



**BRAMPTON**  
Flower City

# **MUNICIPAL ALCOHOL POLICY STANDARDS AND GUIDELINES**

City of Brampton  
October 2023

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## **I. INTRODUCTION**

### **A. MUNICIPAL ALCOHOL COUNCIL POLICY**

#### **1. BACKGROUND**

Alcohol and other controlled legal substances are key components of the social and leisure activities of many people. However, there can be negative social, legal and health impacts from uncontrolled or high-risk consumption. The consumption of controlled substances is permitted in the Province of Ontario in accordance with regulations and reasonable controls.

A Municipal Alcohol Policy is a key policy instrument to mitigate negative impacts and risks from high-risk consumption of controlled substances. The City of Brampton (“City”) implemented its first Municipal Alcohol Policy in 2016 to manage the usage and consumption of alcohol on municipally-owned premises.

#### **2. PURPOSE**

The purpose of this Policy is to reduce problems associated with consumption of a controlled substance such as injury, violence and liability. This policy establishes a series of reasonable conditions, which all persons will be required to follow where the consumption of a controlled substance is permitted on or in City properties, premises, places, spaces and/or events.

#### **3. APPLICATION AND SCOPE**

- 3.1 This Council Policy applies to organizers of events held on City-owned property at which a controlled substance will be served (including City-sponsored events) whether the organizers are City staff, elected officials, or members of the public.
- 3.2 This Council Policy is to be applied wherever the consumption and/or serving of a controlled substance occurs on or in a City-owned property including events that involve alcohol through Special Occasion Permits and/or liquor licensed events under a Caterer’s Endorsement as applicable.
- 3.3 This Council Policy does not apply to:
  - a) City operations which are licensed to serve alcohol
    - These types of operations must possess a valid liquor sales licence and are subject to the terms and conditions of that licence;

- b) Businesses which are licensed to serve alcohol on municipal property
  - These types of businesses must possess a valid liquor sales licence and are subject to the terms of their particular lease agreement with the City, and the terms and conditions of that licence.

#### 4. OUTCOMES

- 4.1 Promote a safe, enjoyable environment and ensure the health and safety of participants at alcohol-related events on City property whether they are consuming a controlled substance or abstaining.
- 4.2 Reduce potential injury, violence and/or liability which may arise from consumption of a controlled substance.
- 4.3 Protect event organizers, participants, volunteers and the City from liability risks.
- 4.4 Encourage and reinforce responsible drinking practices for participants through the development of appropriate operational procedures, controls, training and education.

#### 5. PRINCIPLES

- 5.1 **Responsibility** - Alcohol and other controlled substances should be enjoyed in a responsible and safe manner that does not interfere with people who do not wish to consume a controlled substance.
- 5.2 **Alignment** - Consumption of alcohol and other controlled substances on City property should be undertaken in accordance with all applicable, municipal, federal and/or provincial regulations and statutes.
- 5.3 **Awareness** – Fostering education to raise awareness and share relevant information about mitigating the harm and risk from the consumption of controlled substances.

#### 6. POLICY STATEMENTS

- 6.1 All applicable alcohol-related federal and provincial laws, policies, regulations and by-laws, including, but not limited to, those from the Alcohol and Gaming Commission of Ontario shall be adhered to and followed at all times in addition to this Council Policy.
- 6.2 All applicable and/or related Region of Peel and City of Brampton policies, directives, regulations and by-laws, including, but not limited to, those

regarding fire safety and public health shall be adhered to and followed at all times in addition to this Council Policy.

- 6.3 This Council Policy shall be followed in conjunction with and in accordance with all accompanying online resources, standard operating procedures, manuals and/or guidelines regarding the consumption and sale of controlled substances on City property.
- 6.4 All online resources, standard operating procedures, manuals, standards and/or guidelines regarding the consumption and sale of controlled substances on City property shall be contained and maintained in the *Municipal Alcohol Policy Standards and Guidelines* which may be amended as required at any time.
- 6.5 The City reserves the authority to ensure compliance with this Council Policy, City By-laws, provincial legislation, and accompanying *Municipal Alcohol Policy Standards and Guidelines* including applying relevant penalties or remedial/punitive corrective actions as appropriate for any reason.
- 6.6 The City shall review all requests to hold an event on municipal property to determine if the requested location is appropriate for an event that includes the sale, service and consumption of alcohol and reserves the authority to deny or re-allocate requests based on evaluation criteria as determined by the City.
- 6.7 The City reserves the authority at its sole discretion to determine and deem an event organizer as not being in good standing with the City for any reason such as, but not limited to, past infractions, outstanding payments due etc.
- 6.8 The City shall not be responsible for any compensation to the Event Organizer or affected persons of their resulting financial, or other losses from termination of an event due to failure to comply with applicable by-laws, policies and/or the *Liquor License Act*.
- 6.9 The City reserves the authority to restrict or amend the sale and consumption of controlled substances on City property including designating physically separated locations within a property where such substances are permitted for any reason.
- 6.10 The City reserves the authority to prohibit the sale, consumption and/or serving of alcohol at specific facilities, outdoor locations and/or areas within a location such as change rooms or offices etc. and is subject to change or revision at any time.
- 6.11 The City reserves the authority to prescribe the duration and time of day that alcohol may be served or consumed on City property.





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- 6.12 The City reserves the authority to mandate minimum and/or enhanced pricing for alcohol being sold or served based on total alcohol content.
- 6.13 The sale, service and/or consumption of cannabis-based products is prohibited on City property including edible cannabis and cannabis-infused alcohol beverages.
- 6.14 The sale, service or consumption of alcohol under the authority of a S.O.P is not permitted at street parties, youth focused events, and/or minor sport events where the majority of participants are eighteen (18) years of age or under with the exception of events being held in a location operating under and in accordance with a separate valid liquor sales license as per section 3.3.
- 6.15 Tailgate parties or similar outdoor events involving alcohol such as those sanctioned under a *Tailgate Event Special Occasion Permit* are prohibited on City property.
- 6.16 Event organizers and/or hosts shall ensure that all required signage provided by the City (e.g. Sandy's Law etc.) is displayed in prominent locations throughout the duration of the event as per requirements contained in the *Municipal Alcohol Policy Standards and Guidelines*.
- 6.17 Event organizers and/or hosts shall ensure that their event includes a Safe Transportation plan to reduce the possibility of impaired driving as per recommendations contained in the *Municipal Alcohol Policy Standards and Guidelines*.
- 6.18 Alcohol-only events without food being served are not permitted on City property. All events with alcohol being served must include food for event participants. The City reserves the authority to establish or amend the type and/or proportion of food that is deemed acceptable in accordance with the nature, type of scope of the event.
- 6.19 Any person or organization hosting an event on City property must have sufficient liability insurance coverage as per the City's requirements which may be amended at the City's discretion.
- 6.20 Any legal name(s) on a rental agreement must match and be the same as the person listed as the S.O.P Holder on the *Special Occasion Permit* and liability insurance certificate required for serving alcohol and/or hosting an event on City property. The person legally named on any required agreement or permit must also be on-site and present for the duration of the event.
- 6.21 The S.O.P issued for the event and all levy receipts for purchased alcohol including any associated documentation such as guest lists must be available and accessible on site for inspection if requested.



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- 6.22 The City reserves the authority to establish minimum staffing requirements for an event and require amendments or additions to staffing at its discretion depending on the nature, type or scope of the event (e.g. police officers, security personnel etc.)
- 6.23 All event workers including an event organizer or host must be trained and have completed Smart Serve certification to serve or sell alcohol on City property.

