

# **MUNICIPAL ALCOHOL POLICY**

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Appendix #1. Rental Details for Liquor Licensed Events (Event Organizer's Checklist)

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## I. INTRODUCTION

### A. OBJECTIVES AND SCOPE

This Municipal Alcohol Policy (M.A.P.) is intended to promote a safe, enjoyable environment and ensure the health and safety of participants at alcohol-related events on municipal property under the authority of a Special Occasion Permit (S.O.P.) or Caterer's Endorsement (excluding municipally-run liquor sales licenced locations).

This policy is in place as a means to reduce alcohol-related problems such as injury, violence and liability which may arise from alcohol consumption. This policy establishes a series of reasonable conditions, which all persons will be required to follow where the consumption of alcohol is permitted on City of Brampton (the "City") premises.

#### **POLICY OBJECTIVES:**

To provide procedures and education to individuals or groups wishing to hold events in and/or on municipal properties in order to ensure compliance with the *Liquor Licence Act*, R.S.O. 1990 c. L. 19 (the "*Liquor Licence Act*") and Alcohol and Gaming Commission of Ontario (A.G.C.O.) policies and guidelines pertaining to S.O.P. events or those under the authority of a Caterer's Endorsement accommodation.

To ensure appropriate supervision and operation of liquor licensed events by:

- Protecting Event Organizers, participants, volunteers, the City and its staff from liability exposure.
- Providing education in prevention and intervention techniques through effective management procedures.

To encourage and reinforce responsible drinking practices for participants through the development of operational procedures, controls, training and education, and to respect the decision of abstainers not to drink alcohol and encourage their participation by providing alternative, non-alcoholic drinks.

#### **SCOPE:**

The M.A.P. outlines various stipulations and controls on events involving alcohol including:

- Special Occasion Permits; **or**
- Liquor licensed events under a Caterer's Endorsement.

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This Policy applies to:

- Organizers of events held on municipal property at which alcohol will be served (including City-sponsored events) whether the organizers are City staff, elected officials, or members of the public.

This Policy does not apply to:

- City operations which are licensed to serve alcohol (such operations must possess a valid liquor sales licence and are subject to the terms and conditions of that licence);
- Businesses which are licensed to serve alcohol on municipal property (such 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 the liquor sales licence).

## **B. DESIGNATION OF ROLES AND RESPONSIBILITIES**

### **ROLE OF CITY REPRESENTATIVES:**

City Representatives are responsible for ensuring the Event Organizer is provided with written information outlining the terms and conditions of the M.A.P. and ensuring that compliance with the M.A.P. is met at all times throughout the event.

City Representatives have the authority to demand compliance and/or cease operation of an event.

City Representatives responsible for the oversight of a liquor licensed event will be Smart Serve<sup>®</sup> trained and competent in venue management.

### **ROLE OF EVENT ORGANIZER:**

The Event Organizer must be in good standing with the City and is responsible for the conduct and management of the event, including, but not limited to:

- 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.
- Organization, planning, set-up and take-down of the event.
- Appointing the sufficient number of Event Workers.
- Orientation of Event Workers (all of whom must be nineteen (19) years of age or older) to their responsibilities before, during and after the event.
- Immediate availability of the S.O.P. (with any updates) on the premises to which the permit applies (if applicable).
- Alcohol sales and service including the choice of beverages and the restriction of fortified or extra strength drinks.

- Ensuring 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 because of intoxication.
- Control of access to the premises at any time during the event.
- Safe transportation options (e.g. designated drivers, taxis).
- Response to emergencies including contacting police and other emergency services.
- Ensure the physical setting is free of hazards.

The Event Organizer must read, complete, sign and submit the **RENTAL DETAILS FOR LIQUOR LICENSED EVENTS (EVENT ORGANIZER’S CHECKLIST)** (Appendix #1) to the City fourteen (14) days prior to the event, to indicate that they understand their responsibilities.

The Event Organizer must provide a copy of the S.O.P. (if applicable) and any updates to the City fourteen (14) days prior to the event.

