



City of Brockville Municipal Alcohol Policy

Policy Statement

The City of Brockville Municipal Alcohol Policy provides for responsible management practices at functions or events held at municipally owned facilities, parks, or areas where alcohol is available under the authority of a Special Occasion Permit (SOP) or Caterer's Endorsement.

The City of Brockville has developed this policy as a means of enhancing and promoting the social enjoyment and physical safety of everyone who uses these facilities and areas, while at the same time mitigating risks to public safety and the public interest.

Objectives

1. To ensure proper operation and supervision of SOP or Caterer's Endorsement events by providing education in prevention and intervention techniques and in effective management procedures. This will lower the risk of liability to event organizers, participants, volunteers, the City of Brockville and its staff.
2. To reinforce responsible drinking practices for consumers through appropriate operational procedures, controls, training and education.
3. To honour the decision of abstainers not to drink alcohol and to encourage their participation by providing alternative non-alcoholic beverages.
4. To designate municipally owned facilities which are and are not suitable to most SOP or Caterer's Endorsement events.
5. To provide a balance of licensed and non-licensed programs to ensure that consumers, abstainers, adults, youth and families will be adequately serviced and protected.
6. To provide a balanced use of alcohol through SOP so that alcohol becomes a responsible part of a social function rather than the reason for it.
7. To comply with the provincial Liquor License Act.

Definitions

“**AGCO**” Means by the Alcohol and Gaming Commission of Ontario.

“**Caterer’s Endorsement**” A liquor sales licence authorizing the applicant to sell and serve liquor for an event held on premises other than the premises to which the liquor sales licence applies.

“**City**” Means the Corporation of the City of Brockville.

“**MAP**” Means the Municipal Alcohol Policy of the City of Brockville where alcohol is available under the authority of a Special Occasion Permit or a Caterer’s Endorsement.

“**SOP**” Means the Special Occasion Permit issued by the Alcohol and Gaming Commission of Ontario.

Eligible Events

In order to be eligible for an SOP, Public Events which are not conducted by a registered charity or not for profit entity must be designated as an event of municipal significance by the City Council.

The sale, consumption or service of alcohol at City-owned facilities or parks is prohibited without a permit issued by the Liquor Control Board of Ontario.

Council Event Approval

The request for use of any municipal public area (definition follows) for the purpose of holding a licensed event must be received, in writing, by the City Clerk or designate for Council approval a minimum of 60 days prior to the event date.

Council reserves the right to reject the application of a SOP in a municipally owned facility of any user.

Municipal Facilities & Parks Eligible for SOP Events

The following municipally owned or leased facilities and within specific areas and under specific conditions have been designated eligible to be considered for SOP or Caterer’s Endorsement events:

- Armagh S. Price Park
- Blockhouse Island
- Brockville Arts Centre
- Centeen Park
- Centennial Park
- Court House Green
- Court House Square
- Hardy Park
- St. Lawrence Park
- Memorial Centre

- Youth Arena
- City Hall
- Library
- Fire Station # 2
- Museum
- Railway Tunnel

All other City-owned facilities and parks are designated ineligible for SOP Events.

Municipal Facilities & Parks NOT Eligible for SOP Events

- Brock Trail – creek area
- Abbott Street to Pearl Street creek area
- Bartholomew St to First Avenue creek area
- Dana Street greenbelt area
- Lower Brookview Park
- Royal Canadian Regiment Park (Ormond Street)
- North Augusta Rd (Gord Watts Municipal Centre)
- Pearl Street to Elm Street creek area
- Perth Street to William Street creek area
- St. Paul St to George & Beecher creek area
- Upper Baker Park
- Alwington Park
- Baker Park
- Bi-Centennial Park
- Bisle Park
- Bramshot Park
- Brock Street Park
- Brookview Park
- Butterfield Park
- Civitan Skatepark
- Cunningham Park
- Dana Street Park
- Davison Park
- Duke Street Park
- George Street Park
- Henry Street Park
- J.L. Jordan Property
- John Knox Park
- Kensington Park East
- Kensington Park West
- Kingswood Park
- Linden Park
- Little Fulford Park
- MacOdrum Park
- Matthew Fraser Park
- Pilgrim Park
- Rotary Park
- Ruskin Crescent
- Scace Avenue Park
- Schofield Park
- Sophia Street Park
- Victoria Park
- Waverly Drive Park
- Brackinreid Ball Park
- Fulford Athletic Grounds
- Kelly Ball Park
- Memorial Park
- Goldie Christopher Ball Park
- 2 Kinsmen Slo-Pitch Ball Diamonds
- 5 Soccer Fields
- Rotary Field House
- Rotary Sports Pad
- Schofield Tennis Court
- Butler’s Creek Tennis Court

Youth Admission to Special Occasion Permit Events

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

1. Anyone who appears to be under the age of 25 years will be required to show photo I.D. before they are allowed into the licensed area for event/facility.
2. Individuals under the age of majority will not be allowed to consume alcoholic beverages. Anyone serving individuals under the age of majority will be required to leave the event.
3. Events allowing youth to attend will be required to identify those persons over the age of majority. Sponsors shall choose either stamps or wristbands to identify persons over the age of majority.

