



## **GUIDELINES FOR SPECIAL OCCASION PERMIT HOLDERS**

### **GOAL OF THE ALCOHOL MANAGEMENT POLICY:**

The Township of James and the Recreation Committee want residents and visitors to enjoy our Municipal Recreation Facilities. Through the efforts of the people of Elk Lake, the Town offers a variety of unique recreational experience for people of all ages. In order that as many people as possible can enjoy the facilities in a manner that ensures the health and safety of the participants and the protection of municipal facilities, a policy for the orderly use of alcohol during events and functions has been developed. The following pages outline these regulations.

### **MUNICIPAL FACILITIES ELIGIBLE FOR SPECIAL OCCASION PERMIT EVENTS**

That the COMMUNITY CENTER, ELK LAKE BALL PARK, TOWN OFFICE AND LIBRARY be designated as suitable for SPECIAL OCCASION PERMIT EVENTS.

### **PARKS & FACILITIES NOT SUITABLE FOR SPECIAL OCCASION PERMIT EVENTS**

OUTDOOR RINK, ELK LAKE PUBLIC BEACH

### **EVENTS NOT ELIGIBLE FOR SPECIAL OCCASION PERMITS**

All youth events and all minor sport events, including banquets.

### **YOUTH ADMITTANCE TO ADULT EVENTS**

The PERSONS UNDER 19 NOT be allowed to adult social events being held in MUNICIPALLY-OWNED FACILITIES where alcohol is available, except in the case of a family occasion such as a wedding or an anniversary and special family-oriented events or sporting activities. These youth will be allowed admission during these events, however, permit holder(s) must ensure proper supervision by increasing floor workers by at least (1) member.

### **SERVER TRAINING**

The event servers, door supervisors and floor supervisors have attended a Smart Serve Course and have been trained in responsible Server Techniques.

### **PROVIDE LOW – ALCOHOL DRINKS**

At least 30% of the available alcohol consists of low-alcohol beverages. Non-alcohol drinks must be available at no charge or at a cost significantly lower than that of drinks containing alcohol.

### **SAFE TRANSPORTATION**

Safe Transportation strategy will be implemented, including a designated driver program

- Designated Driver be advertised at the event and be identified.
- Alternate transportation options. Sponsor is to drive the intoxicated participant home. Call a friend, relative or taxi to assist the intoxicated participant home.
- Reduce impaired driver everywhere program alert the people to R.I.D.E spot checks.

### **INSURANCE**

Provide at least 14 days prior to the event, that the sponsor has purchased a MINIMUM of \$2,000,000 in Liability Insurance and named the municipality as an addition insured.

### **CONTROLS**

IN order to be eligible to rent a municipal facility for a special occasion permit event, the sponsor must demonstrate to the satisfaction of the municipal representatives that the Alcohol Management Policy is understood that the regulations will be strictly observed and that sufficient controls are in place which will assist in ensuring compliance to the policy. The law clearly states that the sponsor of an event has a “duty to control” that is to protect participants from foreseeable harm to themselves or others.

- Demonstrate to municipal representatives that the Policy is understood, that regulations will be observed and that sufficient controls are in place to assist in ensuring compliance OT the Policy.
- Entrance monitored by two (2) people over the age of nineteen (19). For groups less than (50) people, one (1) person monitoring the door is acceptable.
- The event sponsor will receive a list of individuals who are barred from the Township of James Recreation facilities.
- The event sponsor must provide the Municipal Staff with a copy of the L.L.B.O. receipt demonstrating the purchase of at least 30-35% light-alcohol beverages. Acceptable identification: Age of majority card or Driver’s Licence with photo.
- Special Occasion Permit signatory must attend event and be responsible for making decisions regarding the operation of the event.
- Event sponsor is responsible for the event, therefore, must refrain from consuming alcohol while the event is in progress.
- All event workers must refrain from consuming alcohol while event is in progress.
- Workers may consume alcohol if they are working a shift and their work responsibilities have ended for the entire event.

- Event sponsor and Municipal Staff must ensure physical setting is safe for drinkers and non-drinkers.
- Event sponsor must ensure that patrons do not engage in activities that could harm themselves or others.
- All exits must be supervised.
- A floor supervisory must be available to ticket sellers who require assistance in managing a person who is refused a sale.
- All bottles are to be retained within the bar area and served in paper/plastic cups.
- Licensee to abide by rules of the Municipal Alcohol Policy as enforced by municipality representative(s).
- No marketing practices which encourage increased consumption, i.e. over-sized drinks, double shots, pitchers of beer, drinking contests, volume discounts.
- A minimum of one (1) Smart Serve Program or A.R.F Server Intervention Program trained individual will be designated to sell tickets.
- Tickets must be purchased from designated tickets seller and redeemed at the bar, maximum six (6) tickets per purchase per person.
- Unused tickets to be redeemable for cash at any time during the event.
- Municipal staff reserve the right to require the presence of two(2) police officers for the duration of an event, the cost to be borne by sponsoring group or individual
- Free bar events must have trained servers and floor supervisors.
- All event works to wear highly visual identification.
- Event sponsor(s) may document positive and/or negative comments regarding the event in a diary provided by the municipal representative.
- Police to be notified by municipal representative or sponsor before a situation is out of control.
- Encourage consumption of food, low-alcohol and non-alcohol beverages.
- Clearly define ratio of event workers (door supervisors, floor supervisors & bartenders) to be designated by the municipality and the lessee according to the type of event: weddings and receptions (sale or no sale), socials, fundraisers.
- At masquerade events, participants to identify themselves to the event sponsor.
- No last call
- Bar area to close after the last patron is served, no later the 1:00 a.m.; ticket sales will cease at 12:30a.m.; alcohol sales will cease at 1:00 a.m.; with the exception of New Year’s Eve, when this regulation may be extended by one (1) hrs.
- All entertainment to be completed by 1:15 a.m. All evidence of consumption will be removed by 1:45 a.m. with exception of New Year’s Eve, when this regulation may be extended by one (1) hours.

### **ACCOUNTABILITY**

At least one (1) municipal representative with the authority to demand correction and/or shut down on behalf of the Town will attend all S.O.P. Events.