



City of Sault Ste. Marie

Alcohol Risk Management Policy

**Community Development & Enterprise Services
and
Public Works & Engineering Departments**



CITY OF SAULT STE. MARIE
ALCOHOL RISK MANAGEMENT POLICY

**COMMUNITY DEVELOPMENT & ENTERPRISE SERVICES AND
PUBLIC WORKS & ENGINEERING DEPARTMENTS**

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**CITY OF SAULT STE. MARIE
COMMUNITY SERVICES DEPARTMENT &
PUBLIC WORKS & TRANSPORTATION DEPARTMENT**

ALCOHOL RISK MANAGEMENT POLICY

This policy complies with the Liquor Licence Act of Ontario and associated regulations. The Alcohol Risk Management Policy helps the Municipality to achieve its goal of making Sault Ste. Marie a safer, healthier and more enjoyable community for its citizens and visitors.

PREAMBLE

The City of Sault Ste. Marie owns and manages facilities where the consumption of alcohol is permitted under the authority of either a Special Occasion Permit (SOP) issued by the LCBO, a liquor sales licence holder with a caterer's endorsement or in a facility which has a regular liquor licence such as the Essar Centre. The City of Sault Ste. Marie's Community Services and Public Works & Transportation Departments (hereafter called the 'City'), have developed an Alcohol Risk Management Policy (ARM) in order to:

1. Prevent alcohol-related problems that arise from alcohol consumption within its facilities;
2. To promote a safe, enjoyable environment for those who use these facilities;
3. To ensure there are effective management practices at social events held at Municipally owned facilities where alcohol use is permitted; and
4. To protect the Municipality, its staff, community organizations, volunteers and participants from contributing to a problem that could result in a lawsuit.

The policy objectives for the ARM Policy include:

1. To provide operational procedures for those holding events at Municipally owned facilities where alcohol use is permitted;
2. To comply with the Liquor Licence Act of Ontario (LLA) and associated regulations;
3. To ensure that events where alcohol is permitted are properly supervised and operated;
4. To support the decision of abstainers not to drink alcohol;
5. To encourage and support the responsible use of alcohol as part of a social function rather than the reason for it;

6. To provide a balance of “wet” and “dry” facilities and events to ensure that all community members have access to safe and enjoyable recreation activities; and
7. To equip staff and volunteers with the skills they need to manage events and enforce the policy by offering policy orientation and requiring server training.

A range of problems can arise from the inappropriate and excessive consumption of alcohol. Not only can these problems affect those persons consuming alcohol, but other persons who use the facilities. Problems that can occur include the following:

- * Vandalism and destruction of City property;
- * The need to call the Sault Ste. Marie Police Service to City property;
- * Injuries to drinkers or other individuals;
- * Liability action arising from alcohol-related injuries or deaths;
- * Increased insurance rates as a result of alcohol-related incidents;
- * Loss of insurability should the insurer's risk assessment escalate;
- * Charges laid against a liquor sales licence holder with a caterer's endorsement, a SOP holder, or the City under the LLA;
- * Suspension or loss of alcohol permit privileges by the Alcohol and Gaming Commission of Ontario (AGCO);
- * Complaints lodged by offended parties; and
- * Withdrawal from use of facilities by people concerned about alcohol consumption.

The majority of these problems will arise from drinkers who engage in four specific drinking practices, referred to as “target drinking practices.”

- 1) Drinking to intoxication
- 2) Drinking and driving
- 3) Under-age drinking
- 4) Drinking in prohibited areas

To the extent that these target-drinking practices can be reduced or eliminated, the likelihood of alcohol-related problems will correspondingly diminish. The ARM Policy is not intended to stand in opposition to legal alcohol purchase or consumption.

PURPOSE OF THE POLICY

The ARM Policy consists of a range of measures designed to prevent alcohol-related problems and to increase the enjoyment of those who use the facilities. By reducing the potential for alcohol-related problems, the City and event organizers concurrently reduce their risk of liability actions. Policy measures will assist in reducing excessive drinking practices. Furthermore, the policy outlines the requirements for events that are considering a raffle or other form of lottery as a component of the event.

The Policy is divided into three sections:

A) Where Alcohol Use Is Permitted

- 1) Designation of facilities, indoor and outdoor, where alcohol use is permitted;
- 2) Specification of conditions under which alcohol use is permitted;
- 3) Enforcement procedures for policy violation in areas and events where alcohol use is permitted; and

B) Where Alcohol Use Is Prohibited

- 1) Designation of areas and events where alcohol use is prohibited;
- 2) Enforcement procedures for policy violation in areas and events where alcohol use is prohibited.

C) Lottery Licence Requirements

SECTION A

WHERE ALCOHOL USE IS PERMITTED

Alcohol may be consumed under the authority of a Special Occasions Permit or through a liquor sales licence holder with a caterer's endorsement at events on City property at locations authorized by City Council, which may involve youth (under the legal alcohol drinking age for the Province of Ontario) including weddings, anniversary parties, families and community events.

1. Designation of Facilities - Indoor and Outdoor, Where Alcohol Use Is Permitted

The following facilities are currently designated for alcohol use. City Council may change the designation of any site at its discretion.

The Municipality will not permit the sale or consumption of alcohol at "youth only" events unless there is a licenced lounge at the facility.

1.1 Indoor Facilities Approved to Serve Alcohol

- Northern Community Centre
- McMeeken Centre
- John Rhodes Community Centre
- Essar Centre
- Senior Citizens Drop-In Centre (Bay Street)
- Steelton Seniors Centre (Wellington Street)
- Ermatinger•Clergue National Historic Site
- Heritage Discovery Centre

The City will determine the location(s) within individual facilities where the serving of alcohol is permitted. The revised LLA Regulatory Reform 2011 allows for the service of alcohol in tiered seating, however, this requires City Council and AGCO permission. The exception is the Essar Centre which has a liquor sales licence for the entire facility.

1.2 Outdoor Facilities Approved To Serve Alcohol

- Clergue Park
- North Street Field/Park
- Queen Elizabeth Park
- James Elliott Park
- Strathclair Complex
- Roberta Bondar Park
- John Rowswell Park
- Ermatinger•Clergue National Historic Site

Alcohol can only be served at outdoor facilities in separate licenced areas referred to in the facility permit as “beer gardens.” The City will determine the location of the “beer garden” at each location for each event. The licenced area must be separated from other areas by a minimum thirty-six inch (36”) high separation (Appendix C – page 3). Alcohol service at a “beer garden” requires a SOP or Catering Notification Form provided by the liquor sales licence holder to the AGCO and other regulatory agencies at least ten (10) days prior to the event and as specified in the LLA. The revised LLA Regulatory Reform 2011 allows for the service of alcohol in tiered seating, however, this requires special permission from City Council and the AGCO.

The City’s policy restricts alcohol served at “beer gardens” to beer, wine and wine coolers. As well, the serving of low alcohol and non-alcoholic beverages as options is required.

The serving of spirits (full service) is only permitted at Roberta Bondar Park for weddings and private receptions or at closed events where special permission is given in writing by the Commissioner of the Community Services Department.

1.3 The hours of operation for events permitted to serve alcohol are:

- a) Indoor - 11:00 a.m. to 2:00 a.m. - any day of the week
11:00 a.m. to 3:00 a.m. - New Year's Eve (Dec. 31st)
- b) Outdoor - 11:00 a.m. to 11:00 p.m.

Note: The hours of operation for events serving alcohol at Roberta Bondar Park such as weddings and private receptions or at closed events may be extended where special permission is given in writing to 2:00 a.m.

1.4 Facility Staff Representatives

The following City Staff will be the primary contact for Municipal facilities where alcohol use is permitted:

- Manager Community Centres - McMeeken Centre; John Rhodes Community Centre; Essar Centre; Northern Community Centre
- Supervisor Community Services, Recreation & Culture Division - Roberta Bondar Park
- Supervisor Seniors Services, Recreation & Culture Division - Senior Citizens Drop-In Centre and Steelton Seniors Centre
- Supervisor of Recreation, Recreation & Culture Division - North Street Field/Park; James Elliot Park; Strathclair Sports Complex, Queen Elizabeth Park, Clergue Park and John Rowswell Park.
- Curator, Ermatinger• Clergue National Historic Site, Recreation & Culture Division – Ermatinger•Clergue National Historic Site & Heritage Discovery Centre
- On-call Supervisors are to be contacted after hours during special events if needed

2. Specification of Conditions Under Which Alcohol Use Is Permitted

Anyone who wishes to serve alcohol at a designated site must complete a rental agreement that stipulates the conditions under which alcohol may be served (Appendices A-1 & A-2). In addition, the responsible person representing the event organizer must obtain a SOP from the LCBO or hire a liquor sales licence holder with a caterer's endorsement. A guide to applying for a SOP for an event to be held at a 'City' facility is attached as Appendix B-1: "City of Sault Ste. Marie Application Summary for Permits Where Alcohol Will Be Served". Further approvals and information required are included in Appendices B-2A and 2B: "Information Section For Permits Where Alcohol Will Be Served". (See Appendices M and N for tip sheets on responsible service at SOP's for Public and Reception Events). An Application and Guide for a Special Occasions Permit can be downloaded from AGCO website. A copy of the AGCO Guide for SOP's is in Appendix C.

2.1 All permit/licence holders are required to adhere to the following conditions:

- 2.1.1 The SOP holder and a liquor sales licence holder with a caterer's endorsement must adhere to all obligations and requirements under the LLA and associated regulations and City policies. In addition, the facility permit holder (event organizer) must ensure that all of the conditions of the City of Sault Ste. Marie, the Sault Ste. Marie Fire Services, the Sault Ste. Marie Police Service and Algoma Public Health are adhered to at the event. This also applies to the event organizer who hires a liquor sales licence holder with a caterer's endorsement. **Caterers are required to notify the AGCO and above agencies at least ten (10) days prior to catering an alcohol event (Appendix O).** The City reserves the right to refuse an applicant the permission to run a licenced event on its property.

In Ontario, event organizers may hire a liquor sales licence holder with a caterer's endorsement to sell alcohol to their guests. Although the caterer assumes the potential liability as a provider of alcohol, event organizers and the Municipality are "co-occupiers" of the event venue and must abide by the Occupiers' Liability Act.

- 2.1.2 The facility permit holder must provide a copy of the SOP to the Municipal staff representative at least five (5) days before the event. Event organizers who hire a liquor licence holder with caterer's endorsement must supply the address and phone number of the licence holder and a copy of the liquor licence at least five (5) days before the event.
- 2.1.3 The facility permit holder must show a Municipal representative that they understand the City of Sault Ste. Marie ARM Policy and their obligations and that they intend to comply with its regulations by signing the rental agreement. Failure to do so will result in the application being denied, even if a SOP has

been obtained from the LCBO or a Catering Notification Form has been provided to the AGCO and other regulatory agencies. (Refer to Appendices A and D)

- 2.1.4 Before the event begins the permit/licence holder must agree to attend a site review meeting with the Municipal representative to ensure the physical setting is safe for drinkers and non-drinkers.

Under the Occupiers' Liability Act (O.L.A.):

- ***Municipalities and those renting Municipal facilities are co-occupiers because they are in control of Municipal premises, such as recreation facilities, and have the power to admit or exclude entrants.***
- ***Occupiers must take "reasonable steps" to ensure that all the people entering the event (e.g., event participants and rental groups) are "reasonably safe while on the premises."***
- ***The same legal obligation requires that co-occupiers take the necessary steps to prevent intoxicated patrons from injuring themselves or others who are on the premises.***
- ***If co-occupiers fail in their responsibility, they could be sued jointly or individually if someone was injured or killed.***

- 2.1.5 The permit/licence holder or identified designate as indicated on the facility permit must be in attendance at the event and be responsible for making decisions about the operation of the event based on the City of Sault Ste. Marie ARM Policy and the LLA of Ontario and associated regulations. Prior to allowing alcohol service to begin, the permit holder or identified delegate must sign off on the Facility Event Check List (Appendix P) to ensure all conditions have been met. The designated person must not be someone who has been refused permits by the AGCO.

- 2.1.6 The permit/licence holder or identified designate must ensure that before alcohol is served or sold to a person apparently under the age of nineteen (19), an item of identification of the person is inspected. The items of identification shall be issued by a Government and include a photograph of the person and state his/her date of birth. Without limiting the generality of the previous statement prescribed identification used to verify age for alcohol purchase or consumption in Ontario is: Ontario driver's licence, Canadian passport, Canadian citizenship card, Canadian Armed Forces card, a secure Indian Status card (Canadian), a permanent resident card (Canadian), LCBO "BYID" photo card or other government issued photo I.D. issued under the Photo Card Act of 2008. (See Section 41(5) of the LLA, Ont. Regulation 719, and/or Section 29(5) of LLA, Ont., Regulation 389)

- 2.1.7 The permit/licence holder or identified designate will post a sign at all entrances to licenced areas stating what constitutes acceptable identification. (See Appendix I)
- 2.1.8 The permit/licence holder or identified designate must ensure there are a sufficient number of event staff including bartenders, ticket sellers, cashiers, servers, licenced security, floor and door monitors as determined by the Facility Manager. Normally, the minimum SMART SERVE trained event staff include one bartender, one ticket seller or cashier, one door and one floor monitor to be behind the bar, at the ticket sales area and on the floor respectively at all times. (See Appendix G for definitions and Appendix H for ratio guidelines).