Signage

The following signage shall be prominently displayed in designated facilities where alcohol is being served, must be a minimum of 24 x 36 inches in size and placed in bar areas:

All servers are required by law not to serve an intoxicated person or to serve anyone to the point of intoxication. Proof of age of majority required.

The SOP or License must be available for AGCO inspectors and police.

Signs stating “NO ALCOHOL BEYOND THIS POINT” must be displayed at all exits of the licensed area.

Alcohol Service Controls

All controls and service must be consistent with the provisions of the Liquor Act of Ontario and its Regulations and any conditions which may be attached to a SOP.

1. The entrance and exits to the licensed area event must be monitored by responsible persons meeting the age of majority requirement at all times. These persons shall further observe for individuals that may be attempting to enter the premises and that appear to be impaired. All event workers must be 19 years of age or older and shall not consume alcohol while on duty nor prior to their shift.
2. All event workers should be provided with highly visual identification. This may be a button, badge or other form of identification which indicates “Event Staff”, “Bartender”, or “Security” etc.

Smart Serve Trained Staff (in attendance for every 100 patrons)	
Criteria	# of staff required
0-100 Expected patrons	2
200 Expected patrons	3
400 Expected patrons	4
600 Expected patrons	6

3. Permit holders must ensure a minimum of 30% of the alcohol beverages at the event are of low alcohol concentration level. Sales receipts should be available to verify this percentage upon request. Non-alcoholic beverages should be available at a significantly lower price or free. Free non-alcoholic beverages will be at the discretion of the permit holder.
4. All drinks to be served in plastic or paper cups and all bottles to be retained in the bar area. Alcoholic and Non-Alcoholic drinks are to be served in different coloured cups.
5. Tickets for alcohol must be purchased from designated ticket sellers and must be redeemed at the bar. When tickets are sold for alcoholic beverages, there will be a limit of four (4) per person sold at one time until 11:00 p.m. Maximum of two (2) sold per person at one time after 11:00 p.m. Ticket sales must stop at 12:45 p.m. Discounts will not be offered for volume purchase of tickets. Unused tickets shall be redeemed for cash at any time during an event and up to ½ hour after the conclusion of the event. Signage advising of the above shall be visibly posted at each sales location.

When tickets are not being sold, each person will be limited to four drinks served at a time until 11:00 p.m. Maximum two drinks per person after 11:00 p.m.

6. All bar areas must close at 1:00 a.m. regardless if there are persons waiting to be served. There will be no “last call” All patrons will vacate the premises by 1:30 a.m.

Note: the only exception to this rule shall be New Year’s Eve where all times shall be extended one hour.

7. A requirement of all SOP and Caterer’s Endorsement events is that an adequate supply of food must be served/available to persons attending the event. Snacks are not adequate. It is recommended that all event organizers take steps to encourage food consumption to help reduce the risk of intoxication.
8. It is required that at least one “Smart Serve” trained bartender be behind the bar at all times during any free-bar event. Self-serve bar events are not permitted.

9. Marketing practices such as oversized drinks, double shots or spirits, drinking contests, volume discounts and unlimited free alcohol which encourages increased moderate consumption are not permitted.

Tiered Seating

- The holder of the licence shall not sell, serve, or allow for the possession of liquor in the tiered seating section of the premises.

Accountability

It is mandatory that the person signing the application for the SOP or Caterer's Endorsement be present for the duration of the event.

The City of Brockville reserves the right to have a municipal representative attend any and all public events held on City owned property to protect the best interest of the Corporation. This person will have complete authority to close any event not complying with the Liquor License Act, the City of Brockville Municipal Alcohol Policy, and/or Facility Permit Terms and Conditions. Cost of this person will be borne by the event organizers at the sole discretion of the City of Brockville.

The City of Brockville reserves the right to request security or police paid duties to the satisfaction of the City to be present at any event with costs for same being borne by event organizers.

Insurance & Indemnification

All events/activities on municipal property which will involve the consumption of alcohol must obtain a SOP or have a Caterer's Endorsement issued by the Alcohol and Gaming Commission of Ontario and ensure that all conditions associated with the issuance of that permit are met throughout the term of that activity.

In addition, the permit holder must provide proof, at **least fourteen (14) days prior** to the event, that the following forms of coverage have been bound for the full term of the activity:

1. Public liability and property damage insurance with an insurer satisfactory to the City in an amount not less than **two million dollars (\$2,000,000.00)**. This insurance shall name the City of Brockville as an additional insured and shall also state that coverage will respond to all claims relating to the A.G.C.O. licensed activities held on the premises and shall not exclude participants. The City of Brockville reserves the right to request higher limits of insurance.

