyone using Municipal property or facilities.

REGULATION # 2

Municipal Facilities NOT Eligible for a Liquor Licence

A. The following Municipal Facilities shall not be eligible:

- Parkhill Fire Station
- Ailsa Craig Fire Station
- Daycare Center (Playschools)
- McGillivray Works Garage
- Ailsa Craig Works Garage
- Parkhill Works Garage
- North Middlesex Municipal Office
- Service Ontario Building
- Ailsa Craig & Parkhill Libraries

REGULATION # 3

Responsible Beverage Service

SOP Private Events – Stag & Does, Weddings, Anniversary Celebrations, Birthday Parties and Family Reunion’s

- Absolutely **no** advertising, including social media is permitted
- All guests must be invited and it is the responsibility of municipal management or their appointees to monitor and ensure guests are in fact invited
- No intended financial gain can be realized directly or indirectly from the sale of alcohol
- Absolutely **no** 50/50 draws, no raffles and no door prizes
- Absolutely **no** games of chance, however games of skill are permitted
- A silent auction and/or live auction of items is permitted
- Wedding announcement is acceptable; however the location cannot be specified

Private Event – Hosted under a Permanent Liquor Licence

- Renter is allowed to fully advertise the event
- Event can be open to the public – guests do not have to be invited
- Allowed to profit through beverage sales – donation or share of the proceeds is allowed
- Absolutely **no** 50/50 draws, no raffles and no door prizes
- Absolutely **no** games of chance, however games of skill are permitted
- A silent auction and/or live auction of items is permitted

Private Outdoor Events

An SOP is acceptable for private outdoor events which are intended for invited guests and will not be advertised. The applicant must provide written notice at least 30 days before the event to the clerk, police, fire and health department.

Public Event Special Occasion Permit

A Public Event SOP may be issued to registered charity organizations, not for profit entity for the advancement of educational, religious or community objectives or for events that are of municipal, provincial, national or international significance. These events do not require municipal designation/resolution. Any other person or groups that don't fall into the above categories may hold a Public Event SOP with a municipal designation/resolution. Public Events held in North Middlesex facilities can operate their event through the permanent liquor licence or under a SOP.

Outdoor Public Events

Outdoor Public Events held in North Middlesex, can be operated through a permanent liquor licence or a SOP. For events attracting fewer than 5,000 people, an applicant for a Public Event SOP must provide 30 days notice to the AGCO, the Municipality of North Middlesex Recreation Department and Building Departments, OPP Detachment, local Fire Department and the London Middlesex Health Unit. Events exceeding 5,000 people, 60 days notice must be provided. Notification letters must include event location, date and time of beverage service and a detailed sketch of the area to which the SOP will apply.

All out door events must be surrounded by a double fence with a minimum 5 ft. between each parallel fence. Exception of a double fence is if the patrons are using a tent and have tied down walls attached to the tent or if the fence is 6 ft in height.

REGULATION # 4 Security Controls

For safety and control, the Municipality of North Middlesex reserves the right to require the presence of professional trained security at any event where beverage service is provided. The financial responsibility is that of the rental party and/or event organizer. It is the responsibility of the renter to ensure proper management, control and safety at their special event.

Hours of Operation for the sale and service of alcohol

Ticket sales must cease 15 minutes before stop time indicated on an SOP, without announcement. All signs of liquor must be cleared 45 minutes after the end time on the licence. This includes clearing of all glasses and bottles off the tables. Stop service time will not extend past 1:00 am unless discussed and arranged with the Municipality of North Middlesex Recreation / Facilities Department management staff prior to the event.

Minors – Stag and Doe’s

Minors are **not** permitted to attend Stag & Does in North Middlesex facilities

Limitations to Beverage Service at Events held in Municipal Facilities

- 2 drink limit per person per visit to the bar
- 1 hour prior to stop-service, reduce ticket sales to 5 per person per visit
- Drinks must not be discounted
- Guests cannot be required to purchase a minimum number of drinks or drink tickets to enter or remain at the special event
- Serving to intoxication is prohibited
- Do not encourage excessive consumption of alcohol
- No shooter bars or any pre-mixed shooters will be permissible in North Middlesex facilities
- Non-alcoholic beverages should be available
- Entry of an intoxicated person must be denied
- Sale of tickets will cease 15 minutes before closing time specified on the Liquor Licence and the bar will close at the time specified on the Liquor Licence.