## 7. ROLES AND RESPONSIBILITIES

### 7.1 Members of City Council

- Required to adhere to this policy and accompanying *Municipal Alcohol Policy Standards and Guidelines* In addition to any related online resources, manuals, guidelines and/or standard operating procedures as applicable when attending and hosting events or activities serving alcohol on City property.

### 7.2 City staff

- Ensuring that both themselves and any event workers recruited for a liquor licensed event that the City is overseeing are Smart Serve trained.
- Responsible for satisfying all requirements for safe management of an event in accordance with this Policy and accompanying *Municipal Alcohol Policy Standards and Guidelines* in addition to any related online resources, manuals, guidelines and/or standard operating procedures as applicable.
- Ensuring event organizers are provided with all required documentation outlining pertinent information including any online resources, manuals, guidelines, standard operating procedures, forms and/or terms and conditions related to this Policy.

### 7.3 External event organizers

- Required to adhere to this policy and accompanying *Municipal Alcohol Policy Standards and Guidelines* in addition to any related online resources, manuals, guidelines and/or standard operating procedures as applicable when attending and hosting events or activities serving alcohol on City property.
- Ensuring that both themselves and any event workers recruited for a liquor licensed event that they are overseeing are Smart Serve trained.

- Enforcing requirements of the *Liquor License Act* and this Policy as applicable including carrying out their duty to report infractions or violations to City staff.
- Responsible for ensuring that all applicable agreements, permits and other mandatory municipal, federal and/or provincial requirements such as liability insurance as specified in the *Municipal Alcohol Policy Standards and Guidelines* including any accompanying online resources, manuals, guidelines or standard operating procedures to this Policy are completed to the City's satisfaction within specified timelines as applicable.

### **8. MONITORING AND COMPLIANCE**

- 8.1 This Policy shall be reviewed in accordance with the Corporate Governing Policy.
- 8.2 City staff designated as responsible for a City facility, space or event where a controlled substance is permitted in accordance with all applicable legislation and other requirements shall monitor and enforce compliance with this Policy and any accompanying online resources, manuals, guidelines and/or standard operating procedures as applicable
- 8.3 Consequences of non-compliance

Failure to follow this Council Policy may result in:

- a) Reputational, liability, legal, health and/or security risks to the City, members of the public and organizations participating in events or activities involving a permitted controlled substance on City property.
- b) Fines and/or cancellation of any event or activity that is deemed to be in non-compliance for any reason as applicable or appropriate.

### **9. DEFINITIONS**

- 9.1 'Alcohol and Gaming Commission of Ontario (AGCO)' refers to the provincial agency responsible for the administration of the Liquor Licence Act which regulates the sale, service and consumption of alcohol while promoting moderation and responsible use.
- 9.2 'Caterer's Endorsement' refers to an accommodation to a liquor sales licence authorizing the licensee to sell and serve alcohol for an event held on premises other than the premises to which the liquor sales licence applies. If an event is being conducted under a valid Caterer's Endorsement, a S.O.P. is not necessary.



- 9.3 ‘Controlled Substance’ refers to a drug or chemical such as alcohol, tobacco and cannabis whose manufacture, possession, or use is regulated by a government.
- 9.4 ‘Event’ refers to any gathering held on municipal property at which alcohol will be served and/or sold (e.g. weddings, showers, dances, barbeques, birthday parties etc.). The duration of the event includes event set-up, operation and take-down. Events involving alcohol may take place on licensed municipal property or under the authority of a S.O.P.
- 9.5 ‘Event Organizer’ refers to the individual responsible for the operation of an event at which alcohol will be served and/or sold. The Event Organizer (a term that shall represent the individual who has entered into a formal legal agreement with the City) is responsible for the safety and sobriety of people attending the event as well as compliance with this M.A.P. and the Liquor Licence Act and its regulations, at the event.
- 9.6 ‘Event Worker’ refer to individuals appointed or hired by the Event Organizer, who serves or sells alcohol, or is involved in an event where alcohol is served on municipal property. Event Workers must be nineteen (19) years of age or older, been trained by a recognized alcohol server training course (e.g. Smart Serve®)
- 9.7 ‘Liquor Licence Act’ refers to the Liquor Licence Act, R.S.O. 1990 c. L. 19 and outlines legislation regarding the sale and service of alcohol.
- 9.8 ‘Minor Sport Event’ refers to an event such as a sports-related banquet or competition where the focus or attendance consists of athletes under nineteen (19) years of age.
- 9.9 ‘Municipal Property’ refers to any municipally owned or leased lands, buildings and structures.
- 9.10 ‘Premises’ refers to the specific location where the Event Organizer intends to sell and/or serve alcohol. This includes the licensed area(s) in conjunction with all unlicensed areas accessible to event attendees such as, but not limited to, washrooms and parking lots.
- 9.11 ‘Serving’ refers to the act of, taking drink orders, taking payment for alcoholic beverages, stocking the refrigerator or alcohol service area, and bartending.
- 9.12 ‘Smart Serve®’ refers to a training program offered by Smart Serve Ontario designed to train staff and volunteers who work in areas where alcohol is sold and/or served, such as bars, restaurants, banquet halls and other public facilities. Smart Serve® is the only server training program that is recognized by the AGCO and approved by this policy.

- 9.13 ‘Special Occasion Permit (S.O.P.)’ refers to a document issued by the Liquor Control Board of Ontario (LCBO) on behalf of the AGCO for one-time social events where alcohol will be sold and/or served. All alcohol for the event must be purchased under the S.O.P.
- 9.14 ‘S.O.P. Holder’ refers to the individual (e.g. Event Organizer) who signs the application for a S.O.P. to sell and/or serve alcohol.
- 9.15 ‘Tailgate Special Occasion Permit’ refers to a permit issued by the AGCO to allow the serving of alcohol at an event held in conjunction with, and in proximity to, a sporting event (e.g., in a parking lot), and where attendees 19 years of age or older may bring their own liquor for consumption at the tailgate event, within the permitted area.
- 9.16 ‘Youth Focused Event’ refers to an event where the majority of participants are eighteen (18) years of age or younger and/or where the primary focus of the event is on youth or children.

## 10. REFERENCES AND RESOURCES

This Policy should be read and applied in conjunction with the following references and resources as updated from time to time. Please note that some of the following documents may not be publically available.

### External references

- [Liquor Licence Act, R.S.O. 1990, c. L.19](#)
- [Alcohol and Gaming Commission of Ontario](#)

### References to related bylaws, Council policies, and administrative directives

- [Advertising on City Property 14.5.2](#)

### References to related corporate-wide procedures, forms, and resources

- Municipal Alcohol Policy Standards and Guidelines

## **II. EVENT ROLES AND STAFFING**

### **A. ROLE AND RESPONSIBILITIES OF CITY STAFF**

Based on the roles and responsibilities as stated in the Municipal Alcohol Policy (M.A.P), City staff are specifically responsible for the following:

- Providing the Event Organizer with all required written and/or online information outlining all requirements, terms and conditions required to ensure that compliance with the M.A.P. is satisfied at all times throughout an event.
- Exercising authority and responsibility to demand compliance and/or cease operation of an event in the case of infractions or violations of the M.A.P. or any related legislation, policies or procedures as applicable.
- Ensuring they are trained and competent in responsible venue management if overseeing and/or hosting a liquor licensed event.

