



TOWNSHIP OF MAPLETON

7275 Sideroad 16, P.O. Box 160, Drayton, ON N0G 1P0
Phone: 519-638-3313, Fax: 519-638-5113, Toll Free: 1-800-385-7248
www.mapleton.ca

SPECIAL OCCASION (ALCOHOL) NOTIFICATION

Applicant: _____

Address: _____

Phone: _____ Fax: _____

Email: _____

NAME OF EVENT: _____

TYPE OF EVENT: _____
(ie. Car show, ball game).

DATE OF EVENT: _____

START TIME: _____ FINISH TIME: _____

MUNICIPAL VENUE LOCATION: _____

A Certificate of Liability Insurance in the amount of \$2,000,000.00 naming the Township of Mapleton as an additional insured, a sketch of the area, and a Special Event Permit must be attached.

_____ accepts full responsibility for crowd control, barricades, safety precautions and clean up associated with this event.

_____ also accepts the responsibility of any suits, actions, causes of action or damages that may arise or be taken against the Corporation of the Township of Mapleton by reasons of or in connection with this event.

I hereby confirm that I have received a copy of the Alcohol Risk Management Policy and agree to abide by the terms and conditions set out therein.

Signature of Applicant

Date

Name of Applicant (please print)

I have the authority to sign this Special Event (alcohol) Application which binds the Event Sponsor named herein to the within terms and conditions.

PARKS, CULTURE AND RECREATION**PCR 01 ALCOHOL RISK MANAGEMENT POLICY****PCR 01.01****Purpose**

The Township of Mapleton owns and manages facilities where alcohol consumption is not permitted, and other facilities where alcohol consumption is permitted under the authority of a Special Occasion Permit. The Alcohol Risk Management Policy is designed to set out a variety of measures to prevent alcohol related problems that arise from alcohol consumption within its facilities and to increase a safe, enjoyable environment for those who use the facilities. In doing so, the Township reduces its risk of liability actions.

Adopted May 10, 2005

PCR 01.02**Objectives**

- a) To ensure proper operation and supervision of Special Occasion Permit 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 Township and its staff.
- b) To reinforce responsible drinking practices for consumers through appropriate operational procedures, controls, training and education.
- c) To honour the decision of abstainers not to drink alcohol and to encourage their participation by providing alternative, non-alcoholic beverages.
- d) To provide a balanced use of alcohol through Special Occasion Permits so that the consumption alcohol becomes a responsible part of a social function.
- e) To provide a balance of licenced and non-licenced programs to ensure that consumers, abstainers, adults, youth and families will be adequately serviced and protected.

Adopted May 10, 2005

PCR 01.03**Designated Facilities Where Alcohol is Not Permitted**

- a) The consumption of alcoholic beverages is prohibited in all services facilities in the Township of Mapleton including the Administration Office located at 7275 Sideroad 3, Peel

PCR 01.05 Conditions for Special Occasion Permits

Anyone who wishes to serve alcohol at a designated site must complete a Facility Rental Agreement . Requests for Outdoor Areas (Beer Gardens) must be submitted in writing to the Township CAO at least three weeks prior to the event. In addition, the responsible person must obtain a Special Occasion Permit from the Alcohol and Gaming Commission of Ontario. The Special Occasion Permit holder must ensure that all Alcohol and Gaming Commission of Ontario policies, the Liquor Licence Act and its Regulations and this Municipal Risk Management Policy are adhered to throughout the event. The Township of Mapleton reserves the right to refuse an applicant permission to run a licenced event on its property, and to impose on the event whatever restriction it deems appropriate in the circumstance.

*Adopted May 10, 2005
Amended August 12, 2008*

PCR 01.06 Control

- a) The Special Occasion Permit shall reflect how many people will be in attendance.
- b) **NO MINORS WILL BE ALLOWED ENTRY** with exception to Weddings, Anniversaries, Retirement Parties, and Family Reunions.
- c) The permit holder will accept only age of majority photo identification, a photo drivers licence, a passport or a valid military I.D. card as identification for alcohol purchase or consumption.
- d) The Township of Mapleton will provide the permit holder , prior to the event, with a list of Smart Serve bartenders to serve alcohol at the event. The permit holder must use one Smart Serve Certified bartender (per 150 participants) from this list.
- e) Paid Duty Officers **MUST BE HIRED** for all functions where the sale of alcohol is the main fundraiser (ie. stag and does, fundraising dances). A minimum of 2 Paid Duty Officers (private security or Ontario Provincial Police) for alcohol functions 0-250 people, 4 Paid Duty Officers 251-499 people, 6 Paid Duty Officers 500-1200 people. Other alcohol functions with capacity up to 200 are at the renter's own discretion to have paid duty officers. Ontario Provincial Police must have 14 days notice prior to the event for paid

- p) The Township of Mapleton reserves the right to have paid duty supervision.

Adopted May 10, 2005

PCR 01.07 Sale of Alcohol

- a) When tickets are sold for alcoholic beverages, there will be a limit of four per person sold at one time until 11:00 pm. Maximum of 2 tickets sold per person at one time after 11:00 pm. Ticket sales stop at 12:30 am, discounts will not be offered for the volume purchase of tickets.
- b) When tickets are not sold, each person will be limited to four drinks served at a time.
- c) A sign will be posted at the bar and at the ticket counter stating the law on serving to intoxication.
- d) The Township of Mapleton can limit the total amount of alcohol that can be purchased for the event, based on its length and the anticipated number of entrants.