Recognizing signs of Intoxication

There are many signs of intoxication. These may vary from person to person, and Include:

- Inappropriate speech volume
- Increase or decrease in the pace of speech
- Slurred words
- Deterioration of gross motor control; a person may stagger or fall
- Deterioration of fine motor control; causing inability to pick up coin etc
- Tiredness
- A decrease in alertness
- Red or glossy eyes and/or heavy eyelids
- Excessive sweating
- Noticeably shallow breathing
- Strong smell of alcohol from the person

Food Service

An adequate supply of food is required when alcohol is being served and is the responsibility of the rental party to provide. Chips, peanuts and popcorn do not constitute as appropriate food.

Handling of Homemade Wine

Homemade wine must be served under a SOP. If served under a No Sale permit and then move to a Sale Permit, wine must be removed from the tables and from the building 45 minutes after the No Sale permit ceases. Times are indicated on the No Sale permit. If Homemade wine is purchased under a Sale Permit, it may remain for the entire evening under such permit.

Age Identification

One of the most serious infractions of Ontario's liquor laws is the selling and/or serving of alcohol beverages to persons under the age of 19.

Liquor may not be sold or served to anyone under 19 years of age. Only persons 18 years or older may sell, serve or handle liquor in a licensed establishment.

Serving alcohol to minors is against the law and can lead to disciplinary action by the AGCO, charges by police or possible civil liability. The only acceptable forms of age identification are:

- Ontario Driver's licence with photo
- Canadian Passport with a photo
- Canadian Citizenship Card
- Canadian Armed Forces Identification card
- Secured Indian Status card issues by the Government of Canada
- Permanent Resident Card issues by the Government of Canada
- A photo card issued under the Photo Card Act 2008

By law, the Ontario Health Card is not an acceptable form of ID, however if it is offered voluntarily, you may accept it at your discretion. As a reference to the above, it can be used as a secondary form of ID.

Steps to checking ID

1. Ask the guest to remove ID from their wallet (never remove yourself)
2. Examine the ID in a well-lit area and take time to examine it close
3. Hold the ID in your hands to see or feel if ID has been altered

Insurance

That the sponsor of a Liquor Licence event being held at a municipally owned facility is required to provide proof, that they have purchased a minimum of two million dollars in liquor liability insurance and have the Municipality named on the policy. The insurance agent issuing the policy provides confirmation of coverage directly to the Municipality together with verification that coverage would not be canceled prior to the event without notification to the Municipality

REGULATION # 5 Gambling

Games of chance/luck or mixed chance and skill such as raffles, 50/50 draws, and/or door prizes, are not permitted unless the proper licence has been obtained from the province or municipality. Licence is only issued to eligible organizations with charitable or religious purposes. Visit www.agco.on.ca for info/clarification.

A live and/or silent auction and games of skill are acceptable.

REGULATION # 6 The “Big Five” Liquor Infractions

The “Big Five” Liquor Licence Infractions that pose the greatest risk to public safety and are the primary focus for AGCO Inspectors. They are as follows:

1. Serving minors
2. Serving intoxicated patrons
3. Overcrowding
4. Allowing violent, unruly or disorderly behavior
5. Serving after hours

As a result, event can be closed down, OPP involved and charges laid. These offences almost always lead to disciplinary action by the AGCO in the form of a monetary penalty, or suspension and/or revocation of the liquor licence.

REGULATION # 7 Smart Serve Training and Responsible Training

Ticket sellers and beverage servers must have smart serve training. **Copies of Smart Serve Training of all ticket sellers and servers must be presented to Municipal staff one week prior to event.** Training can be acquired on line at www.smartserve.ca All ticket sellers and beverage servers must abstain from consuming alcoholic beverages, prior to and while performing this service.

REGULATION # 8 Safe Transportation

The risk of liability is high when a patron under the influence of alcohol leaves an event where alcohol is served. Event organizer must assume responsibility for promoting safe transportation for all patrons consuming alcohol. Please ensure adequate signage is posted at the entrance/exit of your event, indicating taxi service contact information.