**C. 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, in a non-emergency context.
<b>ALCOHOL AND GAMING COMMISSION OF ONTARIO (A.G.C.O.)</b>	The A.G.C.O. 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 A.G.C.O. 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 REPRESENTATIVE</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> <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 at which alcohol will be served and/or sold.</p> <p>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 <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 shall not consume or be under the influence of alcohol or any other substance immediately before, during or after the conclusion of the event.</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 <b>RENTAL DETAILS FOR LIQUOR LICENSED EVENTS (EVENT ORGANIZER'S CHECKLIST)</b> (Appendix #1) to the City to indicate understanding of their responsibilities.</p>

**EVENT WORKER**

Individuals appointed 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, have satisfactorily proven to the Event Organizer and the City that he/she has been trained by a recognized alcohol server training course (eg. Smart Serve<sup>®</sup>), and that he/she will act in accordance with the M.A.P.

All Event Workers have a responsibility in the operation of the event and shall not consume or be under the influence of alcohol or any other substance for the entire duration of the event.

In addition to the Event Organizer, Event Workers may include the following:

**Door Monitor** responsible to:

- check identification and assess for signs of intoxication;
- refuse entry to intoxicated and troublesome individuals;
- monitor for those showing signs of intoxication when leaving the event;
- arrange safe transportation; **and**
- maintain communication with Event Organizer and other Event Workers.

**Floor Supervisor** responsible to:

- interact with participants;
- monitor patron behaviour;
- monitor for intoxication and underage drinkers;
- respond to problems and complaints;
- assist Door Monitors when necessary;
- assist in managing a person who is refused sale, crowd control and de-escalation of violence;
- remove intoxicated persons;
- arrange safe transportation; **and**
- maintain communication with Event Organizer and other Event Workers.

**Ticket Seller** responsible to:

- sell alcohol tickets to a maximum of four (4) per person per purchase;
- monitor for intoxication and underage drinkers;
- refuse sale to patrons at or near intoxication;
- refund tickets upon request; **and**
- maintain communication with Event Organizer and other Event Workers.

	<p><b>Server/Bartender</b> responsible to:</p> <ul style="list-style-type: none"> <li>• accept tickets for the purchase of alcoholic drinks;</li> <li>• provide the service of any 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; <b>and</b></li> <li>• maintain communication with Event Organizer and other Event Workers.</li> </ul>
<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®.</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 ALCOHOL POLICY (M.A.P.)</b>	<p>A local policy for municipalities to manage events held at municipally-owned facilities and properties when alcohol is sold and/or served.</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> <p>Such a letter may be required by the A.G.C.O. or the City before granting permission for an event.</p>
<b>PREMISES</b>	<p>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.</p>
<b>RELIGIOUS / CIVIL FUNCTION</b>	<p>An event that is presided over by an officiant including, but not limited to, a Priest, Minister, Rabbi or Justice of the Peace.</p> <p>Wedding vow renewals do not qualify as a religious /civil function unless presided over by an officiant.</p>
<b>SERVING</b>	<p>The act of, taking drink orders, taking payment for alcoholic beverages, stocking the refrigerator or alcohol service area, and bartending.</p>



<b>SMART SERVE®</b>	<p>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.</p> <p>Smart Serve® is the only server training program that is recognized by the A.G.C.O. and approved by this policy.</p>
<b>SPECIAL OCCASION PERMIT (S.O.P.)</b>	<p>A document issued by the Liquor Control Board of Ontario (L.C.B.O.) on behalf of the A.G.C.O. 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.</p> <p>Depending on the nature of the event, the A.G.C.O. and the City may require a Letter of Municipal Significance endorsed by Council before granting permission for the event.</p> <p>A copy of the S.O.P. must be supplied to the City of Brampton fourteen (14) days prior to the event.</p>
<b>S.O.P. HOLDER</b>	<p>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.</p> <p>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.</p> <p>The S.O.P. Holder and/or designate have a responsibility in the operation of the event and shall not consume or be under the influence of alcohol or any other substance for the entire duration of the event.</p> <p>The S.O.P. Holder and/or designate is responsible for the safety and sobriety of people attending the event as well as compliance with the M.A.P. and the <i>Liquor Licence Act</i> and its regulations at the event. They assume responsibility and liability for the entire operation of the event.</p>
<b>STANDARD DRINK</b>	<p>A benchmark to help determine the amount of pure alcohol consumed as defined by volume and type as follows:</p> <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>