### **B. ROLE AND RESPONSIBILITIES OF EVENT ORGANIZER**

Based on the roles and responsibilities as stated in the M.A.P, the Event Organizer must be in good standing with the City and is responsible for the conduct and management of an event, including, but not limited to:

- Ensuring compliance with the M.A.P. in addition to all alcohol-related federal, provincial and municipal laws, policies, regulations and by-laws, including, without limitation, the *Liquor Licence Act* and its regulations.
- Organizing, planning, set-up and take-down of the event.
- Recruiting the required number of Event Workers as indicated or directed by the City.
- Providing orientation and training of Event Workers regarding their responsibilities before, during and after the event.
- Ensuring that a copy of the Special Occasion Permit (S.O.P) is provided to the City (with any applicable updates) a minimum of fourteen (14) days before the event.
- Ensuring that the original S.O.P available (with any updates) is immediately available for inspection or review on the premises to which the permit applies (if applicable).

- Managing alcohol sales and service including the choice of beverages and the restriction of fortified or extra strength drinks.
- Enforcing standards to ensure that no one consumes alcohol in locations not designated under the authority of a S.O.P. (e.g. washrooms, parking lots).
- Maintaining the safety and sobriety of people attending the event including those persons turned away or asked to leave in an effort to control the event or due to intoxication.
- Controlling access to the premises at any time during the event.
- Provide safe transportation options (e.g. designated drivers, taxis) through a Safe Transportation Plan.
- Responding to emergencies including contacting police and other emergency services if required
- Maintaining the physical setting or environment to ensure it is free of hazards.
- Assuming all responsibility and liability for any injuries or property damage arising from or in any way related to the S.O.P.

### **C. ROLES AND RESPONSIBILITIES OF EVENT WORKERS**

Event workers are individuals appointed by the Event Organizer, who serve or sell alcohol, or are involved in an event where alcohol is served on municipal property. They must be nineteen (19) years of age or older, have satisfactorily proven to the Event Organizer and the City of Brampton that they have been trained by a recognized alcohol server training course (e.g. Smart Serve®), and that they will act in accordance with the M.A.P as reflected in these guidelines.

All Event Workers have a responsibility to monitor, manage and control the operation of the event. They must not be under the influence of alcohol or any other substance before, during, or immediately after the event.

The different types of Event Workers and their responsibilities are identified in Table 1.

**Table 1 – Event Worker Roles and Responsibilities**

FLOOR SUPERVISOR	DOOR MONITOR
<ul style="list-style-type: none"> <li>• Interact with participants;</li> <li>• Monitor patron behaviour;</li> <li>• Monitor for intoxication and underage drinkers;</li> <li>• Respond to problems and complaints;</li> <li>• Assist Door Monitors when necessary;</li> <li>• Assist in managing a person who is refused sale, crowd control and de-escalation of violence;</li> <li>• Remove intoxicated persons;</li> <li>• Arrange safe transportation;</li> <li>• Maintain communication with Event Organizer and other Event Workers.</li> </ul>	<ul style="list-style-type: none"> <li>• Check identification and assess for signs of intoxication;</li> <li>• Refuse entry of intoxicated and troublesome individuals;</li> <li>• Monitor for those showing signs of intoxication when leaving the event;</li> <li>• Arrange safe transportation;</li> <li>• Maintain communication with Event Organizer and other Event Workers.</li> </ul>
SERVER/BARTENDER	TICKET SELLER
<ul style="list-style-type: none"> <li>• Accept tickets for the purchase of alcoholic drinks;</li> <li>• Responsible for the service of all alcoholic drinks;</li> <li>• Monitor for intoxication and underage drinkers;</li> <li>• Refuse service when a patron appears to be intoxicated or near intoxication;</li> <li>• Offer a non-alcoholic substitute;</li> <li>• Maintain communication with Event Organizer and other Event Workers.</li> </ul>	<ul style="list-style-type: none"> <li>• Sell alcohol tickets to a maximum of four (4) per person per purchase;</li> <li>• Monitor for intoxication and underage drinkers;</li> <li>• Refuse sale to patrons at or near intoxication;</li> <li>• Refund tickets upon request;</li> <li>• Maintain communication with Event Organizer and other Event Workers.</li> </ul>

## D. EVENT WORKER TRAINING AND STAFFING REQUIREMENTS

### 1. General Protocols

The Event Organizer must ensure that the following general protocols are in place for their event:

- Sufficient Event Workers are in attendance as needed to monitor, manage and control the event **at all times** including, but not limited to, Door Monitors (to monitor all entrance and access points to ensure controls are properly managed) and Floor Supervisors (to assist in managing a person who is refused sale, crowd control and de-escalation of violence):
  - **NOTE:** The Event Organizer, Door Monitors, Floor Supervisors, Bartenders, Ticket Sellers and any other Event Workers **are prohibited from consuming alcohol** or being under the influence of alcohol or any other substance (e.g. cannabis) immediately before, during or immediately after the conclusion of the event.
- The Event Organizer must permit City staff unrestricted entry to the event at all times.



- Depending on the nature of the event as per the discretion of the City, Event Workers may be required to wear an identification nametag and/or clothing which is highly visible in a crowd so they can be easily identified.
  - Provision and associated cost of this identification and clothing if deemed necessary by the City is the sole responsibility of the Event Organizer.
  - The type of identification worn by the Event Workers must be stated on the mandatory Event Organizer Checklist forms that must be submitted to the City a minimum of fourteen (14) days before the event.

## 2. Event Worker and Security Staffing Levels

Minimum Event Worker and security requirements are summarized in Table 2.

**Table 2: Minimum Event Worker Ratios**

NUMBER OF GUESTS <sup>i</sup>	MINIMUM NUMBER OF EVENT WORKERS				SECURITY REQUIREMENTS
	BARTENDERS	DOOR MONITORS <sup>ii</sup>	FLOOR SUPERVISORS <sup>iii</sup>	TICKET SELLERS	
Up to and including 75	1 <sup>iv</sup>	0	0	0	0
76 – 150	2	One monitor for each access point	1	1	0
151 – 300	2	One monitor for each access point	2 (+1 for outdoor events)	2	1 (if an outdoor event)
301 – 400	3	One monitor for each access point	3 (+1 for outdoor events)	2	1 (if an outdoor event)
401 – 500	3	One monitor for each access point	3 (+1 for outdoor events)	2	1 (+1 for outdoor events)

<sup>i</sup> For outdoor events, ratios will be determined based on the maximum capacity of the licensed area (i.e. beer garden/tent).

<sup>ii</sup> Each venue will require a varying number of Door Monitors depending on the layout of the venue.

<sup>iii</sup> The Event Organizer can act as a Floor Supervisor.

<sup>iv</sup> For events up to and including seventy-five (75) guests, the Event Organizer can act as the Bartender.

In accordance with the M.A.P., the City reserves the right to adjust the minimum number or types of Event Workers and/or request additional measures be undertaken on an event-by-event basis. A City staff member will advise accordingly. Some of the common situations in which this may be requested include:

- Requiring the provision of both police and/or licensed security based on nature or size of an event.
- Additional Floor Supervisors for an event that allows admittance of those under nineteen (19) years of age.
- Events which are expected to exceed an anticipated attendance of five hundred and one (501) or greater.
- For events that are expected to meet or exceed certain attendance thresholds (e.g. five hundred and one or greater), an operational plan may be requested in addition to other standard requirements.
  - If requested, the operational plan must be developed with the City and Peel Regional Police in order to ensure that all aspects of public safety are addressed (e.g. emergency medical services, security, communication tactics, social media management etc.).
  - If requested, the operational plan must be submitted to the City a minimum of at least thirty (30) days prior to the event.
  - All costs associated with the preparing of operational plans and complying with required licensed security or paid duty police officers shall be solely borne by the Event Organizer unless otherwise agreed upon in writing by the Event Organizer and the City.

