



Appendix 3

Policy Statements and Rationales Special Events

Policy Statements and Rationales

Policy statement

The **permit holder** must demonstrate to a **municipal representative**, by signing a Form, that he or she understands the policy, will observe regulations, and that sufficient controls will be in place to ensure compliance with the policy. The **permit holder** and recreation staff must ensure the physical setting is safe for drinkers and non drinkers before the event. All entertainment must be over by 11 p.m. Facilities must be vacated by 1:30 a.m. ***for indoor, municipally-owned facilities that can be licensed. Special rules apply to Parks. Special permission may be granted by the Facility Booking Clerk for clean up only.*** (LLA)

Rationale

The municipal representative who approves the rental of a municipal facility to an individual or group must ensure that the group and/or individual are aware of the Municipal Alcohol Policy and its requirements. The Liquor Licence Act of Ontario and the fire regulations require that hours of service be followed and physical areas are safe and not overcrowded.

Proof of Special Event Permit

The **permit holder** must obtain a **SOP** (special event permit) from the **AGCO** (local liquor licensing authority) and must show proof of this to the **Municipal Representative** at least 30 days before the event.

The special event application states that the permit holder and the hall owner are jointly responsible for the safety and sobriety of those attending the event. In Ontario, alcohol may not be served in public areas without a Special Occasion Permit or a liquor sales license.

Proof of Insurance

Permit holders must provide proof of host liquor liability insurance (\$5 million minimum) to the **municipal representative** at least 30 days before event.

Municipalities, along with rental groups can be held jointly liable and could end up paying most of an award to a plaintiff should the sponsor be uninsured or not have enough assets or insurance. It is recommended that there be \$5 million in coverage.

Proof of Server Training

In order to be eligible to rent a municipal facility, the **permit holder** must provide a list of **event workers** who have attended an approved server training course at least ten (30) business days before the event, to the municipal representative.

To reduce the risk of a lawsuit you need not only the components of policy and its procedures, you also need to recruit appropriately trained supervisors and servers. This permits the municipal representative to verify that the designated number of event workers are server trained. This could provide the municipality with a list of trained servers that other groups could use to recruit volunteers or paid event workers.

Attendance by Permit Holder or Designate

The **permit holder** or designate identified on the liquor permit must attend the event and be responsible for making decisions regarding the operation of the event. This individual must also be the holder of the rental agreement. ***The designated alternate shall be named on the rental contract. The expectation on the part of the municipality, is the Special Occasion Permit holder and the rental agreement holder shall not consume alcohol during the event.***

Although police will be called if a situation becomes risky, it is the responsibility of the Special Occasion Permit holder to ensure the event is properly managed.

Police Notification

The **municipal representative/ permit holder** will notify police before a situation gets out of control.

Although police will be called if a situation becomes risky, the permit holder is responsible for ensuring an event is properly managed so that Police assistance is not needed. Most licensed events are held on Friday or Saturday night, a prime time for other occurrences requiring police attention. This could result in a slower response time by police. If you tell police early about potential problems, it will be easier for them to make sure they are available if needed.

Alcohol Liability Insurance

Permit holders must purchase a minimum of \$5 million in host liquor liability insurance, and provide proof of purchase to the municipal representative at least 30 days before the event.

By insisting on insurance, permit holders will be impressed with the reality of civil litigation. Damage awards have dramatically increased in recent years. Multi-million dollar damage claims are common place in cases of severe and/or permanent injuries. Case law indicates that judges and juries are sympathetic towards the injured plaintiff. Municipalities, along with rental groups, can be held jointly liable. The municipality could end up paying the greater share of an award to a plaintiff if the sponsor is uninsured or doesn't have enough assets or insurance.

Server-Trained Event Workers

In order to be eligible to rent a municipal facility, the sponsor must demonstrate to the satisfaction of the **municipal representative** that all of the **event servers, door supervisors, and floor supervisors** have attended a server training course, endorsed by the **AGCO**. This applies whether alcohol will be sold or provided at no charge. Proof of server training certification must be provided.

Reducing the risk of liability requires not only the components of the policy, but also the recruitment of informed and skilled event workers. The municipality is morally obliged to inform volunteers of the potential for lawsuits, including personal liability, and provide them with the tools to avoid them. Trained supervisors and servers are aware of their responsibilities and are more likely to intervene before problems occur.

Events Where Alcohol is Provided at No Charge

When alcohol is provided at no charge, the event must have **smart serve** trained event workers **as per Appendix 1**.

Responsible service is always required, whether alcohol is sold or provided at no charge.

Event Worker Ratio

Each event must have a clearly defined ratio of **event workers (door supervisors, floor supervisors, bartenders and ticket sellers)** as defined in the policy.

A greater number of workers ensure that the event can be properly supervised at all levels including door supervision, floor supervision, ticket selling and bartending.