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## II. ELIGIBILITY OF PROPERTIES AND EVENTS

Municipal properties may be used as a location for an event.

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 specifically designate the location within the property where alcohol is and is not permitted. Decision criteria include:

- Nature of the event (private vs. public);
- Duration and hours of the event;
- 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; **and**
- Adequate availability of water and electrical supply

The following areas on municipal property are generally ineligible for alcohol sale, 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; **and**
- Office areas.

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

- Events where the focus of the event is for youth under nineteen (19) years of age;
- Minor sports events, including banquets; **and**
- Street parties.

### III. CONDITIONS FOR EVENTS INVOLVING ALCOHOL

#### A. RENTAL AGREEMENT:

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 A.G.C.O. which includes the sale or service of alcohol. A Rental Agreement is required to formalize the use of municipal properties under the M.A.P. or otherwise depending on the nature of the event and location.

The City reserves the right in its sole discretion to refuse an Event Organizer permission to hold its event on municipal property, and for reasons other than the M.A.P. including conflicting events, renovations or uses.

The table below is intended to be used as a reference for Event Organizers to ensure that all required documentation is submitted to the appropriate organizations by the established deadlines. The Event Organizer should allow adequate time to complete all required forms, documentation and paperwork; and permit appropriate lead time for the City and external agencies to process requests.

DOCUMENTATION	SUBMISSION DEADLINE (IN ADVANCE OF EVENT)	ORGANIZATION
Letter of Municipal Significance for events with > 5,000 people	60 Days	City of Brampton & A.G.C.O.
Letter of Municipal Significance for events with ≤ 5,000 people	30 Days	City of Brampton & A.G.C.O.
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	A.G.C.O.

*If the deadlines indicated above cannot be achieved due to extenuating circumstances (eg. funeral reception), the appropriate Director or their designate may provide an exception.*

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## **B. INSURANCE:**

It is **mandatory** that Event Organizers seeking to use municipal properties for an event obtain sufficient liability insurance coverage in accordance to the deadlines identified in the table above.

The coverage noted on the Event Organizer's certificate 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 period when set-up and take-down occurs.

Failure to provide proof of acceptable liability insurance will **void the Rental Agreement**.

The certificate of insurance must provide evidence of:

- A minimum of **two million dollars (\$2,000,000)** general liability insurance, naming the Corporation of the City of Brampton as an additional insured, and include:
  - i. Coverage for bodily injury and property damage liability;
  - ii. 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**
  - iii. 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.

The City reserves the right to request higher limits of insurance depending on the size/scope of the event or if the event should be deemed as a higher risk. The Event Organizer shall assume responsibility and liability for any injuries or property damage arising from or in any way related to the S.O.P.

## **C. ADVERTISING & PROMOTIONS:**

All advertising must comply with the A.G.C.O. advertising policies and guidelines. Regulations within the *Liquor Licence Act* state that, a permit holder for a private event S.O.P. is not permitted to advertise or promote liquor, or the availability of liquor. Additionally, alcohol cannot be offered as a prize in a contest. Should a registered charitable organization wish to raffle alcohol during an event, a valid raffle lottery licence issued by the A.G.C.O. is required.

Event names which convey the message that drinking alcohol is the principal activity or the purpose of the event will **not** be permitted. Practices which encourage increased or immoderate consumption of alcohol (e.g. oversized drinks, double

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shots, free-pouring, pitchers, drinking contests, Jell-O® shooters, volume discounts) are not permitted.