### **3. Event Organizer's Checklists (MANDATORY)**

In addition to understanding the roles and responsibilities indicated above, the Event Organizer must read, complete, sign and submit one or more of the following forms depending on the size or scope of the event:

- [Event Organizer's Checklist](#)
- [Event Organizer's Checklist – Additional Event Workers](#)
- [Event Organizer's Checklist – Security Workers](#)

Forms must be submitted to the City fourteen (14) days prior to the event, in order to indicate that the Event Organizer understands their responsibilities and have submitted all standard (e.g. required number of security workers, servers etc.) and/or additional (e.g. operational plan, paid duty police officers etc.) requirements. Event organizers are encouraged to submit forms as soon as possible to ensure all requirements have been met to avoid unnecessary delays or cancellations.

The forms must be filled out in its entirety and include, but not limited to, the following:



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- Names of all servers and proof of their Smart Serve® certification (including certification numbers); **and**
- Names of all security workers and security licence numbers, if applicable (see Table 1).

Failure to submit this form in accordance with established deadlines will result in the event being cancelled as per the City's discretion.

### **III. ELIGIBLE CITY PROPERTIES**

#### **A. DECISION CRITERIA**

The City will review all requests to hold an event on municipal property to determine if the requested location is appropriate for an event that includes the sale, service and consumption of alcohol. The City may also specifically designate the location within the property where alcohol is and is not permitted. Decision criteria used to determine eligibility can include, but is not limited to, the following:

- Nature of the event (private vs. public);
- Duration and hours of the event (e.g. alcohol is not permitted to be served prior to 11AM unless otherwise stated);
- Impact upon neighbouring properties and other users;
- Anticipated number of participants;
- Public safety considerations for event participants and City staff;
- Proximity to public transportation services;
- Adequate availability of space, parking and washroom facilities;
- Adequate availability of water and electrical supply

#### **B. PROHIBITED AREAS WITHIN AN ELIGIBLE PROPERTY**

The following areas within or near an eligible municipal property are generally prohibited from alcohol sales, service or consumption unless otherwise designated under the authority of a S.O.P.:

- Spectator seating areas (including tiered seating areas);
- Lobbies, hallways and general public gathering areas;
- Parking lots;
- Change rooms;
- Mechanical and storage rooms;
- Office areas

#### **C. DESIGNATED PROPERTIES LIST**

Table 3 on the next page summarizes properties with rooms and capacity that are generally eligible for hosting events with alcohol. Please note that the following is provided as a reference only. The City reserves the authority under the M.A.P to approve or deny requests for a specific property or room based on criteria, provincial/federal legislation, Region of Peel By-laws, City By-laws, availability and/or suitability.



**Table 3 – Spaces Permissible for Alcohol-Related Events (57)\***

PROPERTY NAME	ROOM NAME	CAPACITY
<b>ALDERLEA (1)</b>	Pavilion / Parlour	120
<b>BRAMPTON CURLING CLUB (3)</b>	Lower Lounge	149
	President's Room	30
	Upper Lounge / Bar	175
<b>CASSIE CAMPBELL COMMUNITY CENTRE (3)</b>	Multi-Purpose 1	50
	Multi-Purpose Room #2	50
	Multi-Purpose Room #3	50
<b>CENTURY GARDENS RECREATION CENTRE (2)</b>	Room 1 (Auditorium)	425
	Room 2 (Service Club)	120
<b>CHINGUACOUSY PARK INDOOR (5)</b>	Curling Club – Upper Lounge	150
	Pavilion – Meeting Room	35
	Ski Chalet – Bramalea Place Lounge	75
	Ski Chalet – Lower Lounge	75
	Ski Chalet – Meeting Room (2nd Floor)	35
<b>CHINGUACOUSY PARK OUTDOOR (2)</b>	Outdoor Fenced Space	Varies
	Special Event Field	Varies
<b>CHRIS GIBSON RECREATION CENTRE (2)</b>	Auditorium	175
	Multi-Purpose Room	80
<b>CITY HALL (2)</b>	Atrium	250
	West Tower Conservatory	150
<b>BOB CALLAHAN FLOWER CITY LAWN BOWLING (2)</b>	Community Room	70
	Outdoor Space	50
<b>BOB CALLAHAN FLOWER CITY SENIORS CENTRE (6)</b>	Auditorium	120
	Auditorium (A)	50
	Auditorium (B)	50
	Gymnasium	400
	Gymnasium (A)	200
	Gymnasium (B)	200
<b>GORE MEADOWS COMMUNITY CENTRE (3)</b>	Community Room 1	50
	Community Room 2	160
	Community Room 3	40
<b>GREENBRIAR RECREATION CENTRE (1)</b>	Multi-Purpose Room	120
<b>JIM ARCHDEKIN RECREATION CENTRE (1)</b>	Auditorium	180
<b>KNIGHTSBRIDGE COMMUNITY CENTRE (1)</b>	Auditorium	125
<b>LOAFERS LAKE RECREATION CENTRE (2)</b>	Auditorium	180
	Room 1/2 Combo	75
<b>MEMORIAL ARENA (1)</b>	Lobby	114





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PROPERTY NAME	ROOM NAME	CAPACITY
<b>MOUNT PLEASANT VILLAGE COMMUNITY CENTRE (2)</b>	Paul Hunt Room A	30
	Paul Hunt Room B	40
	Paul Hunt Room A/B	80
<b>PEEL VILLAGE GOLF CLUB (1)</b>	Club House Lounge	50
<b>PROFESSORS LAKE RECREATION CENTRE (3)</b>	Auditorium – Multi-Purpose Room Combo	102
	Auditorium Room	50
	Multi-Purpose Room	50
<b>ROSE THEATRE INDOOR (4)</b>	Main Floor	493
	Main Stage	308
	Mezzanine	268
	Second Floor	375
<b>ROSE THEATRE OUTDOOR (3)</b>	South West Patio	200
	South East Section	200
	South East Patio	65
<b>SNELGROVE COMMUNITY CENTRE (2)</b>	Auditorium	180
	Lions Club	85
<b>SUSAN FENNEL SPORTSPLEX (6)</b>	Gym/Youth Room Combo	220
	Gymnasium	150
	Multi-Purpose Room (1)	90
	Multi-Purpose Room (2)	140
	Multi-Purpose Room (1 & 2)	230
<b>TERRY MILLER RECREATION CENTRE (2)</b>	Youth Room	70
	Room #1	60
	Room #2	130

*\*Spaces not included on this list may be available for special events, however there may be additional criteria, terms and/or conditions for their use. The City does not guarantee the availability of any space.*

## IV. EVENT INSURANCE AND RENTALS

### A. RENTAL AGREEMENTS

Authorization of the use of City property through the completion of a Rental Agreement with the City is required in advance of the application for a S.O.P. or Caterer's Endorsement to the AGCO which includes the sale or service of alcohol. A Rental Agreement is required to formalize and book the use of municipal properties under the M.A.P.

The City reserves the authority at its sole discretion to refuse an Event Organizer permission to hold their event on the requested municipal property, for any reason including, but not limited to, conflicting events, nature of the event, location, renovations or other City requirements.

Table 4 below is intended to be used as a reference to ensure that all required documentation is submitted to the appropriate organizations according to indicated deadlines. The Event Organizer must allow adequate time to complete all required forms and documentation including allowing appropriate lead time for the City and external agencies to process requests. Failure to adhere to established deadlines may result in cancellation of the event or refusal of the request.