Entrance Monitoring

Entrance monitored by server-trained people of legal drinking age according to Appendix 1.

Controlling the door ensures that those attending the event are not underage, intoxicated or known troublemakers and therefore makes it less likely that problems will occur. Controlling the door ensures that the event is not overcrowded and meets the fire department regulations. When two people monitor the door, each worker has a backup if someone is refused admission. A lone door supervisor could feel personal pressure to admit a close friend or relative who should be refused admission.

Coat Checking

A coat check system shall be in place where feasible.

This will deter participants from sneaking or smuggling in their own alcohol. This allows supervisors to verify that participants leaving the event are not intoxicated.

Floor and Exit Supervision

Floor supervisors must be of legal drinking age and server trained **preferred**, and the numbers of staff must comply with the suggested ratio of workers to participants. They must monitor the activity area as well as the exits and be available to **ticket sellers** who need help.

Floor and exit monitors are responsible for

-Monitoring the activities during the event

-Ensuring that exits are used appropriately

-Ensuring that event participants do not engage in unsafe activities

-Ensuring that participants do not smuggle in alcohol

-Ensuring that underage people do not enter the event via the exit doors

-Ensuring that ticket sellers have backup if they run into hostile people, and

-Refusing to sell to those nearing intoxication or who object to a limit on ticket sales

Ticket Sellers

Server-trained people of legal drinking age or older will be designated to sell tickets according to Appendix 1.

Selling tickets slows down the rate of consumption, as people are required to make two stops before getting their drinks. It allows ticket sellers to assess whether someone is sober without having to serve as well. It gives the server a chance to look for signs of intoxication and to read the climate of the event. Ticket sellers are less likely to feel pressured or to provide favours to ticket buyers.

Ticket Limit

Tickets must be purchased from a designated ticket seller and redeemed at the bar; maximum 4 tickets per purchase per person.

Since consuming large numbers of drinks results in intoxication, limiting ticket sales helps to prevent overdrinking. This reduces the buying of table rounds (buying drinks for a group), which can contribute to overdrinking. When event participants make frequent trips to buy tickets, the ticket sellers and floor monitors can observe for signs of intoxication.

No Last Call

There will be no last call. Entertainers/DJs will be told that there is to be no last call.

Last call usually results in rapid drinking at closing time and can result in high blood alcohol levels that may peak after the event and lead to impaired driving. Entertainers and DJs often announce last call without being asked to do so.

No Alcohol Consumption By Permit Holder

The **permit holder** is responsible for the event, so cannot drink alcohol before or during the event.

If the permit holder had been drinking and an accident occurred, she or he would be less likely to identify and respond to a problem and it could be hard to prove to investigators, trial lawyers or jurors that she or he was in control of the event.

No Alcohol Consumption by Event Workers

Event workers must not drink alcohol before and during the event. Workers may drink alcohol after their work responsibilities have ended for the day.

If event workers were allowed to drink alcohol, they would be less likely to identify and respond to a problem and it could be hard to prove to investigators, trial lawyers or jurors that they were control of the event.

Worker Visibility

All **event workers** are to wear visible identification.

This makes it easy for participants to quickly identify and alert an event worker when they need help or to report a problem.

Acceptable Identification

The only acceptable identification for purposes of the sale/service of alcohol is government-approved photo identification, e.g. driver's license, passport, health card with photo.

Photo identification provides a more reliable form of identification and is usually more difficult to tamper with.

Special Security Requirements

The municipality reserves the right to require the event organizer to hire at least two police officers or security personnel during an event, with the sponsoring group or individual paying the cost.

This practice would be particularly beneficial at events where a large number of people are expected to attend or where there is a perceived risk of problems occurring. The presence of off-duty police officers in uniform could act as a deterrent to potential troublemakers.

Youth Admission to Adult Events

When alcohol is available, persons under the legal drinking age shall not be admitted to social events, except in the case of a family orientated occasion i.e.: a wedding or an anniversary. ***There shall be an area set aside, at functions where families would attend, where alcohol is not served. The area must be marked so that attendees know there is no alcohol allowed in this area.***

There is a high risk of underage drinking when youth are admitted to licensed events. Youth of legal drinking age may provide alcohol to their underage friends. This practice increases the municipality's liability risk. At family events such as weddings and anniversaries, it would be difficult to prohibit youth from being admitted and renters would like all family members to participate.

Masquerade Events

Event workers must check the identification of all participants at masquerade events

Masquerade events can encourage participants to behave inappropriately since they might not be recognized. By unmasking, standards of behavior are less likely to change. By unmasking, event workers can ensure proper identification and proof of age.

Documentation – Event Summary Reports

Bartenders need to complete an event summary report form for each event and return it to the designated municipal representative the next working day after the event.

It is important to record all incidents if there is a policy infraction or illegal action. Documentation does not absolve event workers and permit holders from their responsibility to uphold the law.