At events where youth under nineteen (19) years of age are permitted entry, the Event Organizer shall not allow promotional advertising of alcoholic beverage names, brands or manufacturers outside the designated alcohol service area.

#### **D. EVENT WORKER TRAINING AND STAFFING LEVELS:**

The Event Organizer is responsible to:

- Ensure Event Workers are in attendance as needed to monitor, manage and control the event
- Depending on the nature of the event and at the discretion of the City Representative, 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.
  - i. Provision of this identification and clothing is the responsibility of the Event Organizer. The type of identification worn by the Event Workers must be stated on the **RENTAL DETAILS FOR LIQUOR LICENSED EVENTS (EVENT ORGANIZER'S CHECKLIST)**

The Event Organizer shall provide the completed **RENTAL DETAILS FOR LIQUOR LICENSED EVENTS (EVENT ORGANIZER'S CHECKLIST)** at least fourteen (14) days prior to the event which includes a list of:

- All servers and proof of their Smart Serve® certification (including certification numbers); **and**
- Security workers and security licence numbers, if required.

The Event Organizer, Door Monitors, Floor Supervisors, Bartenders and Ticket Sellers **shall not consume alcohol** immediately before, during or immediately after the conclusion of the event, nor shall they be under the influence of alcohol or any other substance during the event.

It is the responsibility of the Event Organizer to ensure that there are sufficient Door Monitors (monitoring all entrance and access points to ensure controls are properly managed) and Floor Supervisors (assisting in managing a person who is refused sale, crowd control and de-escalation of violence):

- The entrance 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.

- The Event Organizer has the right to deny entry to any guest that appears to be intoxicated or aggressive, or an unauthorized person under nineteen (19) years of age.
- The Event Organizer will permit City Representatives and/or City staff to enter the event at all times.
- The Event Organizer will be available upon request to Event Workers who require assistance in managing an individual who is refused sale or becomes unmanageable.
- It is the responsibility of the Event Organizer and Event Workers to ensure that alcohol that 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.
- When persons under nineteen (19) years of age are found to have consumed or to be consuming alcohol at an event where alcohol is served, Peel Regional Police will be contacted.

Minimum Event Worker and security requirements are set out in the table below. The City reserves the right to adjust the minimum number or types of Event Workers on an event-by-event basis. This includes the provision of both police and/or licensed security.

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.

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For any event that allows admittance of those under nineteen (19) years of age, additional Floor Supervisors may be required, as determined by the City Representative.

Events which are expected to exceed an anticipated attendance of five hundred and one (501) or greater, specific Event Worker requirements will be evaluated on an event-by-event basis in consultation with a City Representative.

For events that are expected to meet or exceed certain attendance thresholds (e.g. five hundred and one (501) or greater), at the discretion of the City Representative based on the nature of the event, an operational plan may be requested. In these circumstances, 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 (including Emergency Medical Service, security, communication tactics, social media management etc.). If requested, the operational plan must be submitted to the City 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 borne by the Event Organizer unless otherwise agreed upon in writing by the Event Organizer and the City.

## **E. ENFORCEMENT PROCEDURES**

### **1. ENTRY AND MONITORING:**

It is the responsibility of the Event Organizer to train and inform Event Workers of the following:

- Have a method of counting attendees to ensure the room / attendance capacity of the licensed premises is not exceeded.
- Persons who appear to be under twenty-five (25) years of age shall be required to show their photograph identification at the ticket purchase area and/or the alcohol service area, in a form 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:
  - i. Ontario Driver's Licence with a photo of the person to whom the licence is issued;
  - ii. A Canadian passport;
  - iii. A Canadian Citizenship Card with a photo of the person to whom the card is issued;
  - iv. A Canadian Armed Forces Identification Card;

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- v. A photo card issued by the Liquor Control Board of Ontario, entitled “Bring Your ID” (BYID)
  - vi. A Secure Indian Status Card issued by the Government of Canada;
  - vii. A Permanent Resident Card issued by the Government of Canada;
- or**
- viii. 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 elements such as the individual’s signature, photograph, address and/or physical descriptions match.