**Table 4 – Documentation Submission Deadlines**

DOCUMENTATION	SUBMISSION DEADLINE* (IN ADVANCE OF EVENT)	ORGANIZATION
Letter of Municipal Significance for events with > 5,000 people	60 Days	City of Brampton & AGCO
Letter of Municipal Significance for events with ≤ 5,000 people	30 Days	City of Brampton & AGCO
Operational Plan (if required)	30 Days	City of Brampton
Rental Agreement (Full Payment)	30 Days	City of Brampton
Special Occasion Permit	14 Days	City of Brampton
Copy of Liquor Sales Licence if using a Caterer's Endorsement	14 Days	City of Brampton
Liability Insurance	14 Days	City of Brampton
Completed the Rental Details for Liquor Licensed Events (Event Organizer's Checklist)	14 Days	City of Brampton
Catering Notification Form	10 Days	AGCO

*\* If the deadlines indicated above cannot be achieved due to extenuating circumstances (e.g. funeral reception), the appropriate Director or their designate may provide an exception. Contact a staff member to discuss.*

## B. INSURANCE

It is **mandatory** that Event Organizers seeking to use a municipal property for an event obtain sufficient liability insurance coverage in accordance with established deadlines (see Table 2). Failure to provide proof of acceptable liability insurance will **void the Rental Agreement** and result in a cancellation of the event on City property.

An acceptable certificate of insurance must provide evidence of:

- A minimum of **five million dollars (\$5,000,000)** general liability insurance, naming the Corporation of the City of Brampton as an additional insured, and include:
  - Coverage for bodily injury and property damage liability;
  - A liquor liability endorsement as evidence that the insurance company is aware of the S.O.P. event and that coverage is in place for the date(s) and location of the event; **and**
  - Be on a form provided by the City which has been completed by an authorized representative of an accredited insurance company that is licensed to carry on business in Ontario.
    - Coverage period noted on the certification of insurance must be effective for the dates when the municipal property is being used or occupied by the Event Organizer, including, without limitation, the date or period of time when set-up and take-down occurs.

The City reserves the right to request higher limits of insurance depending on the size/scope of the event or if the event is deemed as being a higher risk. A city staff member will advise you if this is required. Visit the [Facility Rental User Insurance](#) webpage for more information.

## V. EVENT ADVERTISING AND SIGNAGE

### A. ADVERTISING

All advertising must comply with all AGCO advertising policies and guidelines and *O. Reg. 389/91: Special Occasion Permits under Liquor Licence Act, R.S.O., 1990, c L.19*. The event organizer and/or S.O.P permit holder shall ensure that the following types of advertising are not permitted.

- Advertising or promoting liquor, or the availability of liquor.
- Offering alcohol as a prize in a contest.
  - **NOTE:** Registered charitable organizations wishing to raffle alcohol during an event must obtain a valid raffle lottery licence issued by the AGCO and provide a copy to the City as required.
- Event names which convey the message that drinking alcohol is the principal activity or the purpose of the event.
- Practices which encourage increased or immoderate consumption of alcohol (e.g. oversized drinks, double shots, free-pouring, pitchers, drinking contests, Jell-O® shooters, volume discounts).
- Promotional advertising of alcoholic beverage names, brands or manufacturers outside the designated alcohol service area for any event where youth under nineteen (19) years of age are permitted entry.

### B. SIGNAGE

During events where alcohol is served, the Event Organizer must ensure that the following signage (provided by the City), is clearly displayed in prominent locations throughout the duration of the event:

1. **INTOXICATION, IDENTIFICATION, TICKET SALES & LAST CALL** wall sign located in one (1) or more prominent locations within the licensed/alcohol service area indicating:
  - The Bartender's right to refuse those who are, or appear to be, intoxicated;
  - Acceptable forms of identification;
  - The number of drinks that can be served to the same individual at the same time;
  - Redemption of unused drink tickets;
  - No last call;
  - Presence of a Safe Transportation Plan.



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2. **ACCOUNTABILITY** wall sign located in one (1) or more prominent locations within the licensed/alcohol service area indicating:
  - Name of the Event Organizer or Permit Holder;
  - Date of the event;
  - Important contact numbers including Emergency Medical Services, Peel Regional Police, The City of Brampton and the AGCO;
  - Location (name and address) of the event.
3. **Designated Consumption Area** wall signs located at the boundaries of the licensed/alcohol service area indicating the restriction of alcohol possession and consumption beyond that point.
4. **FETAL ALCOHOL SPECTRUM SYNDROME / SANDY'S LAW** wall sign located in one (1) or more prominent locations within the licensed/alcohol service area outlining the risks of Fetal Alcohol Spectrum Syndrome. Sign must be in English and at least eight (8) by ten (10) inches in size.
5. **STANDARD DRINK MEASURE AND LOW RISK DRINKING GUIDELINES** wall sign located in one (1) or more prominent locations within the licensed/alcohol service area indicating the standard drink measures and suggested guidelines associated with safe alcohol consumption.



## VI. EVENT ENFORCEMENT AND POLICY VIOLATIONS

### A. ENTRY AND MONITORING

Event Organizers must ensure event workers are fully trained and informed of the following:

- The entrance(s) to the event must be monitored by a responsible person(s) nineteen (19) years of age or older, at all times. These persons shall further observe individuals that may be attempting to enter the premises that appear to be intoxicated, demonstrating aggressive behaviour or have a history of causing problems at events.
- Having a method of counting attendees to ensure the room / attendance capacity of the licensed premises is not exceeded.
- Ensure that alcohol which is served and/or sold on the premises is not removed from the licensed area or brought into an unacceptable area by a person attending the event.
- Ensuring persons who appear to be under twenty-five (25) years of age show their photograph identification at the ticket purchase area and/or the alcohol service area as specified under the *Liquor Licence Act*.
  - Acceptable identification for a person includes any of the following, provided the identification is not expired, contains a photograph of the person, the person's date of birth and that it has been issued by the listed government or government agency:
    - Ontario Driver's Licence with a photo of the person to whom the licence is issued;
    - A Canadian passport;
    - A Canadian Citizenship Card with a photo of the person to whom the card is issued;
    - A Canadian Armed Forces Identification Card;
    - A photo card issued by the Liquor Control Board of Ontario, entitled "Bring Your ID" (BYID)
    - A Secure Indian Status Card issued by the Government of Canada;
    - A Permanent Resident Card issued by the Government of Canada; **or**
    - A photo card issued under the *Photo Card Act, S.O. 2008, c.17*.
  - **Note:** Identification from outside the province or country is also acceptable. Valid identification must be current, government-issued, and include a photograph of the individual along with their date of birth. In these cases, event organizers are encouraged to ask to see a secondary piece of identification to ensure that

elements such as the individual's signature, photograph, address and/or physical descriptions match.

## **B. REFUSAL OF ENTRY AND REMOVAL OF PERSONS**

The Event Organizer must ensure that the following is enforced and/or carried out as applicable before, during and after the event:

- Ensure event workers carry out their responsibilities.
- Be available upon request to event workers who require assistance in managing an individual who is refused sale or becomes unmanageable.
- Any stated attendance capacities for facilities and outdoor areas are not exceeded during the course of the event.
- Maintain sufficient staffing throughout the event to control all access points at all times.
- Ensure the event is managed and controlled to prevent dangers to attendees and other persons that may be present.
- Exercise the right to remove or deny entry to intoxicated persons, aggressive persons or to persons under nineteen (19) years of age who are unauthorized or found to be drinking alcohol.
- Offer or arrange safe transportation options where required.