Where Municipal facilities are leased to an external management group, this group's employees must have successfully completed SMART SERVE Training.

The number of SMART SERVE event staff (bartenders, ticket sellers, cashiers, servers, licenced security, floor and door monitors) will be set by the Municipal Facility Manager and will be determined by the size and nature of the event (See Appendix H).

The permit/licence holder will provide the City with the names or SMART SERVE registration numbers of all event staff (bartenders, ticket sellers, cashiers, servers, licenced security, floor and door monitors) holding the SMART SERVE Certificate prior to the event taking place. The liquor sales licence holder with caterer's endorsement shall ensure as per Section 64(2) of LLA Ont. Regulation 719, (See Appendix O) that all servers and security staff have completed Smart Serve certification training and shall provide the City with the names and Smart Serve registration numbers of all event staff prior to the event taking place.

SMART SERVE training is available through Sault Community Career Centre (saultcareercentre.ca) or online at www.smartserve.ca. For more information about the SMART SERVE Training program contact:

Smart Serve Ontario
5407 Eglinton Avenue West, Unit 105
Toronto, Ontario M9C 5K6
Telephone: Toll free 1-877-620-6082
Fax: 416-0695-0684
Email: Info@smartserve.ca
Website: www.smartserve.ca

Server training often acts as a catalyst to provide a better understanding of liability and of the strategies that can be used to better manage safer alcohol events.

- 2.1.9 The permit/licence holder or identified designate will ensure that event staff (bartenders, ticket sellers cashiers, servers, floor and door monitors) do not serve alcohol to under age, intoxicated people, or apparently intoxicated people, or serve any individual to the point of intoxication at the event. (See Appendix K - AGCO Tip Sheet on “Recognizing Intoxication”)

The Ontario Liquor Licence Act (LLA) has been interpreted to mean that:

- ***It is illegal to sell or serve alcohol to an intoxicated or apparently intoxicated person.***
- ***Those under 19 years of age cannot be served alcohol or allowed to possess or consume alcohol***
- ***A provider of alcohol is responsible for the safety of the people being served (provider liability).***
- ***This responsibility extends to the safety of others, both on and off Municipal property, who come in contact with the person who was served.***

Canadian case law has determined that a provider’s “duty of care” may continue until an intoxicated person is sober.

- 2.1.10 The permit/licence holder or identified designate will allow the admittance of youth to appropriate adult events where alcohol is permitted. (e.g. weddings, anniversary parties, family and community events).

The permit/licence holder will not allow persons under nineteen (19) years of age to be admitted to events where the licence does not allow such access.

- 2.1.11 The permit/licence holder or identified designate will engage a sufficient number of persons (Normally a minimum of two (2) server-trained people of legal drinking age or older) to control the entrance and exits of the facility as determined by the Municipal Facility Manager.

Intoxicated, or apparently intoxicated persons will not be permitted entrance to the event and if necessary will be removed from the premises.

Under the Occupier’s Liability Act of Ontario, Municipalities, as owners/occupiers, have the duty to prevent foreseeable harm to anyone who enters or is in the facility.

2.1.12 Bartenders, ticket sellers, cashiers, servers, licenced security, floor and door monitors will wear visible (i.e. name tags, group/event shirts) identification at all times. The permit/licence holder will ensure compliance with this provision. The City reserves the right to approve of the identification that will be used at the event.

2.1.13 All conditions contained on the application for Special Occasion Permits must be adhered to.

2.1.14 The permit/licence holder, or identified designate, will ensure event staff and other personnel refrain from consuming alcohol while on duty, and shall not be under the influence of alcohol while on duty. (The event staff may only drink alcohol if they have completed their shift and their work responsibilities have ended for the entire event. Event staff should not wear their event identification after their shift and work responsibilities have ended.)

2.1.15 The permit/licence holder or identified designate will be responsible for recognizing the need for assistance and will be available for the duration of the event in case assistance is required.

The permit/licence holder or identified designate, event staff or Municipal representatives must notify the police if they observe signs that a situation is getting out of control.

2.1.16 The permit/licence holder or identified designate will not permit "last call" for alcoholic beverages to be announced. When entertainers/DJs arrive, they must be informed that there is to be **no "last call"**. This is a City house policy.

2.1.17 At least one Municipal representative with authority to demand correction of policy infractions or to shut down an event on behalf of the Municipality must be accessible at all times.

2.2 **Low Alcohol and Non-Alcoholic Options (Appendix L – AGCO Tip Sheet on "House Policies")**

2.2.1 Non-alcoholic beverages will be made available and at a lower cost than alcoholic beverages. The permit /licence holder is encouraged to have at least thirty-five percent (35%) of "low alcohol options" in the make-up of the total alcoholic beverages offered on site (e.g., four percent [4%] and two and a half percent [2.5%] beer).

No extra-strength beer (over five point six percent [5.6%]) or coolers (over seven percent [7.0%]) will be permitted.

Wine to a maximum of twelve percent (12%) by volume is permitted. There are **NO** straight shots of spirits, spirits "on the rocks" or "shooters" allowed.

2.2.2 The permit/licence holder will post a sign identifying that low alcohol and non-alcoholic beverages are available.

2.3 Food

- 2.3.1 Food, as indicated in Section 27 of LLA Ont. Regulation 389 for Special Occasion Permit events or in Section 61 of LLA Ont. Regulation 719 for caterer's endorsement events, and as per Algoma Public Health (Health Protection and Promotion Act – Food Premises Regulations of Ontario), must be available throughout hours of operation at all events. Food must include a range of menu selections, and high protein/fatty snacks (eg. Pizza, hot dogs, cheese dips) are acceptable. Snacks such as chips, peanuts or popcorn do not constitute a "light meal" and are not an acceptable substitute for this requirement.
- 2.3.2 Event workers are to encourage patrons to consume food, no-alcohol and low alcohol beverages (e.g. by offering menu choices, by having staff verbally review the menu with patrons).
- 2.3.3 Non-alcohol drinks must be available at no charge or at a cost lower than that of drinks containing alcohol.
- 2.3.4 Where wine is provided with a meal, a non-alcohol substitute, such as water, ginger ale or sparkling fruit juice, must be provided to ensure that children and abstainers are included in toasting celebrants.

2.4 Accountability (Signage & Insurance)

- 2.4.1 The permit/licence holder will ensure that they:
- i) Post the SOP on the sign board provided by the Community Services Department (house policy). Receipts for liquor purchases must also be available at the event site for police or AGCO inspectors to review. Permission to serve homemade wine at the event must be noted on the SOP.
 - ii) Post a sign stating the name of the SOP holder and the identified designate. The sign will be a copy of Appendix B-2A and B-2B, duly signed.
 - iii) Post a sign on safe transportation and designated drivers.
 - iv) Post a sign on ticket sale limit.
 - v) Post a sign of acceptable ID at all entrances.
 - vi) Post a sign stating bar hours.
 - vii) Post a sign on proof of age.
 - viii) Post a "Sober Driver Spot Check" sign.
 - ix) Ensure that statement of intoxication signs are posted. These signs are provided by the City (see Appendix and F and I).

- x) Warning regarding alcohol consumption during pregnancy (Sandy's Law – Appendix J)
- xi) Post a copy of the insurance policy for the event.

Refer to Appendix I for examples of signage iii to ix

- 2.4.2 The permit holder/event organizer will obtain a minimum of four-million dollars (\$4,000,000) liability insurance and will deposit a copy of the insurance particulars to the appropriate Community Services Department representative at least one week prior to the event. A copy of the insurance particulars will be posted during the event.

The Corporation of the City of Sault Ste. Marie must be added as an “additional insured” on the Policy of insurance with respect to the actions of the permit holder/event organizer.

Individuals can be held personally liable. Where there is not enough insurance to cover the judgment, an individual's personal assets can be seized. These individuals could include event sponsors, workers and Municipal staff.

Although insurance may cover the judgment award in a lawsuit, it may not cover the cost of legal counsel.

Some feel that only intoxicated persons should be held responsible for the alcohol injuries they cause to themselves or others. However, the provider of the alcohol is held responsible for over-service under the Liquor Licence Act. Whether one agrees with this or not, it is the law, and people can and do rely on it when suing others.

- 2.4.3 Samples of standard facility permits are contained under Appendix A. Each of these permits contains specific reference to Special Occasion Permits, Insurance, No Smoking bylaw, Lottery Licences, etc.
- 2.4.4 The Corporation of the City of Sault Ste. Marie reserves the right to require the presence of licenced security personnel for the duration of the event. The number of security personnel will be determined by the facility manager according to the scope and nature of the event. The cost will be the responsibility of the event organizer. Security personnel must be Smart Serve certified.

- 2.4.5 Each permit/licence holder and identified designate will be required to sign and adhere to the conditions as outlined in Appendix D – City of Sault Ste. Marie Permit Holder Agreement for the Serving of Alcohol. A minimum of two Executive Officers of any organized group shall sign the Permit Holder Agreement.

2.5 **Safe Transportation**

- 2.5.1 The permit holder/event organizer will be responsible for promoting safe transportation options for drinking participants. The Municipal representative must be shown that a safe transportation strategy will be implemented, which will include the following:
- a) Sober Driver Spot Check Awareness
Post wall and/or table signs and/or print messages that:
 - 1. Encourage and thank participants for not drinking and driving; and
 - 2. Remind them that the police may have roadside spot checks in place.
 - b) Identify Designated Drivers
 - 1. Designated driver program to be advertised at event; and
 - 2. Identified designated drivers (wearing button or other means of identification) receive free non-alcohol drinks (such as coffee, pop, juice).
 - c) Alternative Safe Transportation Options
 - 1. Arranging for bus and/or taxi rides;
 - 2. Call a friend or relative to help the intoxicated driver; and/or
 - 3. If necessary, warn impaired driver and call police.
- 2.5.2 The permit/licence holder will post a sign at the ticket sales area and behind the bar and at all entrances stating their safe transportation options.

2.6 **Fees**

The permit holder/event organizer will be responsible for the payment of all fees associated with serving alcohol at a City facility. These fees will include a non-refundable application fee and a percentage of sales from food (ten percent [10%]) and alcohol (five percent [5%]) at all events held at City facilities.

2.7 **Tickets**

The permit/licence holder will limit the number of tickets purchased for alcohol to not more than four (4) per purchase per person at one time. The permit holder will post the ticket sale limit for their event.

2.8 Alcohol

Sales of alcohol shall be limited to not more than two (2) per customer at one time.

Practices that encourage increased consumption (i.e., oversized drinks, double shots, pitchers of beer, drinking contests, or volume discounts) are not permitted (refer to 2.2.1 in the Policy for further guidance).

2.9 Beverage Containers

No glasses or glass bottles will be permitted at events serving alcohol unless otherwise approved by the facility manager. The permit/licence holder must provide plastic or paper cups. Permit/licence holders are required to use different containers for non-alcoholic beverages.

The permit/licence holder is responsible for clearing tables during and after the event.

2.10 Location

The City reserves the right to determine the location and size of all areas where alcohol will be served.

- 2.11 If a tent, marquee, pavilion or tiered seating is to be used, the City of Sault Ste. Marie's Building Division of the Engineering Department must be notified for approval.

2.12 Other

The City reserves the right to introduce other conditions at its discretion.

3. Enforcement Procedures for Policy Violation In Areas Where Alcohol Use Is Permitted

3.1 Areas Where Alcohol Is Permitted

- 3.1.1 A violation of this Policy occurs when the permit/licence holder fails to comply with the conditions of the LLA of Ontario and associated regulations or this Policy. Intervention can be initiated by a participant at the event, a City staff member, an Officer of the Sault Ste. Marie Police Service, an AGCO Inspector, a Fire Services Inspector, Algoma Public Health Inspector, or a Building Inspector (Appendix E).
- 3.1.2 A member of the group may intervene by informing the offending individual(s) of the Policy violation and requesting that it stop forthwith. Group members are encouraged to intervene in this way because lack of intervention at other levels could result in a loss of privileges and legal charges.

- 3.1.3 A City staff member will intervene whenever he/she encounters a violation of the Policy. Depending upon the severity of the Policy infraction, a City staff member may ask the organizers of the event to stop the violation. Should the organizers fail to comply, the staff member will call the Sault Ste. Marie Police Service for enforcement. Under LLA Section 19(14) the Police may close down the event.
- 3.1.4 An Officer of the Sault Ste. Marie Police Service or an AGCO Inspector may intervene in a violation of this Policy on his/her initiative, or in response to a request from either a City staff member, or a member of the general public. Depending upon the severity of the infraction, charges may be laid under the LLA of Ontario or any other relevant legislation.
- 3.1.5 Where the permit/licence holder or identified designate have violated the Policy and have been confronted by a City staff member, the group will be sent a registered letter advising of the violation, and indicating that no further violations will be tolerated.
- 3.1.6 Should the permit/licence holder or identified designate violate the Policy within one year of receiving notice of their first violation, the group may be suspended from organized use of all City facilities for a specified period of time. A registered letter will be sent to the contact person advising of the suspension. A copy of the suspension letter will be provided to the Mayor and City Councillors.
- 3.1.7 The permit/licence holder or their identified designate must report any infraction of the policy to the designated Municipal staff immediately upon knowledge and complete and submit an incident report form within twenty-four hours.
- 3.1.8 The event staff must report any infraction of this policy to police whenever they believe such action is needed.
- 3.1.9 When the permit/licence holder or identified designate, despite request does not correct ARM Policy infractions, the designated Municipal representative must close down the event.