## **2. REFUSAL OF ENTRY & REMOVAL OF PERSONS:**

The Event Organizer is responsible for and shall ensure that any imposed attendance capacities for facilities and outdoor areas are not exceeded during the course of the event. The Event Organizer shall ensure sufficient staffing to control all access points to the event.

The Event Organizer shall ensure the event is managed and controlled to prevent dangers to attendees and other persons present and shall not allow persons to enter the premises that are or appear to be intoxicated. The Event Organizer and Event Workers shall 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 drinking alcohol.

The Event Organizer is responsible for ensuring that Event Workers carry out their responsibilities and are supported or assisted as required and ensures that safe transportation options are offered or arranged where required.

If underage drinking is encountered, the Event Organizer and Event Workers will:

- Notify Peel Regional Police;
- Report the findings to the City Representative;
- Report the findings to the caterer under the Caterer’s Endorsement, if applicable; **and**
- Ask the offending person(s) to leave and offer a safe means of transportation

If intoxication, riotous, quarrelsome, violent, aggressive and/or disorderly conduct or unlawful gaming is observed at the event, the Event Organizer and the Event Workers will:



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- Ask the offending person(s) to leave and offer a safe means of transportation;
  - Seek assistance from the City Representative if the individual(s) refuses to leave and if necessary, call Peel Regional Police; **and**
  - Seek any necessary assistance to maintain control and management of the event and ensure the safety and protection of all persons including Event Workers

Depending on the urgency of the situation, the Event Organizer, Event Worker or City Representative 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.

## **F. PREVENTION STRATEGIES**

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:

### **1. SALES AND SERVICE:**

Alcohol drink tickets and/or beverages will not be sold to anyone under nineteen (19) years of age, persons that appear to be under the age of twenty-five (25) years who do not produce proper identification, or anyone who may appear intoxicated.

All outdoor licensed areas are required to be fenced with a barrier measuring at least 0.9 meters high (higher barriers and additional criteria may be required at the discretion of the City).

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; **and**
- Consideration is given toward the provision of additional Floor Supervisors.

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.

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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 in the licensed area.

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

- There will be no “Last Call” announcement or notice.
- Closing time shall 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 shall prevail.
- All alcohol and its containers (which include empty cups/glasses) shall be cleared away by the end of the licensed period as noted on the Rental Agreement and S.O.P.

## 2. AVAILABLE DRINK TYPES AND PRICING

All alcoholic beverages must be served in accordance with the standard drink measure guidelines established by the Centre for Addiction and Mental Health.

- 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 spirits 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.

Homemade alcohol or pre-made alcoholic drinks (such as Jell-O<sup>®</sup> 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.
  - 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.

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### 3. FOOD AND NON-ALCOHOLIC BEVERAGES

There must be sufficient food available for all those in attendance, within the licensed area of the alcohol service area, 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 are 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.

- 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 those in attendance.

### G. SAFE TRANSPORTATION

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 Strategy in effect. Examples of a Safe Transportation Strategy include:

- 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.
- Providing 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:
  - i. Announcements made periodically throughout the event to those in attendance encouraging the use of a designated driver or alternate means of transportation;
  - ii. Program information posted prominently in the licensed/alcohol service area; **and**

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- iii. 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.

The City Representative must be notified should event attendees be required to leave their vehicles in the parking lot overnight; vehicles must be removed the following day.

## **H. SIGNAGE**

During events where alcohol is served, it is the Event Organizer's responsibility to ensure that the following signage, which will be provided by the City, shall be displayed in prominent locations throughout the duration of the event:

### **1. INTOXICATION, IDENTIFICATION, TICKET SALES & LAST CALL:**

A 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; **and**
- the presence of a Safe Transportation Strategy.