REGULATION # 9

Capacity of North Middlesex Facilities

North Middlesex Arena Floor	800
North Middlesex Arena Goal Post Hall	125
North Middlesex Community Centre	400
Ailsa Craig Recreation Centre Main Hall	400
Ailsa Craig Recreation Centre Small Room	100
West Williams Hall	125

It is the responsibility of the renter to ensure that the number of persons in the facility do not exceed the lawful capacity.

Monitoring the number of individuals entering your event is important. Exceeding the capacity of facilities is an offence and can put your guest in danger. Arm bands can be used at larger events, where it may be difficult to monitor the capacity. It would be necessary to monitor the number of patrons entering and leaving, therefore not exceeding the capacity. The number of people permitted includes the Event organizers, volunteers and guest.



Municipality of North Middlesex
Renter Checklist

Facility:

Event:

Name:

Phone:

Date:

PLL/SOP/No Beverage Service:

E-mail:

Address:

- I fully understand and am aware of the Municipal Alcohol Policy (MAP) and agree to abide by the conditions contained within

Private events under an SOP – Weddings, Birthday, Anniversary Parties and Stag & Does etc

- I understand that there can be no intended financial gain realized directly or indirectly from the sale of alcohol
- I understand that I am unable to advertise this event and that it is intended for invited guests only – an announcement is permitted, however it must not state the location of the event
- A guest list must be available should AGCO attend event
- I further understand that it is illegal to host a:
 - 50/50 draw
 - Raffle
 - Door prizes
 - Games of Chance
- A live or silent auction is permitted
- Games of skill are permitted
- All ticket sellers and beverage servers must have smart serve training

- Copies of Smart Serve Training of all ticket sellers and servers presented to Municipal staff one week prior to event
- All ticket sellers and beverage servers must abstain from consuming alcoholic beverages, prior to and while performing this service
- Proof of Liquor Liability Insurance of a minimum two million dollars and must have the Municipality named on the policy. This must be submitted to Recreation Department staff one week prior to your event.

Private Outdoor Events

- I understand that Private Outdoor Events may be operated under a Permanent Liquor Licence or a SOP, **adhering to the guidelines noted above**. The applicant, when operating beverage service under an SOP, must provide written notice at least 30 days before the event to the Municipal Clerk, Police, Fire and Health Department. Notification letters must include event location, date and time of beverage service and a detailed sketch of the area to which the SOP will apply.

Overview Pertaining to Public Events Operating under a Special Occasion Permit

- Copies of Smart Serve Training of all ticket sellers and servers presented to Municipal staff one week prior to event
- All ticket sellers and beverage servers must have smart serve training
- All ticket sellers and beverage servers must abstain from consuming alcoholic beverages, prior to and while performing this service
- I understand that it is illegal to host a 50/50 draw and/or Raffle, without the proper lottery licence which is only available to Not-for-Profit and Charitable Organizations. For information, please refer to www.agco.on.ca

Public Event Special Occasion Permit

- I understand that a Public Event SOP may be issued to registered charity organizations, not for profit entity for the advancement of educational, religious or community objectives, or for events that are of municipal, provincial, national or international significance. These events do not require municipal designation/resolution. Any other person or groups that do not fall into the above categories may hold a Public Event SOP with a municipal designation/resolution. Public Events held in North Middlesex facilities can operate their event through the permanent liquor licence or under a SOP.

Outdoor Public Events

- I understand that Outdoor Public Events held in North Middlesex, can be operated through the permanent liquor licence or a SOP. For events attracting fewer than 5,000 people, an applicant for a Public Event SOP must provide 30 days notice to the AGCO, the Municipality of North Middlesex – Recreation and Building Departments, OPP, local Fire Department and the Middlesex County Health Unit. Events exceeding 5,000 people, 60 days notice must be provided. Notification letters must include event location, date and time of beverage service and a detailed sketch of the area to which the SOP will apply.

I am fully aware that I, as the renter of a Municipality of North Middlesex Facility, am responsible for ensuring that representatives of the rental party, performing beverage service, are in compliance with the guidelines of the North Middlesex Municipal Alcohol Policy (MAP) and the AGCO *Liquor Licence Act*.

Renter Signature: _____

Recreation Personal Signature: _____

Date: _____