SECTION B

WHERE ALCOHOL USE IS PROHIBITED

1. Areas & Events Where Alcohol Use Is Prohibited

The LLA of Ontario prohibits the consumption of alcoholic beverages in public places unless a liquor sales licence with a caterer's endorsement is used or a SOP has been issued. In accordance with the LLA, the consumption of alcoholic beverages is prohibited in all areas owned or operated by the Corporation of the City of Sault Ste. Marie, including parks and parkettes, sports facilities, recreation facilities, cultural facilities and service facilities unless specifically designated otherwise. City Council may change the designation of any site at its discretion.

As a condition for use of these facilities, responsible parties will be required to sign a facility permit agreeing that people included in the activity or event will not consume or be impaired by alcohol.

The City will not permit the sale or consumption of alcohol at "youth only" events unless there is a licenced lounge at the facility.

2. Enforcement Procedures For Policy Violation In Areas And Events Where Alcohol Use Is Prohibited

2.1 Areas and Events Where Alcohol Use Is Prohibited

- 2.1.1 A violation of this policy occurs when individuals consume alcohol in a City facility or area where alcohol consumption is prohibited. Intervention can be initiated by a member of the group using the facility, a staff member of the City or by a member of the Sault Ste. Marie Police Service (Appendix F).
- 2.1.2 A group member may intervene by informing the offending individual(s) that the facility or area is off limits to alcohol. Group members are encouraged to intervene in this way because lack of intervention at other levels could result in a loss of privileges and prosecution.
- 2.1.3 A staff member of the City will intervene whenever he or she encounters drinking on the premises. Staff members will ask that the consumption of alcohol stop, or they can ask the individual or organized group to leave the facility, depending on the circumstances and the nature of the violation. Should the individuals or group members fail to comply, the staff member may call the Sault Ste. Marie Police Service for enforcement.
- 2.1.4 A member of the Sault Ste. Marie Police Service may intervene in a violation of this Policy on his/her initiative or in response to a request either from a City staff member or a member of the general public. The Police Officer may ask that alcohol consumption stop, or can order the individual or group to leave the

facility. In addition, the Officer may, at his/her discretion, lay charges against the offending individual(s) under the LLA of Ontario or any other relevant legislation.

- 2.1.5 Where a member or organized group has violated the City of Sault Ste. Marie ARM Policy, the group will be sent a letter advising of the violation and indicating that no further violations will be tolerated.
- 2.1.6 Should members of an organized group violate the Policy, the group, the team, or the individual participant may be suspended from use of that or any City facility. A letter will be sent to the contact person advising of the suspension. A copy of the suspension notice may be provided to the Mayor and City Councillors.

SECTION C

LOTTERY LICENCES

1. Lottery Licence Overview

If an event organizer wishes to hold any type of lottery scheme such as a raffle they are required to obtain a lottery licence.

A raffle is a lottery scheme where tickets are sold for a chance to win a prize in a draw. The different types of raffle schemes are usually identified by the method of determining the winner. Raffle prizes may consist of merchandise or cash, or a combination of the two.

There are two levels of government that will issue a lottery licence - Municipal and Provincial.

Municipal Licenses

A Municipality may issue licenses to conduct the following lottery schemes:

- Bingo events with prize boards five-thousand five-hundred dollars (\$5,500) and under
- Media bingo events
- Ticket raffle lotteries for total prizes fifty-thousand dollars (\$50,000) and under
- All break open ticket lotteries not licensed by the provincial office (Ex. Nevada tickets)
- Bazaars (Ex. Tickets in the bags, Crown & Anchor)
- Giveaways – If admission is charged a license is required.

Application forms are available from the Tax and Licensing Office, Level 4, Clerk Department, Civic Centre, 99 Foster Drive.

Additional Resources

- For additional information on “charitable gaming” please call 705-759-5290, or visit www.cityssm.on.ca and search lottery licence. Or click on the link http://cityssm.on.ca/Open_Page.aspx?ID=377&deptid=1
- For further information regarding lotteries, visit the Alcohol and Gaming Commission of Ontario website at www.agco.on.ca (Refer to Chapter 5)

APPENDICES

APPENDIX A-1



Roberta Bondar Park Rental Contract / Permit

Printed: 10 Jun 2014, 09:01 AM

User: vmcleod

Contract #: 3434
Date: 10 Jun 2014

User: csdsports
Status: Tentative

City of Sault Ste. Marie, Sault Ste. Marie ON P6A 5N1 hereby grants Mcleod, Virginia (hereinafter called the "Licensee") represented by Virginia Mcleod, permission to use the Facilities as outlined, subject to the Terms and Conditions of this Agreement contained herein and attached hereto all of which form part of this Agreement.

i) Purpose of Use
Special Event
Special Event

ii) Date and Times of Use # of Bookings: 1 Starting: Mon 09 Jun 14 08:00 AM Expected: 250
Ending: Mon 09 Jun 14 09:00 PM

Facility	Day	Start Date	Start Time	End Date	End Time	Fee	Extra Fee	Tax	Total
Roberta Bondar Park - Tent Pavilion	Mon	09 Jun 2014	08:00 AM	09 Jun 2014	09:00 PM	\$147.90	\$482.54	\$81.96	\$712.40

iii) Additional Fees

Extra Fee - Bookings	Hours	Quantity	Charge	Tax	Total
Barricades	13:00	1	\$1.12	\$0.15	\$1.27
Beer Garden	13:00	1	\$29.24	\$3.80	\$33.04
Cleaning Major	13:00	1	\$216.24	\$28.11	\$244.35
Public Address System	13:00	1	\$27.03	\$3.51	\$30.54
Supervision	13:00	1	\$208.91	\$27.16	\$236.07
	65:00	5	\$482.54	\$62.73	\$545.27

iv) Payment Method

Rental Fees	Extra Fees	Tax	Rental Total	Damage Deposit	Total Applied	Balance	Current
\$147.90	\$482.54	\$81.96	\$712.40	\$0.00	\$0.00	\$712.40	\$0.00

Balance of rental due and payable immediately.

vi) Other Information

Prompt	Answer
Alcohol Provided?	Yes

X: _____

Virginia Mcleod

Mcleod, Virginia
99 Foster Dr
Sault Ste Marie ON P6A 5X6
Home: ()
Fax: (705)

Business: (705)759-6605

X: _____

Virginia McLeod

Supervisor, Community Services

City of Sault Ste. Marie

Date: _____

Date: June 9/14

Page: 1

Printed: 10 Jun 2014, 09:01 AM
User: vmcleod

Roberta Bondar Park Rental Contract / Permit

Contract #: 3434
Date: 10 Jun 2014

User: csdsports
Status: Tentative

v) Conditions of Use

Bylaw 2003-7 The City of Sault Ste. Marie prohibits smoking within 15 metres of all activities of permitted events.

vi) Disclaimers:

RECREATION AND CULTURE STANDARD CONTRACT CLAUSE

It is your responsibility to inspect the facility prior to access and ensure it is suitable for your purposes.

You agree to use the facility only for the purpose for which it was intended and will not allow any member of your group to use the facility for any other purposes. In the event that the C.S.D. is unable to provide the facility due to acts of God, strikes, equipment failure or any other cause beyond the control of the City, the City will not incur any liability to your group.

The City reserves the right to cancel or reschedule any date and time allotted to your group upon giving you reasonable notice. In the event that you have to cancel your rental of the facility you are required a minimum of one week's notice to allow the City to lease the facility to other interested groups. In the event that you fail to give notice as required and the City is unable to lease the facility, regular charges will apply.

The user group agrees it will directly supervise the activity carried on in the facility and further it will accept responsibility for the use of the facility by the members of the user group.

City facilities are smoke free facilities as per Bylaw #2003-7.

The City is not responsible for lost or stolen items.

The sale of souvenirs, food, refreshments or any other items is strictly prohibited in any City owned facility without the expressed permission of the facility manager.

ROBERTA BONDAR PARK

Upon confirmation to use Roberta Bondar Park, the user agrees to provide information as required for rental rates and applicable fees; to pay deposits as may be required; and to pay all charges within 30 days after the event upon which time interest will be charged.

Event organizer is required to adhere to parking restrictions, if applicable, and is reminded for the need for water safety awareness.

ALCOHOL RISK MANAGEMENT

The City of Sault Ste. Marie manages facilities where the consumption of alcohol is permitted under the authority of a Special Occasion Permit (SOP).

If alcohol is provided during the use of the facility, the user will maintain a minimum of \$4,000,000 comprehensive third party liability insurance coverage.

User is required to name the Corporation of the City of Sault Ste. Marie as an additional named insured on the certificate.

Documents To Be Posted At The Facility:

- CSD Approval Form
- AGCO Special Occasion Permit
- Copy of User's Insurance Policy
- AHU Outdoor Food Permit

Special occasion permit holder is liable for injuries and damage arising from failure to adhere to the Liquor License Act of Ontario, or from otherwise failing to take action that will prevent foreseeable harm from occurring.

User agrees to release the Corporation of the City of Sault Ste. Marie from all claims, demands or causes of action arising from the organization's use of the facility.

LOTTERY LICENSE

If an event organizer wishes to hold any type of lottery scheme such as a raffle they are required to obtain a lottery license.

A raffle is a lottery scheme where tickets are sold for a chance to win a prize in a draw. The different types of raffle schemes are usually identified by the method of determining the winner. Raffle prizes may consist of merchandise or cash, or a combination of the two. Please refer to the City of Sault Ste. Marie Alcohol Risk Management Policy - Section C Lottery Licenses for additional details.

COLLECTION OF PERSONAL INFORMATION NOTICE

Personal information on the Facility Rental Contract is collected under the authority of the Municipal Freedom of Information and Protection of Privacy ACT R.S.O. 1990, c.M.56 and will be used solely to determine applicable information necessary for application. Questions about this collection should be directed to the address noted on the permit.



Outdoor Facility Rental Contract / Permit

Printed: 10 Jun 2014, 08:59 AM
User: vmcleod

Contract #: 3435
Date: 10 Jun 2014

User: csdsports
Status: Tentative

City of Sault Ste. Marie, Sault Ste. Marie ON P6A 5N1 hereby grants Mcleod, Virginia (hereinafter called the "Licensee") represented by Virginia Mcleod, permission to use the Facilities as outlined, subject to the Terms and Conditions of this Agreement contained herein and attached hereto all of which form part of this Agreement.

i) Purpose of Use Sports Game
Steelers Home Game 350

ii) Date and Times of Use # of Bookings: 1 Starting: Sun 08 Jun 14 07:00 PM Expected: 350
Ending: Sun 08 Jun 14 10:00 PM

Facility	Day	Start Date	Start Time	End Date	End Time	Fee	Extra Fee	Tax	Total
Queen Elizabeth Sports Complex - Rocky DiPietro Field	Sun	08 Jun 2014	07:00 PM	08 Jun 2014	10:00 PM	\$468.00	\$29.24	\$64.64	\$561.88

iii) Additional Fees

Extra Fee - Bookings	Hours	Quantity	Charge	Tax	Total
Beer Garden	3:00	1	\$29.24	\$3.80	\$33.04
	3:00	1	\$29.24	\$3.80	\$33.04

iv) Payment Method

Rental Fees	Extra Fees	Tax	Rental Total	Damage Deposit	Total Applied	Balance	Current
\$468.00	\$29.24	\$64.64	\$561.88	\$0.00	\$0.00	\$561.88	\$0.00

Balance of rental due and payable immediately.

vi) Other Information

X: _____

Virginia Mcleod

Mcleod, Virginia
99 Foster Dr
Sault Ste Marie ON P6A 5X6
Home: ()
Fax: (705)

Business: (705)759-6605

X: VMcleod

Virginia McLeod

Supervisor, Community Services

City of Sault Ste. Marie

Date: _____

Date: June 9/14

Printed: 10 Jun 2014, 08:59 AM
User: vmcleod

Outdoor Facility Rental Contract / Permit

Contract #: 3435
Date: 10 Jun 2014

User: csdsports
Status: Tentative

v) Conditions of Use

Permit valid only when Certificate of Insurance has been received, if required, meeting City specifications.

vi) Disclaimers:

RECREATION AND CULTURE STANDARD CONTRACT CLAUSE

It is your responsibility to inspect the facility prior to access and ensure it is suitable for your purposes.

You agree to use the facility only for the purpose for which it was intended and will not allow any member of your group to use the facility for any other purposes. In the event that the C.S.D. is unable to provide the facility due to acts of God, strikes, equipment failure or any other cause beyond the control of the City, the City will not incur any liability to your group.