## **C. UNDERAGE DRINKING**

If underage drinking is encountered or observed, the Event Organizer and/or event workers must complete the following:

1. Notify Peel Regional Police;
2. Report the findings to City staff ;
3. Report the findings to the caterer under the Caterer's Endorsement, if applicable;
4. Ask the offending person(s) to leave and offer or arrange a safe transportation option for them.

## **D. INTOXICATION AND DISORDERLY CONDUCT**

If intoxication, riotous, quarrelsome, violent, aggressive and/or disorderly conduct or unlawful gaming is observed at the event, the Event Organizer and/or event workers must complete the following:

1. Ask the offending person(s) to leave and offer or arrange a safe transportation option for them;
2. Seek assistance from City staff if the individual(s) refuses to leave and if necessary such as in the case of escalation or threats, call Peel Regional Police;

3. Seek any necessary assistance (e.g. security staff) to maintain control and management of the event and ensure the safety and protection of all persons including event workers

#### **E. DUTY TO REPORT**

The Event Organizer has the duty to report to City staff about details of any incident that:

- Violates the *Liquor Licence Act* or the M.A.P. (see section 1);
- Reported by an AGCO inspector under the *Liquor Licence Act* ;
- Involves bodily injury, death or property damage.

Please note that depending on the urgency or severity of the situation, the Event Organizer, Event Worker or City staff handling the situation must notify Corporate Security, Peel Regional Police and/or call 9-1-1 if they observe signs that a situation is getting out of control.

The Event Organizer must also notify staff immediately when repairs or other action is required to make damaged municipal property secure or safe to use.

City staff must report any infraction of this policy or this document to Corporate Security, Peel Regional Police and/or the AGCO whenever they believe such action is prudent.

#### **F. FAILURE TO COMPLY**

Where there has been a failure to comply with the *Liquor Licence Act* or other relevant provincial legislation, Peel Regional Police and/or an AGCO Inspector have the authority to intervene for enforcement purposes and may, at their discretion or other authority, terminate the event and revoke a S.O.P. Similarly, a failure to comply with City of Brampton By-laws and/or Region of Peel Public Health Orders (e.g. pandemic related such as social distancing etc.), may result in the Peel Regional Police, City of Brampton or Region of Peel By-law enforcement staff to intervene and issue orders or impose fines at their discretion.

The City also retains the authority to cancel, intervene or terminate the event for violations of the M.A.P. It remains the responsibility of the Event Organizer to manage the event and to take appropriate actions, including, but not limited to:

- Ending the event;
- Vacating municipal property;
- Providing safe transportation options.

Regardless of the reason for termination of the event, the City will not be responsible for providing any compensation to the Event Organizer or affected persons of their resulting financial, or other related losses.

### 1. In Areas Where Alcohol Is Permitted

A violation of the M.A.P. occurs when an Event Organizer fails to comply with the conditions of the *Liquor Licence Act* or the M.A.P. The following parties may intervene in the case of a violation as follows:

- Participants, City staff, Corporate Security, Peel Regional Police and/or an AGCO Inspector may intervene if there is a violation of this policy, provincial regulations or laws.
- The Event Organizer, a member of the organizing group or the designated event worker may intervene by informing the offending individual(s) of the policy violation and request that these activities/behaviours cease.
  - The Event Organizer is responsible to ensure that any violations are stopped immediately. Should the Event Organizer fail to comply, Corporate Security and/or Peel Regional Police will be called for enforcement as deemed necessary by City staff
    - If the infraction involves serious disregard for the M.A.P., or involves a substantial risk of injury or damage, City staff have the authority to close the event down and contact Corporate Security and/or Peel Regional Police to enforce compliance.
- Peel Regional Police or an AGCO Inspector may intervene in a violation of this policy at his or her initiative, or in response to a request from City staff or a member of the general public
  - Depending on the particulars of the infraction, charges may be laid under the *Liquor Licence Act* or any other relevant legislation.
  - **NOTE:** Peel Regional Police have the right to seize any alcohol used in the commission of an offence under the *Liquor Licence Act*.

### 2. In Areas Where Alcohol Is Not Permitted

A violation of the M.A.P. occurs when an Event Organizer or event guests consume alcohol in an area where alcohol consumption is prohibited in accordance with the conditions of the S.O.P., *Liquor Licence Act* or the M.A.P. The following must be observed in such situations:

- Event organizers, City staff, Corporate Security and/or Peel Regional Police will intervene if there is a policy violation observed.
- An Event Organizer or individual is to intervene by informing the offending individual(s) that the M.A.P. prohibits alcohol consumption and request that the violating activity cease immediately.

- Should difficulties arise from such interventions, the Event Organizer or individual should seek the assistance of City staff.
- In instances where City staff observe a violation of the M.A.P., staff will take steps to ensure that the violation stops
  - Staff can request that the consumption of alcohol stop or they can ask the individual or group to leave the premises, depending on the circumstances and nature of the violation
  - Should the individual(s) fail to comply, the staff may elect to contact Corporate Security and/or Peel Regional Police for enforcement
- Individual(s), organized group or a team/league that have violated the M.A.P. (and have been so notified at the time of the violation), will receive a registered letter from the City of Brampton indicating that no further violations will be tolerated
  - Should a **second** violation of the M.A.P. occur, the individual(s), organized group or team/league will be suspended from use of the premises for a period of one (1) week or one (1) activity, whichever is greater.
    - Should the group be a periodic or intermittent user of the premises, an alternate suspension will be enforced based on actual patterns of use.
    - The offending individual(s), organized group or team/league will be notified of this second violation by registered letter.
  - Should a **third** violation occur, the individual(s), organized group or team/league will have all Rental Agreements cancelled for the remainder of the current contract or current rental period
    - The offending individual(s), organized group or team/league will be notified of this third violation by registered letter
  - Any fees related to a cancelled rental agreement will be non-refundable.



## VII. ALCOHOL SERVING, CONSUMPTION AND SAFETY

The following controls and prevention strategies must be in place during any event where alcoholic beverages will be available and applicable to the licensed area under the authority of the S.O.P:

### A. SPECIAL OCCASION PERMIT:

A Special Occasion Permit (S.O.P) is required for an event that will include alcohol on City property. A S.O.P is for occasional, special events only, and not for personal profit or running an ongoing business. A permit may be revoked if the Registrar established under the *Alcohol, Cannabis and Gaming Regulation and Public Protection Act* has reason to believe an event is being used for personal gain.

An event organizer is responsible for obtaining the correct S.O.P for their event. The following are the types of S.O.Ps that are generally acceptable for an event held on City property unless otherwise indicated:

- **Private Events** - limited to invited guests only and may not be publicly advertised. The public cannot be admitted and there can be no intent to gain or profit from the sale of alcohol at the event.
- **Public Events** - open to the public and can be advertised.

S.O.Ps are issued by the AGCO through the [iAGCO Online Services Portal](#) and must be submitted to the City a minimum of fourteen (14) days before the event. Where applicable, the Event Organizer must have immediately available for inspection the original S.O.P. (with any updates) and all levy receipts, within the licensed area where the alcohol is to be served /sold.

Please note that if the L.C.B.O. has determined that a guest list is required for the event, the guest list must also be made readily accessible for inspection by City staff and/or an AGCO inspector if requested.

### B. SALES AND SERVICE:

Alcohol drink tickets and/or beverages are strictly prohibited from being sold to any:

- Person under nineteen (19) years of age.
- Person that appear to be under the age of twenty-five (25) years and who do not produce proper identification.
- Person who may appear intoxicated or show signs of impairment.