Rationale: By limiting the number of tickets or drinks, participants can be served at one time, the ticket sellers, monitors, bartenders and servers are provided with more opportunities to observe participants for signs of intoxication. Table consumption can be moderated by not serving rounds of larger number of tickets – a strip of twenty for example.

Adopted May 10, 2005

PCR 01.08 Youth Admission to Adult Events

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

- a) Anyone who appears to be under the age of 25 years will be required to show I.D. before they are allowed into the event/facility.
- b) Floor monitors will be required if persons under the age of majority are allowed to enter the event.

less alcohol and avoid becoming intoxicated and will provide servers with a substitute drink for those nearing intoxication. A patron consuming a regular beer (at 5% alcohol) could drink two "extra light" beers (at 2.5% alcohol) to ingest the same amount of alcohol. Similarly, "light" beer (at 4% alcohol) represents a 20% reduction in alcohol intake.

Adopted May 10, 2005

PCR 01.10 Accountability

- a) The permit holder will post a sign, approved by the Township of Mapleton stating the name of the Special Occasion Permit holder and the telephone number of the Alcohol and Gaming Commission of Ontario 1-800-522-2876
- b) The permit holder will obtain a minimum of \$2,000,000.00 two million dollars liability insurance from their own insurance agent naming the Township of Mapleton as the additional insured, and provide same to the Township of Mapleton at least two weeks prior to the event. The permit holder will indemnify and save the Township of Mapleton harmless from all claims arising from the permit or event.
- c) The permit holder will obtain verification or proof of acceptance of all required licences and provide same to the Township of Mapleton two weeks prior to the event.

Rationale: While the local authorities and Alcohol and Gaming Commission of Ontario are informed of the date and place of the special occasion function, they do not always have an opportunity to drop in and check on the operation of the event. The signs serve notice to the permit holder that while enforcement may not be present the entire time, concerned participants will know where to lodge a complaint. This can facilitate early correction of potentially risky situations.

If an individual is injured, and if the Township of Mapleton were to be found "jointly and severally" liable, the Township of Mapleton could end up paying the total judgement should the Special Occasion Permit holder be uninsured or inadequately insured, in addition to costing the municipality substantial tax dollars to settle the award, a municipality might have difficulty obtaining continued insurance coverage.

Adopted May 10, 2005

- e) Should a member(s) of an organized group/team violate the policy within one year of receiving notice of their first violation, the group will be suspended from the organized use of any Township of Mapleton facility or area for a period of four months. A registered letter will be sent to the contact person advising of the suspension. A copy of the suspension letter will be provided to Council.
- f) A member of the local police department may intervene in a violation of this policy on his/her initiative or in response to a request either from a Township of Mapleton staff member or a member of the general public. The Police Officer or an Alcohol and Gaming Commission of Ontario Inspector may order that all alcohol consumption cease immediately. The Police Officer can also order the individual(s) or organized group(s) to leave the facility area, should the violation warrant such action. In addition, the Police Officer and/or Inspector may, at his/her discretion lay charges against the offending individuals under the Liquor Licence Act and its Regulations or any other relevant legislation.
- g) An individual or organized group may appear before Council to appeal their suspension or to have their privileges reinstated.

Adopted May 10, 2005

PCR 01.14 Areas Where Alcohol Is Permitted

- a) A violation of this policy occurs when the Special Occasion Permit holder fails to comply with the Alcohol and Gaming Commission of Ontario policies, the Liquor Licence Act and its Regulations and this Municipal Risk Management Policy. A participant at the event, a Township of Mapleton staff member, a member of the local policy, or an Inspector of the Alcohol and Gaming Commission of Ontario can initiate intervention.
- b) A member of the organizing group or the designated monitor may intervene by informing the offending individual(s) of the policy violation and ask that it stop. Group members and monitors should feel encouraged to intervene in this way because intervention at other levels could result in a loss of privileges and legal charges.

PCR 01.15 Signs

- a) Signs will be provided by the Municipality, to be placed in the bar area: "It is against the Liquor Licence Act and its Regulations to serve customers to intoxication. For this reason, servers in our facilities are required to obey the law and not serve anyone to intoxication. We are also pleased to offer non-alcoholic beverages"
- b) A sign will be posted at the bar and main entrance of all S.O.P. functions informing patrons where to direct concerns regarding the manner in which the function has been operated. In addition to naming the sponsor of the event, the sign should include the names and addresses and phone number of the Township of Mapleton, Police Department, and the Alcohol and Gaming Commission of Ontario.
- c) A sign stating "Last Call Will Not Be Announced"
- d) A sign stating "Individuals Under the Age of Majority are not permitted on the premises after 8:00p.m."
- e) Maximum 4 tickets per person sold until 11:00p.m.
Maximum 2 tickets per person sold after 11:00 p.m.
Ticket Sales Stop at 12:30 a.m.
Music must shut down at 1:00 a.m.

Adopted May 10, 2005