The City reserves the right to cancel or reschedule any date and time allotted to your group upon giving you reasonable notice. In the event that you have to cancel your rental of the facility you are required a minimum of one week's notice to allow the City to lease the facility to other interested groups. In the event that you fail to give notice as required and the City is unable to lease the facility, regular charges will apply.

The user group agrees it will directly supervise the activity carried on in the facility and further it will accept responsibility for the use of the facility by the members of the user group.

City facilities are smoke free facilities as per Bylaw #2003-7.

The City is not responsible for lost or stolen items.

The sale of souvenirs, food, refreshments or any other items is strictly prohibited in any City owned facility without the expressed permission of the facility manager.

SPORTS FIELD DISCLAIMER

Please bring a copy of this permit to the facility to verify your booking.

The user must inspect all fields prior to use for any safety hazard or maintenance requirements. The user must refrain from using the field if a hazard has been identified. It is the responsibility of the user to report all safety hazards or maintenance requests to the Supervisor of Recreation at 759-5310 or after hours contact 759-5201. The user group must notify the Recreation & Culture Division when a permitted field is not used or the user group will be charged the appropriate fees. The user agrees to pay applicable rates and charges.

Upon confirmation to use of the sport field, the user agrees to provide information as required for rental rates and applicable fees; to pay deposits as may be required; and to pay all charges within 30 days after the event upon which time interest will be charged.

ALCOHOL RISK MANAGEMENT

Alcohol is not permitted at any outdoor sport field unless an application has been approved for an outdoor beer garden.

The City of Sault Ste. Marie manages facilities where the consumption of alcohol is permitted under the authority of a Special Occasion Permit (SOP)

If alcohol is provided during the use of the facility, the user will maintain a minimum of \$4,000,000 comprehensive third party liability insurance coverage. User is required to name the Corporation of the City of Sault Ste. Marie as an additional named insured on the certificate.

Documents To Be Posted At The Facility:

- CSD Approval Form
- AGCO Special Occasion Permit
- Copy of User's Insurance Policy
- AHU Outdoor Food Permit

Special occasion permit holder is liable for injuries and damage arising from failure to adhere to the Liquor License Act of Ontario, or from otherwise failing to take action that will prevent foreseeable harm from occurring.

User agrees to release the Corporation of the City of Sault Ste. Marie from all claims, demands or causes of action arising from the organization's use of the facility.

LOTTERY LICENSE

If an event organizer wishes to hold any type of lottery scheme such as a raffle they are required to obtain a lottery license.

A raffle is a lottery scheme where tickets are sold for a chance to win a prize in a draw. The different types of raffle schemes are usually identified by the method of determining the winner. Raffle prizes may consist of merchandise or cash, or a combination of the two. Please refer to the City of Sault Ste. Marie Alcohol Risk Management Policy - Section C Lottery Licenses for additional details.

COLLECTION OF PERSONAL INFORMATION NOTICE

Personal information on the Facility Rental Contract is collected under the authority of the Municipal Freedom of Information and Protection of Privacy ACT R.S.O. 1990, c.M.56 and will be used solely to determine applicable information necessary for application. Questions about this collection should be directed to the address noted on the permit.



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.



PAGE 1 OF 2

APPENDIX B-2A

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

INFORMATION SECTION FOR PERMITS WHERE ALCOHOL WILL BE SERVED

Times of Beer Garden: _____

Telephone/E-Mail Telephone/E-Mail

_____ Number of event staff X _____ Number of shifts = _____ event staff

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

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.

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 behavior. Monitor the behavior 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.



Alcohol and Gaming
Commission of Ontario

Application for a Special Occasion Permit Guide

Please read these instructions carefully and keep this information.

What is a Special Occasion Permit?

A Special Occasion Permit (SOP) is needed **any** time alcohol is offered for sale **or** served **anywhere** other than in a licensed establishment or a private place. A private place is an **indoor** area not usually open to the public and not open to the public during the event (for example, a boardroom, private office or a residence).

SOPs are for **occasional, special** events only, and not for personal profit or running an ongoing business. A permit may be revoked if the Registrar of Alcohol and Gaming (the Registrar) has reason to believe the event is being used for personal gain.

Types of Permits

There are three types of SOPs (see pages 4 – 6 for more details):

- Private Event SOPs: For events where only invited guests will attend. These events cannot be advertised and there can be no intent to gain or profit from the sale of alcohol at the event.
- Public Event SOPs: For events that are open to the public. Public events can be advertised and allow for fundraising/profit from the sale of alcohol.
- Industry Promotional Event SOPs: For events held to promote a manufacturer's product(s) through sampling. There can be no intent to gain or profit from the sale of alcohol at the event.

Submitting an SOP Application

SOP applications are reviewed and permits issued from the Liquor Control Board of Ontario (LCBO) SOP service stores throughout Ontario.

Permit applications must be submitted at least 30 days before the event takes place, except Private Event applications which must be submitted at least 10 days before the event. The permit application may be refused if this requirement is not met.

The completed application, with supporting documentation as required and payment of application fees, must be submitted to an LCBO SOP service store.

For a listing of LCBO SOP service store locations and hours, please visit: <http://hellolcbo.com>.

As the regulator of beverage alcohol in Ontario, the Alcohol and Gaming Commission of Ontario (AGCO) may review applications for SOPs to determine if there are any risks associated with an event and to assist applicants and permit holders in understanding how to conduct an event in a responsible manner.

Conditions on an SOP

The Registrar has the authority to attach conditions to an SOP to mitigate any risk that may be related to an event. Conditions might include, for example, limiting the hours of sale and service of alcohol, or requiring licensed security staff to be hired/on duty during the event. Please visit www.agco.on.ca for a list of AGCO Board approved conditions.

Applicants Must Provide Notice to the Municipality (Outdoor Events)

Written notice of outdoor events must be provided to the local municipal clerk's department, police, fire and health departments at least 30 days prior to the event date if estimated attendance at the event is fewer than 5,000 people per day, and 60 days prior to the event date if estimated attendance at the event is 5,000 people per day or more. If a tent, marquee, pavilion or tiered seating is being used, you must also notify the local building department in writing.

Responsible Person Must Be Present at the Event

The permit holder, designate or responsible person(s) must be present throughout the SOP event.

Purchasing Alcohol for an SOP Event

The permit and product receipts for alcohol purchased under the permit must be readily available during the SOP event for presentation upon request by AGCO Inspectors or police officers.

All alcohol must be purchased in Ontario under the permit through a government store including any LCBO Store, LCBO Agency Store, The Beer Store or any authorized manufacturer's on-site or off-site retail store.

LCBO Notice – SALE Events:

When you purchase alcohol under a SALE permit at any government store (LCBO, LCBO Agency store, The Beer Store or any authorized Ontario winery, brewery or distillery retail store), you will be charged a levy on your purchases.

Applicants should contact the Canada Revenue Agency for information concerning any collection or other obligations they may have relating to the Harmonized Sales Tax and the sale of alcohol under the permit.

LCBO

Compliance with the Law

AGCO Inspectors and police officers have the authority to access and inspect any location or area where an SOP event is being held.

If breaches of the *Liquor Licence Act* (LLA) or Regulations are observed or if there is an immediate threat to public safety, an AGCO Inspector or police officer may revoke an SOP while the event is underway.

A permit holder may be issued a monetary penalty by the AGCO as a result of specific breaches of the LLA or Regulations. For further information please visit: http://www.agco.on.ca/en/whatwedo/monetary_penalties_alcohol.aspx

Responsibilities of a Permit Holder

The permit holder is responsible for the safety and sobriety of people attending the event as well as compliance with the LLA and Regulations. The LLA and Regulations may be obtained from Publications Ontario at 1 800 668-9938 or 416 326-5300 or on the AGCO website at <http://www.agco.on.ca>. A fuller list of some of the responsibilities of a permit holder can be found in the following AGCO Responsible Service Tip Sheets:

- Special Occasion Permits - Public Events;
- Special Occasion Permits - Private Events; and
- Special Occasion Permits - Industry Promotional Events.

These Tip Sheets are also available on the AGCO's website at: http://www.agco.on.ca/en/whatwedo/service_tipsheets.aspx

GUIDE for Special Occasion Permit Applications

(see corresponding sections and/or questions on Special Occasion Permit Application Form)

1. Application Fee

No Sale - \$25 per day

A No Sale permit is required when:

- alcohol is served without charge;
- no money is collected directly or indirectly for alcohol from guests (e.g. through admission charge or ticket sales to cover the cost of alcohol); and
- the permit holder absorbs all alcohol costs.

Sale - \$75 up to three consecutive days

A Sale permit is required for events where money is collected for alcohol through, for example:

- an admission charge to the event;
- the sale of alcohol (cash bar) or alcohol tickets sold to people attending the event; or
- the collection of money for alcohol before the event.

Receipts for all alcohol products purchased under the permit must be readily available for inspection by AGCO Inspectors or police.

2. Applicant Information

You must be 19 years of age or older to apply for an SOP. You may be asked to provide acceptable government-issued identification, such as a passport or driver's licence.

If the applicant is an organization/association/company, the application must be signed by a member or representative at least 19 years of age who has signing authority for the organization/association/company.

Applicants must submit **all** information, materials, documentation or approvals as may be requested.

3. Responsible Person(s) Information

The permit holder, designate or responsible person(s) must be present throughout the SOP event. The responsible person(s) must ensure the event is run properly and in accordance with the LLA and Regulations.

The responsible person(s) indicated on the application will be noted on the permit. If there is more than one responsible person, please attach a list on a separate sheet.

4. Location Information

The location/area where the event is to take place must meet the guidelines below. You can obtain this information from the premises owner or manager and should confirm that the building has been inspected by the proper authorities. The following guidelines must be met:

- the permit location/area where alcohol will be sold/served/consumed must be separated from areas where the permit does not apply by a minimum 36" (0.9m) high barrier/partition;
- the location may not be a licensed establishment under suspension and the event must comply with any conditions that apply to the licence (e.g. restricted hours of operation);
- the premises may not be a dwelling, or rooms or land adjacent to and used in conjunction with a dwelling;
- the location may not be in a dry area if alcohol is to be sold at the event. A dry area is an area/municipality where alcohol is not sold.

4.4 Details and/or Name (if applicable) of Event

In this section, please expand on the details and purpose of your event. If your event has a name (e.g. "Annual Ribfest"), please provide that information in this section.

5. Dates and Times of Events

You may sell, serve and consume alcohol only during the hours specified on your permit.

Hours must be between 11 a.m. to 2 a.m. on any day except New Year's Eve (December 31) where hours may be between 11 a.m. and 3 a.m. the following day (January 1).

In completing **Section 5** (chart) of the application, please provide the following information:

Date(s): Indicate the day on which the event will take place. If your event runs into the following day (e.g. until 2 a.m.), you must only indicate the first day (e.g. if the event begins April 9th at 7 p.m. and ends April 10th at 2 a.m. you would only indicate "April 9").

Start Time: Indicate the time at which the sale (if Sale permit), service and consumption of alcohol will begin.

End Time: Indicate the time at which the sale (if Sale permit), service and consumption of alcohol will end. Please note that the signs of alcohol must be cleared no later than 45 minutes after the end of the serving period (e.g. if serving period ends at 1 a.m., all alcohol must be cleared by 1:45 a.m.)

Room Name/Area/Location: If the room or location is within a large complex, specify the room name or use the exact location (e.g. Main Hall B, or 2nd floor, North West section). Do not use the name of the building or complex to describe the room or location (e.g. the North Tower).

For OUTDOOR areas, you must use specific descriptions (e.g. pavilion, outdoor fenced area, main banquet room & fenced area/patio, etc). Do not use "grounds," "outside" or name of the park.

Estimated Attendance: Indicate how many people you expect will attend the event per day. If your event is to be held outdoors, please see Section 7.4 for information on notification requirements and timelines.

Sample Application Form chart:

Date (s)	Start Time	End Time	Room Name/ Area/Location	Estimated Attendance per day
Apr. 9/11	7pm	2am	Main Hall	80
Apr 10/11	12pm	2am	Patio	100
Apr 11/11	11am	1am	Banquet Room A	70

5.1 Capacity (1,000 persons or more)

If the proposed permit area can hold 1,000 persons or more, you must answer "yes" to this question.

The maximum capacity of many indoor premises is predetermined by either the Building or Fire Department. It is the permit holder's responsibility to ensure these capacities are not exceeded during the permit event.

Maximum capacities for all outdoor areas (and indoor areas without a designated Building or Fire Department capacity) is determined by dividing the actual size of the permit area (as determined in square metres or square feet) by 1.11 square metres or 12 square feet per person.

For example:

- **30 m x 60 m = 1,800 square metres ÷ 1.11 = 1,621 persons; or**
- **100 ft x 200 ft = 20,000 sq.ft. ÷ 12 = 1,666 persons.**

The capacity for any location/room/area is the lesser of the capacity set by Fire, Health or Building or that determined by the calculation noted above. It is the permit holder's responsibility to ensure these capacities are correct and are not exceeded during the permit event.

