



## APPENDIX B-1

### CITY OF SAULT STE. MARIE APPLICATION SUMMARY FOR PERMITS WHERE ALCOHOL WILL BE SERVED

- 1) Interested applicants should contact the appropriate representative of the Community Services Department for their desired facility.

A staff representative will review the procedure to be followed to receive permission to serve alcohol at a City facility.

**BE ADVISED FROM THIS INITIAL MEETING, IT CAN TAKE UP TO THREE MONTHS TO OBTAIN ALL APPROVALS REQUIRED AND TO ENSURE VOLUNTEERS/STAFF HAVE ACCESS TO SMART SERVE TRAINING IF REQUIRED.**

Roberta Bondar Tent Pavilion (759-5310)  
- Supervisor Community Services, Recreation & Culture Division  
Community Centres (i.e., Essar Centre) (759-5251)  
- Manager Community Centres Division  
Sports Fields & Special Events at Outdoor Facilities (759-5310)  
- Supervisor of Recreation, Recreation & Culture Division

- 2) Reserve the City facility.
- 3) Complete the information section on Appendix B-2A and B-2B and complete any additional required forms (i.e., Algoma Public Health - Application For Temporary Food Premises).
- 4) Obtain the necessary approval signatures from the Sault Ste. Marie Police Service, Sault Ste. Marie Fire Services, Algoma Public Health, City Clerk, and the City's Building Division if a tent or marquee is proposed. (See appendix B-2A)
- 5) Return this form to the Community Services Department for their approval. This step must be completed at least 50 days prior to the event. For events with over 5,000 people, 70 days is required.
- 6) Once approval is received, obtain a Special Occasion Permit or hire a liquor sales license holder with a caterer's endorsement. **Note:** You will require a site plan sketch for AGCO approval.

Please refer to the attached "Minimizing Your Risk" for specific steps to minimize your exposure to risk for your alcohol event (See appendix B-3). The Sault Ste. Marie Fire Service's primary concern is that fire routes are left open. In addition, if temporary tents are used the following points should be observed:

- 1) Fire extinguishers are supplied;
- 2) No smoking is permitted in the tent(s);
- 3) No hay or straw is to be on the floor;
- 4) All electrical equipment is to be approved by Electrical Safety Authority;
- 5) Any gas cooking equipment being used requires a service statement from an authorized dealer.
- 6) The tent(s) meet minimum City building standards.
- 7) A person shall be employed for fire watch duty who is familiar with fire safety features, properly trained and has an approved communications system.

An "Application For Temporary Food Premise" is to be completed and submitted to the Algoma Public Health -Environmental Health Division. The forms are available from the Algoma Public Health or the Community Services Department.

**MINIMIZING YOUR RISK**

1. Have control of the entrance. Do not allow an intoxicated person to enter the premises.
2. Request the intoxicated to leave and ensure safe transportation home.
3. Do not tolerate dangerous behaviour. Monitor the behaviour of those attending and request those who are behaving in a dangerous manner to leave.
4. Check the facility for safety hazards.
5. Set rules for the event.
6. Post these rules.
7. Set up arrangements with the facility to enlist their help, if necessary. Secure names and meet with these people prior to the event.
8. Provide food throughout the evening.
9. Provide low and non-alcoholic beverages.
10. Ensure hosts of event refrain from using alcohol.
11. If bar is available:
  - (i) Ensure servers are trained.
  - (ii) Ensure proof of age cards are checked.
  - (iii) Ensure alcohol is not removed from the premises.
  - (iv) Sales to be limited to two per customer at one time.
  - (v) Do not use glass containers.
  - (vi) Servers are not to consume alcohol during the event.
  - (vii) Encourage use of non-alcoholic beverages for designated drivers.
  - (viii) Do not permit "LAST CALL".
  - (ix) Do not raffle alcohol beverages.
12. Obtain information regarding obligations and responsibilities under the LLA of Ontario and associated regulations, contact local AGCO Inspector or visit [www.agco.on.ca](http://www.agco.on.ca).



**CITY OF SAULT STE. MARIE  
 INFORMATION SECTION FOR PERMITS WHERE ALCOHOL WILL BE SERVED  
APPROVALS**

**NOTE: All signatures of approval must be provided on one original form.**

Name of Group/Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Telephone No. \_\_\_\_\_

Name of Event: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_ Site: \_\_\_\_\_

Times of Event: \_\_\_\_\_ Location: \_\_\_\_\_

Times of Beer Garden: \_\_\_\_\_

\_\_\_\_\_  
 Name of Permit/Licence Holder Name of Identified Designate

\_\_\_\_\_  
 Signature of Permit/Licence Holder Signature of Identified Designate

\_\_\_\_\_  
 Address of Permit/Licence Holder Address of Identified Designate/Telephone

\_\_\_\_\_  
 Telephone/E-Mail Telephone/E-Mail

1	Sault Ste. Marie Police Service Signature of Official	2	Sault Ste. Marie Fire Services Fire Prevention Office Signature of Official	3	Building Division (for a tent or marquee only) Signature of Official
4	Algoma Public Health Environmental Health Signature of Official	5	Community Development & Enterprise Services Signature of Director of Community Services	6	City Clerk Signature of City Clerk