### **2. ACCOUNTABILITY:**

A wall sign located in one (1) or more prominent locations within the licensed/alcohol service area indicating:

- the name of the Event Organizer or Permit Holder;
- the date of the event;
- important contact numbers including Emergency Medical Services, Peel Regional Police, The City of Brampton and the A.G.C.O.; **and**
- the location (name and address) of the event.

### **3. DESIGNATED CONSUMPTION AREAS:**

Wall signs located at the boundaries of the licensed/alcohol service area indicating the restriction of alcohol possession and consumption beyond that point.

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**4. FETAL ALCOHOL SPECTRUM SYNDROME / SANDY'S LAW:**

A wall sign located in one (1) or more prominent locations within the licensed/alcohol service area indicating the risks of Fetal Alcohol Spectrum Syndrome.

**5. STANDARD DRINK MEASURE AND LOW RISK DRINKING GUIDELINES:**

A 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.

**I. AVAILABILITY OF S.O.P. AND ASSOCIATED DOCUMENTATION:**

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.

If the L.C.B.O. has determined that a guest list is required for the event, the guest list must be made readily accessible for inspection, if requested by the City Representative and/or A.G.C.O. inspector, at the event.

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## IV. INFRACTIONS AND VIOLATIONS

### A. DUTY TO REPORT:

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

- Violates the *Liquor Licence Act* or M.A.P.;
- Where an A.G.C.O. inspector under the *Liquor Licence Act* has reported any incident or violation; and/or
- Involves bodily injury or property damage.

Corporate Security and/or Peel Regional Police shall be informed by the Event Organizer as appropriate. Reports shall be made immediately when repairs or other action is required to make municipal property secure or safe to use. City Representatives shall report any infraction of this policy to Corporate Security, Peel Regional Police and/or the A.G.C.O. whenever they believe such action is required.

### B. FAILURE TO COMPLY:

Where there has been a failure to comply with the *Liquor Licence Act*, Peel Regional Police and/or an A.G.C.O. 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.

The City may similarly 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:

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

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

### C. ENFORCEMENT PROCEDURES FOR VIOLATIONS OF THE M.A.P.:

#### 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.
  - i. Participants, the City representative, other City staff, Corporate Security, Peel Regional Police and/or an A.G.C.O. Inspector may intervene if there is a violation of this policy, provincial regulations or laws

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- 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
    - i. 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 the City Representative or other City staff
    - ii. If the infraction involves serious disregard for the M.A.P., or involves a substantial risk of injury or damage, the City Representative or other City staff have the authority to close the event down and contact Corporate Security and/or Peel Regional Police to enforce compliance
  - Where Event Organizers have violated the M.A.P., a registered letter will be sent to them indicating that no further violations will be tolerated
    - i. Some violations deemed to be serious in nature will result in immediate denial of further access of City premises for future use
  - The City will not be responsible for any refunds, costs or losses incurred by the Event Organizer or guests if the City Representative or other City staff deems it necessary to close down an event or impose a suspension from further use
  - Peel Regional Police or an A.G.C.O. 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
    - i. Depending on the particulars of the infraction, charges may be laid under the *Liquor Licence Act* or any other relevant legislation
    - ii. 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 individuals consume alcohol in an area where alcohol consumption is prohibited
- Event Organizers, City Representative, other 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
  - i. 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

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- i. 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
    - ii. 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 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
    - i. Should the group be a periodic or intermittent user of the premises, an alternate suspension will be enforced based on actual patterns of use
    - ii. 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
    - i. The offending individual(s), organized group or team/league will be notified of this third violation by registered letter
    - ii. Any fees related to cancelled Rental Agreements will be non-refundable.



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## V. POLICY REVIEW

This policy will be reviewed every five (5) years from the date of implementation. Within this period, periodic reviews of this policy can be initiated based on:

- Changes within industry standards;
- Information gathered from Event Organizers, City staff and other stakeholders **and/or**;
- Requests by City Council and/or Senior Management Team

Policy revisions will be forwarded to City Council for approval.