6. Event Type

6.1 What is a Private Event?

A Private Event is held for invited guests only. Examples include a wedding reception, an anniversary party, baptism or birthday party, among others, where only family, friends and people known to the hosts or permit holders are invited to attend. The public cannot be admitted, and there can be no intention to gain or profit from the sale of alcohol at the event.

Private Events **cannot** be publicly advertised. Information about the event may be shared with invited guests and members only.

i) Homemade wine/beer

Weddings or other religious events

Homemade wine and beer can only be served but not sold at a wedding or other religious event. An event is considered to be a **religious event** when it is presided over by an officiant.

This means a religious ceremony conducted by persons such as priests, ministers, Justices of the Peace, rabbis, etc.

Examples of religious occasions are weddings, bar mitzvahs, baptisms, etc. Wedding vow renewals do not qualify as a religious occasion, unless presided over by an officiant.

The wine/beer must be made by a member of the family hosting the event. The permit holder may not sell the wine/beer.

Wine/beer club/association/group

The objects of the club/association/group are the testing, exhibition and judging of wine/beer made by its members. Wine/beer may only be served to members of the club/association/group. No service is allowed to the public. These events must be No Sale events and alcohol must be served without charge.

6.2 What is a Public Event?

A Public Event SOP can be issued:

- to a registered charity under the *Income Tax Act* (Canada);
- to a non-profit organization or association organized to promote charitable, educational, religious or community objects;
- for an event of provincial, national or international significance; or
- for an event designated by a municipal council as an event of municipal significance.

Public Events may be held to raise funds for charitable purposes and objects that benefit the public at large (i.e. advancement of education, religion, relief of poverty, charitable purposes benefiting the community).

An event of municipal significance requires a municipal resolution or a letter from a delegated municipal official (e.g. municipal clerk) designating the event as "municipally significant".

i) Designated Public Events – outdoor public events involving liquor sales licensed establishments

If an SOP has been issued for an outdoor event that has both licensed areas (bars, restaurants, etc.) and areas to which the SOP applies (i.e. the street on which the event

is taking place), patrons can move freely between these areas with a single serving of alcohol under certain conditions approved by the Registrar of Alcohol and Gaming.

To be eligible, the event must meet the following criteria:

- the event must be an outdoor event (e.g. street festival);
- the event must be designated "municipally significant" and the applicant must submit a resolution of municipal council or a letter from a delegated municipal official designating the event as "municipally significant"; and
- the licence holder and the permit holder must have entered into an agreement to ensure that there is no unreasonable risk to public safety, the public interest and the public, and no unreasonable risk of non-compliance with the LLA and Regulations by either of the parties.

This agreement must be submitted to the AGCO for review and approval at least 30 days prior to the event.

Please refer to Section 34.1, Regulation 719 of the LLA for further information.

ii) Donated alcohol

Under the Public Event category, only registered charities or non-profit organizations/associations qualify to accept donations of alcohol from liquor manufacturers. Records for all donated products must be obtained by the SOP holder and must be made available for inspection by an AGCO Inspector or a police officer.

Donated alcohol must be processed by a government store (LCBO, LCBO Agency Store, The Beer Store or manufacturer's retail store) under the permit.

Social Gaming events are eligible for an SOP for a Public Event provided the applicant is a registered charity or religious organization and the games are licensed under section 207 of the *Criminal Code* (Canada).

The holder of an SOP for a Public Event may offer alcohol, donated or otherwise, as a prize, provided there is a lottery licence issued to the permit holder. Only charities or not-for-profit organizations/associations are eligible for a lottery licence. Please note only those over 19 years of age may be awarded alcohol as a prize and this condition must be disclosed on all ticket sales. For more information on obtaining a lottery licence, visit: www.agco.on.ca.

6.3 What is an Industry Promotional Event?

Industry Promotional Events are events that promote a manufacturer's products. These events only allow for the sampling of products, and orders for alcohol purchases may also be taken (no retailing of alcohol is allowed). There can be no intent to gain or profit from the sale of alcohol at the event.

Only manufacturers, AGCO licensed representatives of manufacturers, or event organizers acting on behalf of a manufacturer or AGCO licensed representative may provide the samples of alcohol. Event organizers conducting sampling at an Industry Promotional SOP Event may be required to produce a letter of authorization from the manufacturer or AGCO licensed representative upon request.

i) Market research

Market research may be conducted under an Industry Promotional, No Sale SOP by or on behalf of a liquor manufacturer. Market research conducted under Industry Promotional SOPs can be advertised and open to the public or for invited guests only.

Industry Promotional Events held for the purpose of market research must be conducted for the purposes of gathering and analyzing information about consumers' needs and preferences. They allow for sampling of alcohol only.

If an event organizer or an AGCO licensed representative is conducting the market research or providing samples on behalf of a manufacturer, the event organizer must

make available upon request a letter from the manufacturer authorizing them as their representative to conduct market research.

It is a requirement to have a clearly defined permit area. If the market research is done in an open area (e.g. a mall foyer), the area must still be separated from the area where the permit does not apply by a minimum 36" (0.9 m) high barrier.

Alcohol being sampled at a market research event does not have to be purchased from a government store. Samples cannot be sold. Retailing of alcohol is not permitted at the event.

7. Questions for All Applicants

7.1 Will alcohol be sold?

You must answer "yes" to this question if you are collecting money for alcohol either directly, through the sale of alcohol or drink tickets at the event (e.g. cash bar, sale of drink tickets), or indirectly through the sale of admission, membership fees or the collection of money for alcohol before the event.

7.2 Will tickets be sold?

You must answer "yes" to this question if you are collecting money through ticket sales to the event.

7.3 Is there an admission charge?

You must answer "yes" to this question if you are collecting money through an admission charge to the event.

7.4 Outdoor events

Outdoor events are those which take place outdoors or in a temporary structure, such as a tent, marquee, pavilion or tiered seating.

The outdoor area must be clearly defined and separated from areas where the permit does not apply by a minimum 36" (0.9m) high barrier.

You must include with your application a detailed sketch showing the dimensions of the area for which the permit will apply (see example in Section 7.6).

You must also notify in writing the local municipal clerk's department, police, fire and health departments informing them of the event and include a sketch identifying the physical boundaries. If a tent, marquee, pavilion or tiered seating is used, you must also notify in writing the local building department.

The applicant's timelines for notifying local authorities are:

- **30 days** before the event takes place, if **fewer than 5,000** people per day are expected to attend the event; or
- **60 days** before the event takes place if **5,000 people or more** per day are expected to attend the event.

You should retain copies of all letters sent to authorities, as you may be required to include them with your application or make them available upon request.

IMPORTANT: If your event includes *any* of the following, copies of notification letters to municipal authorities *must* be included with your application:

- any tiered seating;
- any proposed permit area that has a capacity of 1,000 persons or more;
- Outdoor Public Events involving liquor sales licensed establishments (e.g. Outdoor Street Festival) – see section 6.2 i);
- Public Events requiring a municipal resolution or letter from a delegated municipal official designating the event as "municipally significant" – see section 6.2.

7.5 Invited guests

If your event is not open to the public, and for invited guests only, answer "yes" to this question.

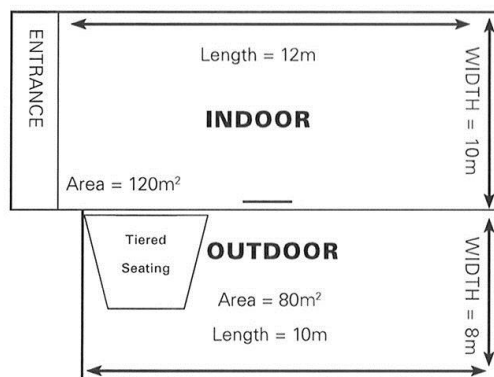
If your event is open to the public and has been or will be advertised, answer "no" to this question.

7.6 Tiered seating

If an SOP application is submitted for a location that includes tiered seating (e.g. bleachers, stadium seating, etc.), this must be indicated on your application.

If the event is outdoors, the location of the tiered seating must be clearly identified on a sketch and submitted along with the application.

Example of sketch showing SOP area:



7.7 Multiple day events and storage of alcohol

Multiple day event permits can only be issued if:

- each event is one in a series of events;
- the application for the permit is for all of the events (dates);
- the nature, purpose, location and target audience of each of the events (dates) are the same (e.g. monthly social club gatherings, monthly book club meetings, etc.); and
- as a result of doing so, the permit holder is not operating an ongoing business, or does not appear to be doing so.

In answering questions 7.8 through 7.10, please consider the following:

- 7.8** The nature of your event describes the type and reason(s) for hosting the series of event dates (e.g. book club).
- 7.9** The purpose of your event describes the objectives and goals of the series of event dates (e.g. to discuss book of the month).
- 7.10** The target audience of your event describes a group of people with a similar interest in the purpose and nature of your event as described in ques-

tions 7.8 and 7.9 (e.g. book club members and author).

7.11, 7.12, 7.13 Storage of alcohol

If a multiple day event permit is issued, the permit holder may store alcohol that is sold under the permit between event dates if the permit holder:

- identifies on the application, the location where the alcohol sold under the permit is to be stored (**7.12**);
- stores the alcohol in a secure area that is not a dwelling;
- ensures that the alcohol is stored separately from other alcohol not purchased under the permit;
- provides the AGCO with a list of persons with access to the location (**7.13**); and
- ensures that the alcohol is made available to AGCO Inspectors and police officers for inspection upon request.



**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
--------------------------------------	-------------------------------------

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:

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

CONTACT LIST

COMMUNITY SERVICES DEPARTMENT

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

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	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
Algoma Health Unit Inspection Services 294 Willow Avenue Sault Ste. Marie, ON P6B5B7 Phone: 705-942-4646	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
Alcohol and Gaming Commission of Ontario Sault Ste. Marie, ON Phone: 705-946-6553	

**CITY OF SAULT STE. MARIE -
COMMUNITY SERVICES AND PUBLIC WORKS &
TRANSPORTATION DEPARTMENTS**

***The consumption of alcoholic beverages
is restricted to permitted areas and times
as outlined in the
City of Sault Ste. Marie - Community Services and
Public Works & Transportation Departments'
Alcohol Risk Management Policy.***

***Any violation of the Policy
is subject to penalty in accordance
with the provisions
of the Provincial Offences Act
or termination of the rental of this facility or both.***

By-Law No. 95-149

VOLUNTEER JOB DESCRIPTIONS AND RESPONSIBILITIES

Event staff work as a team. This provides support for all team members and ensures that any potential problems are quickly identified and dealt with.

Permit/Licence Holder:

Signs the alcohol permit, is the general manager of the event and assumes responsibility for the operation of the event and adheres to the conditions outlined in Section 2.1 of the Alcohol Risk Management Policy. Adheres to the conditions outlined in Section 2.1 of the Alcohol Risk Management Policy.

Event Sponsor:

She or he must attend the event, ensure the adequate server-trained staff is available, coordinate and help staff and ask for help from security if necessary. Adheres to the conditions outlined in Section 2.1 of the Alcohol Risk Management Policy.

Bartenders:

Check identification, accept tickets for the purchase of alcoholic beverages, serve drinks, monitor for intoxication, refuse service when patron appears to be intoxicated or near intoxication and offer non-alcohol substitute. Must have Smart Serve training and wear visible name tags, and group/event shirts. Adheres to the conditions outlined in Section 2.1 of the Alcohol Risk Management Policy.

Floor Supervisor/Monitor:

Chats with participants, monitors patron behavior, monitors for intoxication, responds to problems and complaints, refuses service, removes intoxicated persons, suggests safe transportation alternatives. Must have Smart Serve training and wear visible name tags, and group/event shirts. Adheres to the conditions outlined in Section 2.1 of the Alcohol Risk Management Policy.

Door Supervisor/Monitor:

Checks identification and for signs of intoxication, keeps out intoxicated and troublesome individuals, monitors for those showing signs of intoxication when leaving the event, recommends safe transportation options, and arranges for coat checking. Must have Smart Serve training and wear visible name tags, and group/event shirts. Adheres to the conditions outlined in Section 2.1 of the Alcohol Risk Management Policy.

Ticker Seller:

Sells alcohol tickets to a maximum of 4 per person per purchase, monitors for intoxication, refuses sale to patrons at or near intoxication, refunds tickets on request. Must have Smart Serve training and wear visible name tags, and group/event shirts. Adheres to the conditions outlined in Section 2.1 of the Alcohol Risk Management Policy.

Special Security:

Patrols the room, scans for potential trouble, notifies event staff and permit holder of potential incidents, helps event staff in handling disturbances. Adheres to the conditions outlined in Section 2.1 of the Alcohol Risk Management Policy.

Identified Designate:

The person as identified on the application form who assumes responsibility for the operation of the event when the permit/licence holder is absent. Adheres to the conditions outlined in Section 2.1 of the Alcohol Risk Management Policy.

GUIDELINE RATIO OF EVENT WORKERS

The role of event workers is not only determined by the number of participants but by the design and location of the facility, e.g. walls restricting clear view of participants, stairs, door access and exits, washroom accessibility, proper lighting, room capacity, an indoors or an outdoor facility, the type of function and the track record of the event organizers and the event patrons.