2. The permit holder agrees to indemnify and save the City of Brockville, its elected officials, public officials, and employees, harmless from all claims, damages, losses and expenses which might arise as a result of this event taking place.
3. The insurance certificate shall include cross liability and severability of interest clauses.
4. Documentation confirming that required security or police paid duties are arranged and in place.

Safe Transportation

The City of Brockville supports the “No Drinking & Driving” philosophy. The permit holder will be responsible for promoting safe transportation options for all the drinking participants and ensure that details of these options are made available to the events patrons (i.e. signs, announcements). These options can include driving intoxicated participants home, calling a friend, relative or taxi to assist the intoxicated participant, and/or having a designated driver provided by the sponsoring group.

Consequences for Failure to Comply

First Infraction – A registered letter from the City Clerk or designate outlining the breach and its unacceptability.

Second Infraction – No further rentals for a period of 12-months for the individual and/or applicable group.

Third Infraction – No further rental to be permitted until proof of compliance can be given to the satisfaction of the City Clerk.

Appeal – A first, second or third infraction consequence may be appealed in writing to the City Clerk. The appeal will be heard within two weeks of notification with a decision being made immediately.

Unauthorized Alcohol Consumption

Alcohol consumption without a SOP or Caterers Endorsement is prohibited at any municipally owned facility. Any persons under the age of majority are found to have consumed or to be consuming alcohol at SOP and Caterer’s Endorsement events and non-SOP events, will be turned over to the police. The individual could be banned from attending any public function held in any municipal facility for a period of up to one year. A registered letter will be sent to parents/guardians.

In addition, any persons found in possession or bringing alcohol in an unlicensed area will be required to leave the premises immediately. The individual or group will be subject to the Consequences for Failure to Comply (see above) and/or may be subject to charges under the *Liquor Licence Act* or *Trespass to Property Act*.

In addition, if someone is intoxicated and disorderly, the problem should be reported to the permit holder. The permit holder should safety remove this person from the premises and must supply transportation for them. If a person refuses to leave the premises, security and/or police paid duties will be informed by the permit holder.

Policy Monitoring & Revisions

The Municipal Alcohol Policy shall be reviewed annually by the City Clerk based on updated legislative changes. Copies of this policy will be made available and placed on the City's website.

Implementation of Municipal Alcohol Policy

The City of Brockville will be implementing the Policy immediately, following Council approval.

The Brockville Municipal Alcohol Policy will:

- Be made available at the Clerk's Office
- Be given to all Special Occasion Permit and Caterer's Endorsement holders
- Be given to the City of Brockville Police
- Be given to AGCO Investigation/Enforcement Office for Leeds County
- Be given to the LCBO retail outlets in the City of Brockville
- Be given to all organizations/individuals making bookings for use of the City's recreational facilities

APPENDIX "A"
CHECKLIST FOR LIQUOR LICENSED EVENT ORGANIZERS

1. Name of Special Occasion Permit holder: _____
2. Location of SOP Event: _____
3. Will persons under 19 years of age be attending this event? _____
4. How will event workers be identified? _____
5. Copy of Smart Serve Certificate provided no less 14 days prior to the event.
6. Proof of Insurance (as detailed on Page 7 of this Policy)
7. The safe transportation strategy(s) that will be used at this function are:

8. I have provided a sketch with dimensions of the licensed area of the event facility and copies of notification letters to police, fire, health unit, City Clerk.
9. I understand all of the Policy requirements and will adhere to them.
10. I have been advised that if there is something that I do not understand with respect to this Policy, I will contact the City Clerk.
11. Security and/or police paid duties have been agreed to in consultation with the Chief of Police and the Facilities Manager.

I, _____, certify the above information is true, I understand my legal obligation as a permit holder and I have attained 19 years of age.

Signature SOP Permit Holder

Signature of City Clerk of Delegate

Date: _____

APPENDIX "B"
CHECKLIST FOR LIQUOR LICENSED PRIVATE EVENT ORGANIZERS

1. Name of Special Occasion Permit holder: _____
2. Location of SOP Event: _____
3. Will persons under 19 years of age be attending this event? _____
4. Copy of Smart Serve Certificate provided no less 14 days prior to the event.
5. Proof of Insurance (as detailed on Page 7 of this Policy)
6. The safe transportation strategy(s) that will be used at this function are:

7. I understand all of the Policy requirements and will adhere to them.
8. I have been advised that if there is something that I do not understand with respect to this Policy, I will contact the City Clerk.

I, _____, certify the above information is true, I understand my legal obligation as a permit holder and I have attained 19 years of age.

Signature SOP Permit Holder

Signature of City Clerk or Delegate

Date: _____

The personal information on this form is collected under the authority of the Municipal Freedom and Protection of Privacy Act, as amended. The information is used for the purpose of processing the application. Questions regarding the collection of this information should be directed to the City Clerk at 613-342-8772- x461.