**TO BE POSTED AT EVENT.**

cc: Signatories

**Note: This form must be completed and handed in to the site supervisor two weeks prior to the event.**

**INFORMATION SECTION FOR PERMITS WHERE ALCOHOL WILL BE SERVED**

Name of Group/Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_ Site: \_\_\_\_\_

Times of Event: \_\_\_\_\_ Location: \_\_\_\_\_

Times of Beer Garden: \_\_\_\_\_

\_\_\_\_\_  
Name of Permit/Licence Holder

\_\_\_\_\_  
Name of Identified Designate

\_\_\_\_\_  
Signature of Permit/Licence Holder

\_\_\_\_\_  
Signature of Identified Designate

\_\_\_\_\_  
Address of Permit/Licence Holder

\_\_\_\_\_  
Address of Identified Designate

\_\_\_\_\_  
Telephone/E-Mail

\_\_\_\_\_  
Telephone/E-Mail

Number of SMART SERVE Trained Event Staff (bartenders, ticket sellers, cashiers, servers, floor and door monitors) required by C.S.D. representative: (normally a minimum 3 per shift). This information must be provided in writing at least one week prior to the event.

\_\_\_\_\_ Number of event staff X \_\_\_\_\_ Number of shifts = \_\_\_\_\_ event staff

Names and Certification Numbers of Event Staff (bartenders, ticket sellers, cashiers, servers, floor and door monitors) required per shift -- include name, SMART SERVE Certification # and shift hours) (Please attach additional sheet if required):

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

Number of Security/Control Persons Required: \_\_\_\_\_

Will a Tent(s) be used? Yes ( ) No ( ) If a tent will be used please indicate the size. The C.S.D. staff representative must approve the location of the tent. \_\_\_\_\_



**CITY OF SAULT STE. MARIE  
PERMIT/LICENCE HOLDER AGREEMENT FOR THE SERVING OF ALCOHOL**

Name of Group/Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Telephone No. \_\_\_\_\_

Name of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Site: \_\_\_\_\_

Location: \_\_\_\_\_

Name of Permit/Licence Holder	Name of Identified Designate
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Address of Permit/Licence Holder	Address of Identified Designate
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Telephone & Email	Telephone & Email
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**CERTIFICATION:**

- 1) The Permit/Licence Holder and/or organization has received and reviewed a copy of the City of Sault Ste. Marie Alcohol Risk Management Policy with the appropriate staff representative.
- 2) The Permit/Licence Holder agrees to adhere to the conditions of this policy and the Liquor Licence Act of Ontario.
- 3) The Permit/Licence Holder understands that if an infraction of the Policy occurs, the City may warn or suspend the organization from using the facilities for a period of one year.
- 4) The Permit/Licence Holder understands they can be held liable for injuries and damage arising from failing to adhere to the Liquor Licence Act of Ontario, or from otherwise failing to take action that will prevent foreseeable harm from occurring.
- 5) The Permit/Licence Holder understands that the Police and/or Liquor Licence Inspector can lay charges for infractions of the Liquor Licence Act of Ontario or other relevant legislation.

**SIGNATURE:**

_____ <i>Executive Officer</i>	_____ <i>Position</i>	_____ <i>Date</i>
_____ Executive Officer	_____ Position	_____ Date
_____ Permit/Licence Holder		_____ Date
_____ Identified Designate		_____ Date
_____ C.S.D. Representative	_____ Position	_____ Date

## CONTACT LIST

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### COMMUNITY SERVICES DEPARTMENT

<p>City of Sault Ste. Marie Community Services Department <b>Recreation &amp; Culture Division</b> 99 Foster Drive Sault Ste. Marie, ON P6A 5X6</p> <p>Phone: 705-759-5310</p> <p>Fax: 705-759-6605</p>	<p>City of Sault Ste. Marie Community Services Department <b>Community Centres Division</b> 269 Queen Street East Sault Ste. Marie, ON P6A 1Y9</p> <p>Phone: 705-759-5251</p> <p>Fax: 705-759-6990</p>
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### OTHER CONTACTS

<p>Sault Ste. Marie Police Service 580 Second Line East Sault Ste. Marie, ON P6A 5L6 Phone: 705-759-7337 Fax: 705-949-6300 or 705-949-3082</p>	<p>Sault Ste. Marie Fire Services Fire Prevention Office 72 Tancred Street Sault Ste. Marie, ON P6A 2W1 Phone: 705-949-3377 Fax: 705-949-2341</p>
<p>Algoma Health Unit Inspection Services 294 Willow Avenue Sault Ste. Marie, ON P6B5B7 Phone: 705-942-4646</p>	<p>City of Sault Ste. Marie City Clerk's Department 99 Foster Drive Sault Ste. Marie, ON P6A 5X6 Phone: 705-759-5388 Fax: 705-759-2310</p>
<p>Alcohol and Gaming Commission of Ontario Sault Ste. Marie, ON Phone: 705-946-6553</p>	