NUMBER OF PARTICIPANTS	BARTENDERS	FLOOR SUPERVISORS	DOOR SUPERVISORS	TICKET SELLERS
Under 25	1	0	1	0
25 to 50	1	1	1	1
51 to 100	2	2	2	2
101 to 200	2	3	3	3
201 to 300	3	3	3	3
301 to 400	3	3	4	3
401 to 500	4	4	4	5
501 to 750	6	6	6	6
751 to 1300	8	8	8	8
1301 +	TBD	TBD	TBD	TBD

- Note: Normally, a minimum of one SMART SERVE trained bartender, one ticket seller or cashier, one door monitor and one floor monitor must be behind the bar at the ticket sales areas and on the floor respectively at all times. This number will be set by the Municipal facility manager.

Event Security

The Corporation of the City of Sault Ste. Marie reserves the right to require the presence of licenced security personnel and/or paid Duty Police Officers for the duration of the event. The number of security personnel and/or paid Duty Police Officers will be determined by the facility manager according to the scope and nature of the event. The cost will be the responsibility of the event organizer.

EXAMPLES OF SIGNAGE

Sober Driver Spot Check

A wall sign is to be posted at the main exits.

**The Sault Ste. Marie Police Service thanks you for helping to reduce
impaired driving everywhere in Sault Ste. Marie.
We look forward to personally thanking you at one of our roadside
spot checks for driving as a Sober Driver.**

Bar Hours

A sign will be located at the entrance to the designated area designated as eligible for a Special Occasion Permit, stating the bar hours.

***The bar will be open from ____ to ____.
Alcoholic beverages will only be served during these hours.***

Alcohol Ticket Sales

A sign must be posted at the alcohol ticket sales table outlining the regulations.

**ALCOHOL TICKET SALES
No more than four (4) tickets per person
may be sold at a time.**

Proof of Age

Signs must be posted near entrances and in bar areas designated as eligible for alcohol use which read:

**You must be 19 years or older to consume alcohol at a
Special Occasion Permit event.
The only acceptable proof of age is
government-issued photo identification.**

Safe Transportation & Designated Drivers

A sign must be posted at the ticket sales area and behind the bar and at all entrances, stating the safe transportation options.

Your hosts offer the following safe transportation options for patrons:

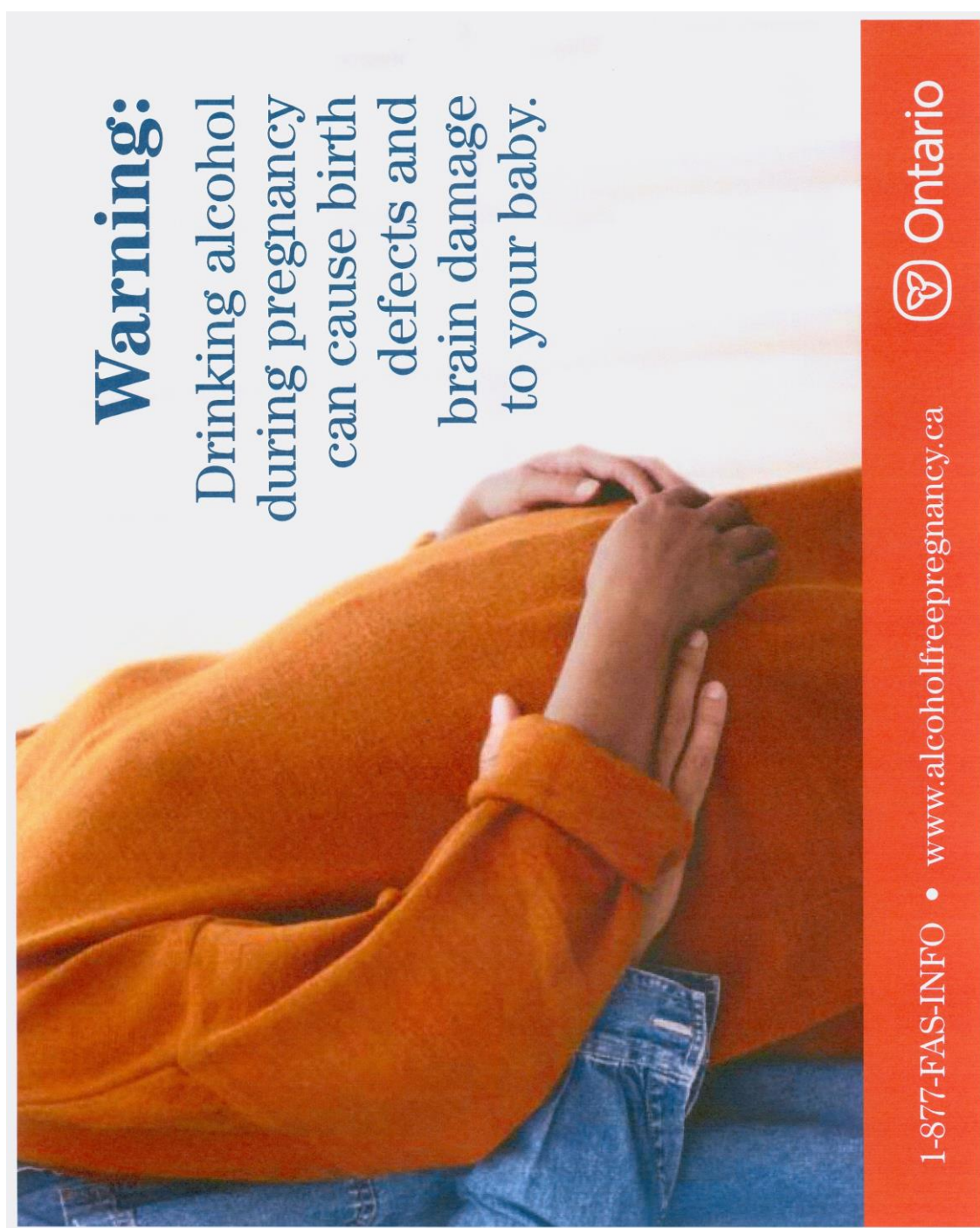
- **We will arrange for bus and/or taxi rides**
- **We will call a friend or relative to help the intoxicated driver
and/or**
- **If necessary, warn impaired driver and call police**

A sign must be posted in all facilities designated as eligible for alcohol-licensed events thanking designated drivers for their contribution to the health and safety of their friends and the community at large.

**We appreciate Designated Drivers and thank them for their
contribution to the health
and safety of their friends and the community.
In recognition of your contribution,
we are pleased to offer you free coffee and non-alcoholic beverages.**

Fetal Alcohol Syndrome Disorder (Sandy's Law)

The following sign must be displayed in all areas where alcohol is served in order to inform participants about the risks of fetal alcohol syndrome. The warning sign must be at least 8" x 10" and printed in landscape format (horizontally). The sign can be downloaded from the AGCO's website.





AGCO

Alcohol and Gaming
Commission of Ontario

Recognizing Intoxication

Licensee information sheets from the Alcohol and Gaming Commission of Ontario

Responsible Service

Although individual reactions to alcohol may vary, people follow certain general patterns as they approach intoxication.

These are the 10 main signs that indicate your customer is becoming drunk. These signs may appear in any sequence or be clustered, depending on the individual. As people become intoxicated, they will show more signs. Drinkers showing three signs can almost certainly be considered intoxicated.

Inappropriate speech volume: Drunks frequently speak in volumes inappropriate to the situation. They shout when it isn't necessary, whisper when there's no need for secrecy. The voice may go from low to high (or vice versa) when there is no reason to suggest that a change in volume is necessary.

Motor control (fine) deteriorates: As people become drunk, their skills requiring fine motor control (hand-eye coordination) deteriorate. Intoxicated patrons may fumble with their cell phones or have difficulty picking up change. As their coordination declines, people also misjudge distances. They may set a drink down hard on a table, thinking that the table is lower than it is.

Pace of speech: Intoxicated people may change the rate of their speaking, alternating racing speech with slow speech, or talking consistently slow or fast.

Alertness decreases: Intoxicated people take longer to respond to questions or react to events. They may not be able to understand or pay attention to what you're saying. They easily become muddled, and you have to repeat simple questions or requests before they respond.

Inappropriate sweating: Intoxicated people may sweat more than might be considered normal given the surrounding temperature, conditions or situation.

Red eyes: Take note if a customer's eyes are blood-shot to any degree.

Motor control (gross) deteriorates: Alcohol also impairs skills requiring gross motor coordination. Drunk customers may have difficulty standing upright or walking a straight line. They weave, misstep or stumble, perhaps bumping into other people or furniture. To compensate, they may put their hands out at the sides for support or balance.

Poor enunciation, slurring words: Alcohol relaxes muscles, including those in the mouth, making it hard to speak clearly and distinctly. An intoxicated person may make a single error — repeatedly stumbling over one word — or slur several words together. This is a very good sign someone is impaired.

Noticeably shallow breathing: Can you notice a difference between your breathing and the customer's? An intoxicated person may breathe noticeably slower or shallower than others. There may be weakness in breath, with little air inhaled or exhaled.

Tiredness: Alcohol is a depressant. As people become intoxicated, they show signs of being tired or sleepy. Their eyes may be heavy or closed, or they may have a placid or fixed gaze.

Dealing with intoxicated patrons

Here are some strategies to deal with customers who show signs of intoxication:

1 sign

- Become alert for the development of other signs (a single sign is not necessarily linked to intoxication).
- Make "low-risk" options available to slow alcohol intake. For example, offer food or low-alcohol drinks.

Continued on p. 2

Continued from p. 1

Contact number for AGCO Customer Service & General Enquiries: 416.326.8700 or 1.800.522.2876 or visit us at www.agco.on.ca

2 signs

- Monitor the patron carefully.
- Move to low-alcohol or non-alcohol drinks.
- If possible, serve food to decrease the rate of drinking.

3 or more signs

- Serve no more alcohol to this patron under any circumstances.
- Use “management of intoxication” techniques to reduce the likelihood of injury and damage. For example, ensure that the patron has safe transportation home; if necessary, call the police.

Preventing intoxication

Obviously, if you focus your efforts on preventing intoxication, you won't have to be as concerned about recognizing intoxication.

These strategies may help you lower the risk of customer intoxication:

Alternative beverages:

Actively market non-alcoholic and low-alcohol drinks to your customers. Create interesting “mocktails” made without alcohol. Exotic names and fresh ingredients will make these products appealing to your customers.

Promote alternative beverages by offering them at prices that are competitive with regular alcoholic products.

Offer a wide variety of low and no-alcohol products and make sure your customers know these products are available. Advertise them on your menus and tent cards.

Food:

Serving food is one of the best ways you can lower your risk of customers becoming intoxicated. Not only does food delay the absorption of alcohol into the blood, but it generally takes customers longer to drink a round when they are also eating.

Offer free or low-priced appetizers for after-work customers. These people may be at especially high risk of becoming intoxicated because they are likely to have empty stomachs.

Try a “hungry hour” promotion with two-for-one snacks.

Train your servers to market food. Offer them incentives for increasing food sales.

Interview and assess:

Chat with your customers before taking their order. Have they eaten? Have they been drinking elsewhere? Clearly, people who have been drinking must be treated differently from those who have had nothing to drink. You have to decide whether or not to serve them even one drink, and monitor them for emerging signs of intoxication.

Don't invite trouble in:

Train your door staff to recognize the signs of intoxication and refuse entry to anyone who has had too much to drink.

House policy:

Develop, post and enforce a house policy on intoxication. You might print the policy on your menu or on tent cards with a list of your non-alcoholic drink specials.

All managers, licensed security personnel and employees handling liquor must be certified in an AGCO approved server training course. For more information on training for servers, please refer to the AGCO website at www.agco.on.ca



House Policies

Licensee information sheets from the Alcohol and Gaming Commission of Ontario

Responsible Service

House policies offer practical solutions to common problems faced by liquor sales licensees, and can help your establishment remain compliant with Ontario's liquor laws. These policies create a framework within which your servers can operate. With house policies in place, your servers do not have to make difficult judgment calls about who to serve or how to handle a tough situation — they know what to do because their responsibilities and your expectations are clearly spelled out.

Your house policies can also be a useful document to provide to your enforcement inspector, insurer, community groups, and local police. A written policy statement indicates your establishment's responsible serving practices and intention to comply with the law.

The following checklist provides a model to guide you in creating your own house policies. You can modify the list to meet your own specific needs, but three factors are common to all successful policies. In order to be effective, house policies must be *written, communicated to and understood by your staff, and supported by management*. Your staff must know that you will back them up if they deny service to an intoxicated customer or ask an unruly guest to leave.

Remember, house policies are not the law, but rather a list of steps that will help you remain compliant with the *Liquor Licence Act* and Regulations. It is your responsibility as a liquor sales licensee to ensure you and your staff are informed of the laws and regulations affecting your liquor sales licence.

Some helpful house policies include the following:

1. Monitor your door

- Ensure patrons are of legal drinking age by checking valid government-issued photo ID.
- Provide adequate lighting at the door to allow staff to properly check ID.
- Deny entry to intoxicated people.