All outdoor licensed areas are required to be fenced off with a barrier measuring at least 0.9 meters high (please note that higher barriers and additional criteria may be required as per the City's discretion).

At events where guests under nineteen (19) years of age are expected to be in attendance, the Event Organizer must ensure that:

- An identification procedure is implemented at outdoor public events where alcohol is sold, served, and consumed;
- Those under nineteen (19) years of age are not consuming alcohol on the premises;
- Consideration is given toward the provision of additional Floor Supervisors
  - **NOTE:** the City reserves the right to request additional floor staff be in place.

Ticket sales for alcohol must be sold separately at all public events and will be limited to four (4) tickets per person, per transaction.

- Unused tickets can be redeemed for a full refund at any time during the event and for at least thirty (30) minutes after the bar closes.
- Guests cannot be required to purchase a minimum number of drinks (or drink tickets) to enter or remain at the event.

The sale, service or consumption of alcohol is not permitted at:

- Events where the event and/or attendees is focused on youth under nineteen (19) years of age;
  - **NOTE:** Examples of this would including a high school prom or teen dance party etc. If the event is a children's birthday party or other type of family event where there is a significant number of adults in attendance, alcohol is permitted but all protocols remain in place to restrict access to anyone under nineteen (19) years of age.
- Minor sports events, including banquets;
- Street parties.

Alcohol service shall be limited to two (2) drinks per person at one time.

- Alcohol cannot be left available for self-service.
- No persons shall be allowed to bring their own alcohol to the event.
- All beverage containers whether containing alcohol or not, must remain within the licensed area.

Ticket sales and alcohol service must cease forty-five (45) minutes prior to the end of the licenced period of the event.

- “Last Call” announcements or notices are strictly prohibited.
- Closing time must be consistent with the event end time noted on the Rental Agreement and S.O.P.
  - In instances where the start and end times are not identical, the latest start time and earliest end time will prevail.
- All alcohol and its containers (which include empty cups/glasses) must be cleared away by the end of the licensed period as noted on both the Rental Agreement and S.O.P.

### **C. AVAILABLE DRINK TYPES AND PRICING**

All alcoholic beverages must be served in accordance with the [Low-Risk Alcohol Drinking Guidelines](#) established by the Canadian Centre on Substance Use and Addition.

- A variety of low-alcohol beverages must be available for purchase.
- No fortified drinks or extra-strength drinks shall be sold, served or consumed.
  - Beer and coolers with more than 5% alcohol, wine with more than 12% alcohol and distilled alcohol/spirits (e.g. rye, gin, rum etc.) with more than 40% alcohol are considered fortified alcohol products.
- No energy drinks (with or without alcohol in them) shall be sold, served or consumed.
- No cannabis-infused drinks (with or without alcohol in them) or edible cannabis shall be sold, served or consumed.

Homemade alcohol or pre-made alcoholic drinks (such as Jell-O® shooters) are not permitted at any S.O.P. event.

- Homemade wine or beer provided for the purposes of a religious event is the lone exception.
  - **NOTE:** This alcohol must be served under the authority of a **No Sale S.O.P.**, as defined by the regulations under the *Liquor Licence Act*.
- Where wine is provided with a meal, a non-alcoholic substitute (such as water, pop or juice) must be provided to ensure that children and abstainers are included in toasting the celebrants.

The minimum price for a standard alcoholic drink must be in accordance with the *Liquor Licence Act* and its regulations. Please note that responsible higher drink price flexibility is permitted and encouraged as long as it remains above the minimum legislated price in accordance with standard serving sizes.

#### **D. FOOD AND NON-ALCOHOLIC BEVERAGES**

There must be sufficient food available for all those in attendance. Food must be available both within the licensed area of the alcohol service area and throughout the duration of the event to ensure guests are not drinking on an empty stomach.

- Light meals in the form of sandwiches, hamburgers, hot dogs, pizza, salads etc. are acceptable.
- Snack foods such as chips, peanuts or popcorn **are not, on their own, sufficient** to meet this requirement.
- Event workers should be directed to encourage patrons to consume food and non-alcoholic beverages.

Non-alcoholic beverages must be available at no charge or at a cost much lower than that of drinks containing alcohol including the following requirements:

- Beverages such as coffee, pop and juice are available for all identified designated drivers.
  - It is recommended that these beverages be free of charge for these individuals.
- Fresh drinking water must be available for everyone in attendance.

#### **E. SERVING AND CONSUMPTION HOURS**

Alcohol is only permitted to be served at events on City property after 11AM unless otherwise indicated on a rental agreement and/or in accordance with time or period specified on the S.O.P.

- **NOTE:** An event can start earlier than 11AM but alcohol is not permitted to be served or consumed until after 11AM in accordance with time specified on the S.O.P.

Event organizers are encouraged to discuss and confirm appropriate serving hours upon booking a property with City staff.

#### **F. SAFE TRANSPORTATION PLAN**

The Event Organizer is responsible to take the necessary steps to reduce the possibility of impaired driving. As such, the Event Organizer is responsible for promoting safe transportation options for attendees of the event or contacting police as appropriate, including for persons who may be denied entry or are removed from the event under the M.A.P.

As a condition of rental, the Event Organizer must have a Safe Transportation Plan in effect. Examples of a Safe Transportation Plan include:



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- Providing non-alcoholic beverages either at no charge or at a cost much lower than that of drinks containing alcohol.
- Providing alternate means of transportation for those who are suspected to be intoxicated (e.g. call a friend, relative or taxi).
- Calling police if someone who is suspected to be impaired cannot be convinced to use alternate transportation.
- Having a Designated Driver Program which encourages and identifies designated drivers that will use a vehicle to transport intoxicated persons to a place of safety. This Program should include the following:
  - Announcements made periodically throughout the event to those in attendance encouraging the use of a designated driver or alternate means of transportation;
  - Program information posted prominently in the licensed/alcohol service area;
  - Plans for backup transportation options that include those for whom the intoxicated person may be responsible.

The Event Organizer must remain on the premises at least until all attendees have left the property at which the event is located.

City staff must be notified should event attendees be required to leave their vehicles in the parking lot overnight. The event organizer should remind event guests that any vehicles left overnight must be removed by the end of the following day after the event. Vehicles left more than one (1) day following an event may be subject to towing or fines as applicable.