- Post a sign indicating that management reserves the right to deny entry to intoxicated and/or underage persons.
- Count the number of people on the premises to prevent overcrowding and exceeding the legal capacity.
- Allow police and enforcement inspectors to freely access the premises.
- Have security or staff at the door periodically check outside of the establishment to maintain order.

2. Actively market food

- Provide a range of food menu selections.
- Offer reduced food prices during late afternoon/evening.
- Have low-cost, low-salt snacks or food at all times.

3. Pricing

- Do not promote drink specials, happy hours or discounts.
- Price non-alcoholic products competitively with alcoholic products.
- Ensure staff are aware of the minimum pricing requirements.

4. Promote alternative beverages

- Set prices for non-alcoholic drinks that are competitive with alcoholic products.
- Promote non-alcoholic drinks on "table tents".
- Stock and promote light and non-alcoholic beer and wine.
- Set lower prices for light and non-alcoholic beer and wine.
- Evaluate servers on total sales including non-alcoholic products.
- Serve alcohol-free drinks in containers easily distinguishable from alcoholic drinks.

Continued on Page 2



Alcohol and Gaming
Commission of Ontario

Continued from p. 1

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5. Train all staff

- Check that your staff have valid server training certification.
- Meet regularly (weekly, every two weeks) with all staff to identify and address problems, recognize good work, and reinforce your house policies.
- Provide all staff with a copy of the establishment's house policies.
- Pay staff for training time.
- Keep an incident log of problem situations.
- Regularly review the incident log with all staff.
- Prohibit drinking on the job by all staff and managers.
- Post a list of emergency numbers in a prominent place.
- Ensure staff know procedures in case of an emergency.

6. Adopt a safe transportation plan

- Identify and rank transportation options.
- Confirm necessary arrangements with outside companies.
- Advertise your program.

7. Never serve underage customers

- Verify that all servers are legally old enough to serve beverage alcohol. In Ontario, that is 18 years of age.
- Remind staff that management will back up staff's decision not to serve liquor to people under the age of 19.
- Establish policies on when to ask for identification.
- Train staff on how to identify underage customers.
- Identify what forms of identification are acceptable.
- Provide staff with guidelines to deal with underage customers, including how to recognize and deal with false ID.
- Serve all alcohol-free drinks in containers easily distinguishable from regular alcoholic beverages.

8. Manage the intoxicated customer

- Deny entry to intoxicated customers.
- Ensure staff are aware of the alternative steps to be taken when dealing with an intoxicated customer.
- Reinforce policies by giving staff incentives for effectively discouraging and managing intoxicated customers.

9. Monitor drinking by customers

- Provide staff with guidelines for recognizing the signs of intoxication.
- Deny service to a person showing one or more signs of intoxication.
- Set guidelines for dealing with customers who appear to be intoxicated.
- Limit the number of drinks you will sell to an individual.

10. Market your position

- Explain and market your program internally to customers (use tent cards, posters, etc.). Indicate that you wish no customer to drink to intoxication.
- Promote your position to the public at large.
- Develop a Mission Statement and post it prominently.
- Advise staff that infractions can result in the suspension of the liquor sales licence and can impact on their employment.

Model Mission Statement

"The goal of our establishment is to be successful by providing responsible, courteous and professional service and selling more than just beverage alcohol. We will serve customers in a responsible, friendly and professional manner. Staff are on hand to assist customers in their decision to drink in moderation and, where appropriate, avoid drinking activities that put customers at harm or risk. Management is committed to adhere to all liquor laws."

All managers, licensed security personnel and employees handling liquor must be certified in an AGCO approved server training course. For more information on training for servers, please refer to the AGCO website at www.agco.on.ca

AGCO Responsible Service Tip Sheet – Special Occasion Permits – Reception Events

(can be found at www.agco.on.ca/pdfs/en/tip_sheets/3054.pdf)



AGCO

Alcohol and Gaming
Commission of Ontario

Responsible Service

Special Occasion Permits – Reception Events

Licensee information sheets from the Alcohol and Gaming Commission of Ontario

What is a Special Occasion Permit?

A Special Occasion Permit (SOP) is required *any time* liquor is offered for sale or served anywhere other than in a licensed establishment or a private place (for example, a corporate boardroom) or a residence.

SOPs are issued for occasional special events only, and not to operate an ongoing business.

While there are different types of special occasion permits, the most common type is a reception permit. This tip sheet provides information specific to reception permits.

Reception Special Occasion Permits

Reception SOPs are typically issued for events such as weddings, funerals, bridal showers, stag and does, etc.

Receptions are private events for invited guests only and the event must not be advertised to the public by way of flyers, newspaper, internet or radio. The event cannot be open to the general public.

Reception Special Occasion Permits can be either a Sale permit (to allow for recovery of the cost of serving liquor) or a No Sale permit (which allows liquor to be served, but not sold, and the permit holder is responsible for the cost of the liquor entirely).

Under a Reception SOP, no profit can be made from the sale of alcohol.

Reception SOP – “Sale”

A *Sale SOP* is issued when money is collected directly for liquor through:

- liquor sales (cash bar),
- an admission charge to the event which covers the cost of liquor, or
- liquor tickets sold to people attending the event.

If money is collected before the event, a *Sale SOP* may be required if the money is collected to cover the cost of liquor.

When the permit holder purchases liquor at authorized retail stores (LCBO, The Beer Store, winery or brewery retail stores) for *SOP Sale Events*, a levy fee is collected for all liquor that will be sold at an event to assist permit holders so they don't have to charge or remit sales tax.

Note: A reception event cannot be conducted for personal profit through the sale of liquor. Anyone intending to operate an ongoing business and/or serve liquor for personal profit must obtain a liquor sales licence.

Reception SOP – “No Sale”

A *No Sale SOP* is issued when:

- liquor is served without charge, or
- no money is collected for liquor from guests either before or during the event.

No Sale SOPs do not allow for any transaction of money between the permit holder and guests, to contribute to the cost of liquor.

Applicants for *No Sale SOPs* must state on the application that individuals attending the event will not be paying for the cost of liquor.

Responsibilities of an SOP Holder

Regulation 389/91 under the *Liquor Licence Act* sets out the requirements for the sale and service of alcohol under a Special Occasion Permit. The following are some of the key responsibilities of a reception permit holder.

- The regular hours for the sale and service of liquor under an SOP are 11 a.m. to 2 a.m. the following day, except for New Year's Eve (December 31) when sale and service of liquor under an SOP must cease

Continued on Page 2

Contact number for AGCO Customer Service & General Enquiries: 416.326.8700 or 1 800.522.2876 or visit us at www.agco.on.ca

- at 3 a.m. the next day (January 1). However, the Registrar may restrict the hours of sale and service as a condition of the permit.
- Generally, only liquor purchased from a government store (LCBO, The Beer Store or authorized winery or brewery retail stores) is allowed to be served or consumed at the event.
 - Homemade wine and beer (including any made at a ferment on premise facility) *may only be served but not sold* at a wedding or other recognized religious event. This must be stated on the permit. The wine or beer must be made by a member of the family hosting the event. The permit holder may not sell the wine or beer.
 - Liquor sold or served may not be removed from the premises by any person attending the event. Only the host may remove unused liquor at the conclusion of the event.
 - Liquor cannot be sold or served or provided to any person under 19 years of age.
 - Proper identification must be checked for any person who appears to be under 19 years of age.
 - Intoxication and/or disorderly conduct are not permitted at an SOP function.
 - Practices which may encourage the immoderate consumption of alcohol are not permitted. Contests or games involving the consumption of liquor are not permitted, and non-alcoholic beverages must be available.
 - Liquor cannot be awarded as a prize for any game or contest.
 - Guests cannot be required to purchase a minimum number of drinks (or drink tickets) to enter or remain at the event, and no drink containing more than 85ml of spirits can be sold or served.
 - There must be sufficient food available to serve the people in attendance.
 - Liquor can only be sold and served during the hours that are stated on the permit.
 - All signs of sale and service must be cleared from the premises within 45 minutes of the end time stated on the permit. This includes the removal of all partially consumed and empty bottles, and glasses that contained liquor.
 - The Special Occasion Permit must be available for inspection.
 - The levy, as verified on alcohol purchase receipts, must be available for inspection.
 - The Permit Holder or his/her designate (the person indicated on the reverse side of the permit) must be present at the event at all times.
 - Police officers and AGCO Inspectors must be given unobstructed access to the event at all times in order to conduct inspections or investigations.
 - Gambling: Games of chance or mixed chance and skill (i.e., poker, crown & anchor, raffles, 50/50 draws, etc.) *are not permitted* unless the proper licence has been obtained from the province or municipality. Such licences are only issued to eligible organizations with charitable or religious purposes.
- Other Important Information**
- Leftover liquor must be removed from the premises at the end of the event. When returning unopened alcohol purchased from a government store, you must produce the Special Occasion Permit and a copy of the sales receipt (check with the LCBO or The Beer Store for more details).
 - The police or an AGCO Inspector may cancel a Special Occasion Permit while the event is underway if he or she reasonably believes that the *Liquor Licence Act* or regulations are being contravened in connection with the event, or if there is a serious public safety risk.
 - Permit holders can learn how to lower their liability risks by taking the Smart Serve™ program and hire servers who have taken the course (or a licensed caterer). For more information on Smart Serve, call 416.695.8737 or toll free at 1 877.620.6082 or visit their website at www.smartserve.ca.

AGCO Responsible Service Tip Sheet – Special Occasion Permits – Public Events

(can be found at www.agco.on.ca/pdfs/en/tip_sheets/3201.pdf)



AGCO

Alcohol and Gaming
Commission of Ontario

Special Occasion Permits - Public Events

Licensee information sheets from the Alcohol and Gaming Commission of Ontario

Responsible Service

What is a Special Occasion Permit?

A Special Occasion Permit (SOP) is required *any time* liquor is offered for sale or served anywhere other than in a licensed establishment, a private place (for example, a corporate boardroom) or a residence. *SOPs are issued for occasional special events only, and not to operate an ongoing business.*

While there are different types of occasions for which a special occasion permit may be issued, this tip sheet provides information specific to special occasion permits for Public Events.

Special Occasion Permits for a Public Event

Public Event SOPs are issued for events that are open to the general public, such as charity fundraisers, outdoor street festivals and community festivals, etc.

An SOP for a Public Event can be issued to:

- a charity registered under the *Income Tax Act* (Canada); or
- a non-profit organization or association, constituted with its own constitution and by-laws, and organized to promote charitable, educational, religious or community objects.

An individual or business may also apply for a Public Event SOP if it is organizing or conducting an event of:

- “provincial, national or international significance” as agreed to by the Registrar of Alcohol and Gaming (Registrar) and the municipality, or
- “municipal significance” for which a resolution is required from the municipal council.

A Public Event permit holder may advertise the event and can profit from the sale of alcohol. See the Registrar’s Advertising Guidelines for more information.

Public Event SOPs Are “Sale Events”

All events for which Public Event SOPs are issued are “sale” events. At these events, liquor must be sold either directly through the sale of drinks or drink tickets, or indirectly by including drinks in the ticket price.

When the permit holder purchases liquor at authorized retail stores (LCBO, The Beer Store, manufacturers’ retail stores) for a Public Event, a levy

fee is collected for all liquor purchased so that the permit holder does not have to charge or remit sales tax when the liquor is sold.

Outdoor Public Events – Notification to Municipal Authorities

Until August 2, 2011, for all outdoor public events, the applicant must give written notification **30 days** before the event is to take place to the clerk, police, fire and health departments of the municipality where the event is taking place. If a tent or marquee is used, the local building department must also be notified in writing. As of August 2, 2011, notification periods to the local municipality, police, fire and health departments (and building department where applicable) will be increased for Public Events to:

- 30 days before the event is to take place, if it is expected that fewer than 5,000 people will attend the event; or
- 60 days before the event is to take place, if it is expected that 5,000 people or more will attend the event.

Outdoor Public Events Involving Liquor Sales Licensed Establishments

A Public Event SOP holder and a liquor sales licensee may jointly participate in an outdoor Public Event that allows patrons to carry a single serving of liquor between the licensed area and the area covered by the SOP if the event meets the following criteria:

- It is an outdoor event (i.e. street festival) where the boundaries of the permitted area include one or more liquor sales licensed establishments;
- The event has been designated “municipally significant” by a resolution of the municipal council; and
- The liquor sales licence holder(s) and the Public Event SOP holder have entered into an agreement to ensure there is no unreasonable risk to public safety or the public interest and no unreasonable risk of non-compliance with the Liquor Licence Act (LLA) and its regulations. **This agreement must be filed with the Alcohol and Gaming Commission of Ontario (AGCO) at least 30 days prior to the event.**

Continued on Page 2

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Public Event SOP Compliance

The AGCO employs a risk-based approach to the issuance of SOPs designed to assess risks to public safety and the public interest. Based on a risk analysis of the event and the applicant, conditions may be attached to a Public Event SOP.

A range of compliance tools, including the imposition of monetary penalties, are available to the AGCO for Public Event permit holders where there has been a breach of the LLA or regulations.

Tiered Seating

The sale, service or consumption of liquor is permitted in tiered seating at events with a Public Event SOP. The area containing the tiered seating must be disclosed on the application. Should a permit holder wish to add tiered seating after a permit has been issued, the AGCO must be notified immediately in writing.

Donated Liquor

Only registered charities and non-profit organizations/associations holding a Public Event SOP may sell or serve liquor donated by liquor manufacturers. These donations must be processed by a LCBO/government retail store under the permit at full retail price, including all applicable taxes and levies. Records for all donated products must be obtained by the SOP holder and must be made available for inspection.

Registered charities and non-profit organizations/associations holding a Public Event SOP may offer liquor donated by a manufacturer as a prize if a lottery licence has been issued for the event. Liquor awarded as a prize must not be consumed at the event.

Responsibilities of a Public Event SOP Holder

The following are some of the key responsibilities of the Public Event SOP holder.

- The regular hours for the sale and service of liquor under an SOP are 11 a.m. to 2 a.m. the following day, except for New Year's Eve (December 31) when sale and service of liquor under an SOP must cease at 3 a.m. the next day (January 1). However, the Registrar may restrict the hours of sale and service as a condition of the permit.
- All signs of sale and service must be cleared from the premises within 45 minutes of the end time stated on the permit. This includes the removal of all partially consumed and empty bottles, and glasses that contained liquor.
- Police officers and AGCO Inspectors must be given unobstructed access to the event at all times in order to conduct inspections or investigations and may cancel an SOP while the event is underway if they reasonably believe that the LLA or regulations are being contravened in connection with the event, or if there is a serious public safety risk.
- Only liquor purchased on the permit from a government store (LCBO, The Beer Store or authorized manufacturer's retail store) is allowed to be sold or served at the event.
- Unless under the authority of an agreement entered into by the permit holder and a liquor sales licensee at an outdoor public event designated as "municipally significant", liquor sold or served at the event may not be removed from the premises by any person attending the event. Only the host may remove unused liquor at the conclusion of the event.
- Liquor cannot be sold, served or provided to any person who appears to be under 19 years of age, and proper identification must be checked for any person who appears to be under 19 years of age.
- Intoxication, disorderly conduct and unlawful gambling are not permitted.
- Encouraging the immoderate consumption of alcohol is not permitted, as are contests or games involving the consumption of liquor. Non-alcoholic beverages must be available.
- Guests cannot be required to purchase a minimum number of drinks (or drink tickets) to enter or remain at the event, and no drink containing more than 85ml of spirits can be sold or served.
- There must be sufficient food available to serve the people in attendance.
- The SOP and levy, as verified on alcohol purchase receipts, must be available for inspection.
- The permit holder or his/her designate (the person indicated on the reverse side of the permit) must be present at the event at all times.
- Games of chance or mixed chance and skill (i.e. raffles, 50/50 draws etc.) are not permitted unless the proper licence has been obtained from the province or municipality. Licences are only issued to eligible organizations with charitable or religious purposes. Under such a licence, liquor may be awarded as a prize.
- For outdoor events, the area to which the permit applies must be separated from other areas by a minimum 36 inch (0.9 metres) high separation.
- Leftover liquor must be removed from the premises at the end of the event. When returning unopened alcohol to the government store, you must produce the SOP and a copy of the sales receipt.
- SOP holders can learn to lower their liability risks by taking the Smart Serve program and hiring servers who have taken the course (or a licensed caterer). For more information on Smart Serve, call 416-695-8737 or toll free at 1-877-620-6082 or visit their website at www.smartserve.ca.

Liquor Licence Act, Ontario Regulation 719

Section 59-66.1

Conditions of Caterer's Endorsements

59. The holder of a liquor sales licence with a caterer's endorsement shall ensure that the conditions of the endorsement that are set out in sections 60 to 66.1 are met. R.R.O. 1990, Reg. 719, s. 59; O. Reg. 482/96, s. 2.

60. (1) The licence holder may offer liquor for sale only at events which do not exceed ten consecutive days in duration and which are sponsored by a person other than the licence holder. R.R.O. 1990, Reg. 719, s. 60 (1).

(2) The licence holder shall not offer liquor for sale at a series of events sponsored by the same person if, as a result of doing so, the licence holder is or appears to be operating an ongoing business with the sponsor. R.R.O. 1990, Reg. 719, s. 60 (2).

61. Liquor may be sold or served only at events at which light meals are also available. R.R.O. 1990, Reg. 719, s. 61.

62. The licence holder shall not sell liquor at events held in a residence. R.R.O. 1990, Reg. 719, s. 62.

63. (1) The premises at which an event is held must comply with the requirements of this Regulation for premises to which a liquor sales licence applies. R.R.O. 1990, Reg. 719, s. 63 (1).

(2) Subsection (1) does not apply with respect to a residence. R.R.O. 1990, Reg. 719, s. 63 (2).

63.1 (1) At least 10 days before a catered event begins, a holder of a liquor sales licence with a caterer's endorsement shall provide to the Registrar and the local police, fire, health and building departments details concerning,

- (a) the nature of the event and the name of the sponsor;
- (b) the address at which the event will be held;
- (c) the dates on which and the hours during which the event will be held;
- (d) the estimated attendance for the event; and
- (e) the boundaries of the area within which liquor will be sold and served and the location of any tiered seating in the area. O. Reg. 354/07, s. 10; O. Reg. 144/11, s. 3; O. Reg. 181/11, s. 13.

(2) Subsection (1) does not apply with respect to events held in premises under the exclusive control of the licence holder if the licence holder gives prior notice to the Registrar of the licence holder's intention to cater events in premises specified in the notice. O. Reg. 354/07, s. 10; O. Reg. 144/11, s. 3.

(3) Subsection (1) does not apply with respect to events held in a residence. O. Reg. 354/07, s. 10.

63.2 The holder of a liquor sales licence with a caterer's endorsement and an employee of the licence holder are exempt from subsection 32 (1) of the Act (conveying liquor in a vehicle) when transporting liquor purchased under the licence between the premises to which the liquor sales licence applies and the location of a catered event. O. Reg. 354/07, s. 10.

64. (1) Liquor may be sold and served at events only by the licence holder or by the employees of the licence holder. R.R.O. 1990, Reg. 719, s. 64 (1).

(2) The licence holder shall ensure that employees take a course on server training approved by the Board. O. Reg. 63/98, s. 20; O. Reg. 144/11, s. 6.

65. Liquor not sold during an event must be returned to the licence holder's inventory. R.R.O. 1990, Reg. 719, s. 65.

66. The licence holder shall not promote an event at which the licence holder is offering liquor for sale or invite persons to attend the event. R.R.O. 1990, Reg. 719, s. 66.

66.1 (1) Premises must not be used for the sale and service of liquor under a caterer's endorsement to a liquor sales licence if,

- (a) an application for a licence in respect of the premises has been refused because issuing the licence would not have been in the public interest;
- (b) a licence in respect of the premises has been Revoked or is under suspension; or
- (c) the premises has been disqualified under section 20 of the Act. O. Reg. 482/96, s. 3.

(2) The licence holder who holds both a caterer's endorsement and a bring-your-own-wine endorsement shall not permit persons to bring wine onto the premises where the caterer's endorsement applies under the bring-your-own-wine endorsement. O. Reg. 8/05, s. 6.

**Recreation and Culture Division
Community Services Department**

APPENDIX P

ALCOHOL RISK MANAGEMENT FACILITY EVENT CHECK LIST

GROUP	EVENT
ORGANIZATION CONTACT	ORGANIZATION REPRESENTATIVE SIGNATURE
CITY STAFF PERSON	DATE
CITY STAFF PERSON	

NOTE: The organization representative is the Permit Holder or Designate noted on the Special Occasion Permit. One of these individuals must be in attendance at ALL times during the hours of operation for the S.O.P.

CITY STAFF PERSON: Please monitor and indicate using your initials if the user group is following the guidelines set out in the City of Sault Ste. Marie Alcohol Risk Management Policy. This checklist is to be reviewed a minimum of three times throughout the event. Opening of the bar service area will not be approved until all conditions have been met.

		Inspection Checks		
1	CONTROL	1 st	2 nd	3 rd
(a)	The following forms are posted in the sandwich board provided by the City of Sault Ste. Marie Recreation and Culture Division:			
	Appendix B-2A - Community Services Department.			
	The Special Occasion Permit from the Alcohol and Gaming Commission of Ontario. Permission to serve homemade wine at the event must be noted on the AGCO Special Occasion Permit.			
	A copy of the user group's insurance policy.			
	A City of Sault Ste. Marie facility permit for the event.			
(b)	Facility entrances and exits are controlled and the designated number of Smart Serve door monitors are in place. An assigned volunteer is checking I.D. Only an Age of Majority Card, a photo driver's license, a passport or a government issued I.D. with birth date is acceptable. Intoxicated persons will not be permitted entrance to the event and if necessary will be removed from the premises.			
(c)	The designated number of Smart Serve bartenders, ticket sellers, cashiers, servers, floor and door monitors are present and working the bar, ticket area, and event floor. Check that the names listed on the Appendix B-2B form are those individuals selling tickets, serving alcohol and monitoring the area where alcohol use is permitted.			
(d)	Bartenders, servers and other event personnel will not consume alcohol while on duty, and are not to be under the influence of alcohol while serving participants.			
(e)	Sales of alcohol are to be limited to not more than two per customer at one time. The permit holder will not allow entertainers or disc jockey to announce "last call".			
(f)	The permit holder is responsible for clearing tables during and after the event and is required to remove empty alcohol containers from the facility when the bar closes.			
(g)	All workers are clearly identifiable by the presence of either name tags, t-shirts, hats, etc.			
(h)	The permit holder or identified designate is available to recognize the need for assistance and is accessible for the duration of the event in case assistance is required. Professional security personnel are present during the event, if initially requested by the Municipal Facility Manager.			

2 SAFE TRANSPORTATION		1st	2nd	3rd
(a)	Safe transportation options must be promoted for drinking participants. Examples include identifying a designated drivers' program and arranging for a bus, taxi or a ride with non-drinking family and friends.			

3 LOW ALCOHOL AND NON-ALCOHOL OPTIONS		1st	2nd	3rd
(a)	The permit holder is to provide at least 35% of "low alcoholic options" in the makeup of the total beverages offered on site. (for example – 4% and 2.5% beer)			
(b)	No extra strength beer over 5.6% or coolers over 7% are permitted. Wine to a maximum of 12% by volume is acceptable. No straight shots of spirits, spirits on the rocks or shooters allowed.			
(c)	Where wine is to be provided with a meal, a non-alcohol substitute, such as water or ginger ale must be provided on the table(s) to toast celebrants.			
(d)	Non-alcoholic beverages must be clearly available, and encouraged, at no charge or at a lower cost than alcoholic beverages.			
(e)	Food is offered at all times in accordance with the Liquor License Act and the Algoma Health Unit - Health Protection and Promotion Act			
(f)	Plastic or paper cups are used. Permit holders are encouraged to use different containers for non-alcoholic beverages. No glasses or glass bottles allowed.			

4 SIGNAGE		1st	2nd	3rd
(a)	The permit holder will post a sign at all entrances to licensed areas stating what is acceptable I.D. and proof of age.			
(b)	Signs are posted at the ticket sales and bar areas that indicate bar service hours and identify that low alcohol and non-alcoholic beverages are available.			
(c)	A ticket purchase limit sign is posted at the ticket sales area. A maximum of 4 tickets for alcohol can be purchased per person at one time.			
(d)	Signs are posted at the ticket sales and bar areas that identify that the sale of alcohol shall be limited to no more than 2 per customer at one time.			
(e)	Post a statement of intoxication - sign to be provided by the City			
(f)	A sign is posted at all entrances and at the bar area stating the safe transportation options provided by the permit holder.			
(g)	Post wall or table signs that encourage and thank participants for not drinking and driving and advise that police may have roadside spot checks in place.			

5 LOTTERY LICENCE		1st	2nd	3rd
(a)	The organizer has a copy of the lottery licence for any raffle, bingo, bazaar draw, or give away that is taking place during the event. A licence is required for giveaways if admission is being charged.			

Check Record		Requirements Met		Yes	No
1. Start Up	Time:				
2. Second Inspection	Time:				
3. Third Inspection	Time:				
4. Finish	Time:				

SHOULD AN INCIDENT OCCUR, PLEASE COMPLETE THE COMMUNITY SERVICES DEPARTMENT ACCIDENT/INCIDENT REPORT. FOR CRITICAL INJURIES OR FATALITIES COMPLETE THE CRITICAL INJURY TELEPHONE/FAX REPORT. IF THE INCIDENT REQUIRES IMMEDIATE INTERVENTION, CALL THE APPROPRIATE AUTHORITIES AS NECESSARY - STANDBY SUPERVISOR, CITY POLICE, FIRE SERVICES OR AMBULANCE. ALL FORMS MUST BE RETURNED TO YOUR IMMEDIATE SUPERVISOR FOLLOWING EACH ALCOHOL RELATED EVENT.

/checklist