## VIII. DEFINITIONS

<b>ACCESS POINT</b>	The location of admittance to a room or space that is generally understood to be utilized by individuals to gain entry or exit within a non-emergency context.
<b>ALCOHOL AND GAMING COMMISSION OF ONTARIO (AGCO)</b>	The AGCO is a provincial agency responsible for the administration of the <i>Liquor Licence Act</i> which regulates the sale, service and consumption of alcohol while promoting moderation and responsible use.
<b>CATERER'S ENDORSEMENT</b>	<p>An accommodation to a liquor sales licence authorizing the licensee to sell and serve alcohol for an event held on premises other than the premises to which the liquor sales licence applies. If an event is being conducted under a valid Caterer's Endorsement, a S.O.P. is not necessary.</p> <p>Event Organizers wishing to utilize a third party's Caterer's Endorsement for the purposes of serving and/or selling alcohol at their event should be aware that it is the responsibility of that licensee to:</p> <ul style="list-style-type: none"> <li>• provide alcohol for the event;</li> <li>• serve any alcohol through the use of the licensee's staff;</li> <li>• comply with all liquor sales licence conditions applicable to the licensee throughout the event; <b>and</b></li> <li>• submit a <i>Catering Notification Form</i> to the AGCO at least ten (10) days prior to the event</li> </ul> <p>The use of a third party's Caterer's Endorsement does not remove the responsibility of the Event Organizer to manage the event and provide appropriate Event Worker support as outlined in this M.A.P.</p> <p>The catered event must be sponsored by someone other than the licensee; this is typically the Event Organizer.</p> <p>A copy of the liquor licence to be used by an Event Organizer under a Caterer's Endorsement must be supplied to the City of Brampton fourteen (14) days prior to the event.</p>
<b>CITY STAFF</b>	An employee of the City of Brampton who provides oversight of an alcohol-related event on behalf of the City and ensures that all components of the M.A.P. are met.
<b>EVENT</b>	<p>Any gathering held on municipal property at which alcohol will be served and/or sold (e.g. weddings, showers, dances, barbeques, birthday parties etc.).</p> <p>The duration of the event includes event set-up, operation and take-down. Events involving alcohol may take place on licensed municipal property or under the authority of a S.O.P.</p> <ul style="list-style-type: none"> <li>• <b>Public Event</b> – one which is open to the public to attend and is conducted by a registered charity or not-for-profit entity, or an event identified by Council as municipally significant.</li> </ul>

	<ul style="list-style-type: none"> <li>• <b>Private Event</b> – one which attendance is limited to a set number of individuals at the request and/or invitation of the Event Organizer and is not open to the public.</li> </ul>
<b>EVENT ORGANIZER</b>	<p>The individual responsible for the operation of an event where alcohol is being served or sold (who has entered into a formal legal agreement with the City) and the safety and sobriety of people attending the event as well as compliance with this M.A.P. and the <i>Liquor Licence Act</i> and its regulations, at the event.</p> <p>The Event Organizer must be nineteen (19) year of age or older, satisfactorily proven to the City that he/she has been trained by a recognized alcohol server training course to include Smart Serve<sup>®</sup>, and that he/she will act in accordance with the M.A.P.</p> <p>The Event Organizer assumes responsibility and liability for the entire operation of the event. The Event Organizer must read, complete, sign and submit the online <b>RENTAL DETAILS AND EVENT SUMMARY FORM</b> to the City to indicate understanding of their responsibilities and other binding terms and conditions.</p>
<b>EVENT WORKER</b>	<p>Individuals appointed by the Event Organizer, who serves or sells alcohol, or is involved in an event where alcohol is served on municipal property.</p> <p>Event Workers must be nineteen (19) years of age or older, have satisfactorily proven to the Event Organizer and the City that he/she has been trained by a recognized alcohol server training course (e.g. Smart Serve<sup>®</sup>), and that he/she will act in accordance with the M.A.P.</p>
<b>GOOD STANDING</b>	<p>An Event Organizer holding an event in good standing is one who:</p> <ul style="list-style-type: none"> <li>• Operates in compliance with this M.A.P. and related City by-laws, policies and procedures, terms and conditions &amp; standards;</li> <li>• Has no prior unresolved issue of non-compliance to the M.A.P. or related City by-laws, policies and procedures, terms and conditions &amp; standards;</li> <li>• Operates in compliance with the <i>Liquor Licence Act</i>.</li> </ul>
<b>LICENSED SECURITY</b>	<p>Security personnel monitoring entrances and patrolling licensed areas along with associated municipal property (both inside and out) must be licensed under the <i>Private Security and Investigative Services Act</i>, S.O. 2005, Chapter 35 to ensure the safety and security of the facility, City staff and patrons. All security personnel must have been trained by a recognized alcohol server training course to include Smart Serve<sup>®</sup>.</p>
<b>LIQUOR LICENCE ACT</b>	<p>The <i>Liquor Licence Act</i>, R.S.O. 1990 c. L. 19 outlines the laws regarding the sale and service of alcohol.</p>
<b>MUNICIPAL PROPERTIES</b>	<p>All municipally owned or leased lands, buildings and structures.</p>
<b>MUNICIPAL SIGNIFICANCE</b>	<p>The designation given to an event through a City Council resolution based on certain criteria and approved through the issuance of a Letter of Municipal Significance.</p>



	Such a letter may be required by the AGCO or the City before granting permission for an event.
<b>PREMISES</b>	The specific location where the Event Organizer intends to sell and/or serve alcohol. This includes the licensed area(s) in conjunction with all unlicensed areas accessible to event attendees such as, but not limited to, washrooms and parking lots.
<b>RELIGIOUS / CIVIL FUNCTION</b>	An event that is presided over by an officiant including, but not limited to, a Priest, Minister, Rabbi or Justice of the Peace.  Wedding vow renewals do not qualify as a religious /civil function unless presided over by an officiant.
<b>SERVING</b>	The act of, taking drink orders, taking payment for alcoholic beverages, stocking the refrigerator or alcohol service area, and bartending.
<b>SMART SERVE®</b>	A training program offered by Smart Serve Ontario designed to train staff and volunteers who work in areas where alcohol is sold and/or served, such as bars, restaurants, banquet halls and other public facilities.  Smart Serve® is the only server training program that is recognized by the AGCO and approved by this policy.
<b>SPECIAL OCCASION PERMIT (S.O.P.)</b>	A document issued by the Liquor Control Board of Ontario (L.C.B.O.) on behalf of the AGCO for one-time social events where alcohol will be sold and/or served. All alcohol for the event must be purchased under the S.O.P.  Depending on the nature of the event, the AGCO and the City may require a Letter of Municipal Significance endorsed by Council before granting permission for the event.  A copy of the S.O.P. must be supplied to the City of Brampton fourteen (14) days prior to the event.
<b>S.O.P. HOLDER</b>	The individual (eg. Event Organizer) who signs the application for a S.O.P. to sell and/or serve alcohol. The S.O.P. Holder can assign a designate at the time of formal application.  A designate is a person(s) appointed by the S.O.P. Holder who is nineteen (19) years of age or older, has satisfactorily proven to the S.O.P. Holder that he/she has been trained by a recognized alcohol server training course to include Smart Serve®, and that he/she will act in accordance with the M.A.P.
<b>STANDARD DRINK</b>	A benchmark to help determine the amount of pure alcohol consumed as defined by volume and type as follows: <ul style="list-style-type: none"> <li>• 12 oz. or 341 ml. of beer with 5% alcohol; <b>or</b></li> <li>• 5 oz. or 142 ml. of wine with 12% alcohol; <b>or</b></li> <li>• 1.5 oz. or 43 ml. of spirits with 40% alcohol.</li> </ul> <p>For this purpose, each of these drink types contains the exact same amount of alcohol (0.6 oz. or 17 ml of pure alcohol) of alcohol and will have the same effects on the body.</p>

## IX. FAQ

### 1. Can alcohol be served or sold at a family party or children's birthday party?

Yes. If there is a significant or majority number of adults in attendance at the party (which would usually be the case in these types of events) then alcohol is permitted. However, all other MAP requirements such as event worker ratios etc. remains in effect.

### 2. What is the event organizer's responsibility if alcohol is being served through a caterer's endorsement?

The event organizer does not need to obtain a S.O.P from the AGCO however, they are still responsible to ensure the following:

- That the caterer has provided a *Catering Notification Form* to the AGCO at least ten (10) days prior to the event.
- That all other event worker requirements other than ticket sellers, bartenders and servers (these are the responsibility of the caterer) are in place (e.g. door monitors, security etc.) as per these standards (see page 14).

The caterer is responsible for ensuring all of their event workers serving alcohol are Smart Serve certified. It is recommended that the event organizer confirm this with their caterer.