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**A. EVENT INFORMATION**

EVENT NAME		RENTAL #	ATTENDANCE
LOCATION	EVENT DATE MM / DD / YY	LIABILITY INSURANCE POLICY #	
SPECIAL OCCASION PERMIT #	EVENT START TIME	ALCOHOL END TIME	EVENT END TIME

EVENT ORGANIZER'S NAME (PERSON AND/OR GROUP SPONSORING EVENT)	PHONE NUMBER	ALT NUMBER
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NAME OF DESIGNATE (IF APPLICABLE)	PHONE NUMBER	ALT NUMBER
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NAME OF DESIGNATE (IF APPLICABLE)	PHONE NUMBER	ALT NUMBER
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Will any persons under nineteen (19) years of age be in attendance?  Yes  No

**B. EVENT WORKERS** (proof of Smart Serve® certification must be available upon request)

TYPE OF IDENTIFICATION TO BE USED FOR EVENT WORKERS:

#	EVENT WORKER'S NAME	SMART SERVE® CERTIFICATION #
1.	EVENT ORGANIZER	
2.	DESIGNATE	
3.	DESIGNATE	
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		

***If additional space is required to identify more Event Workers and/or Security Workers, please attach a complete list of names and certification numbers.***

**ADDITIONAL TERMS AND CONDITIONS**

I have read the Municipal Alcohol Policy (herein referred to as M.A.P.) and understand the information and requirements contained within. I understand that it is my responsibility to contact the City of Brampton to seek clarification should it be required and, I acknowledge the following terms as conditions of my rental.

As the Event Organizer, I will:

1. Supply the City of Brampton with a copy of the Special Occasion Permit (herein referred to as S.O.P.) or Liquor Licence (if using a Caterer's Endorsement).
2. Obtain commercial general liability insurance with an inclusive limit of not less than two million dollars (\$2,000,000) per occurrence for the event, which names the City of Brampton as an additional insured and supply proof of the insurance to the City of Brampton.
3. Adhere to the conditions of the M.A.P. and the *Liquor Licence Act*, R.S.O. 1990 c. L. 19 (the "*Liquor Licence Act*").
4. Refrain from consuming alcohol prior to, during and immediately after the event.
5. Ensure that all Event Workers refrain from consuming alcohol prior to, during and immediately after the event.
6. Ensure that there is food in the form of a light meal, setup within the licenced area and available throughout the event.
7. Require persons who appear to be under twenty-five (25) years of age to provide valid photo identification in a form specified under the *Liquor Licence Act*.
8. Abide by the Guest to Event Worker ratios as stipulated in the M.A.P., and/or upon mutual agreement with the City Representative, applicable to the number of guests expected to attend.
9. Ensure that the appropriate signage is posted throughout the event, in accordance to this M.A.P.
10. Ensure that a safe transportation strategy is in place and communicated to all guests.
11. Abide by the Standard Drink Measure of alcohol content for all alcoholic drinks served (12 oz. or 341 ml. of beer with 5% alcohol, 5 oz. or 142 ml. of wine with 12% alcohol, & 1.5 oz. or 43 ml. of spirits with 40% alcohol) and understand that the serving of extra-strength or fortified drinks is not permitted.
12. Adhere to the requirement that the serving of pre-made alcoholic drinks, energy drinks, oversize drinks, pitchers and double shots is not permitted.
13. Adhere to the requirement that immoderate consumption activities such as drinking contests and free-pouring is not permitted.
14. Not hold the City of Brampton responsible for any costs or losses incurred if it is deemed necessary to close down the event due to an infraction of the M.A.P. or Special Occasion Permit.
15. Be held liable for injuries and damages arising from failing to adhere to the *Liquor Licence Act* or from otherwise failing to take action that will prevent foreseeable harm from occurring to the participants, goods (equipment/facilities/etc.), or members of the general public.
16. Be responsible for any charges against me for infractions under the *Liquor Licence Act* or other relevant legislation as levied by Peel Regional Police or an Alcohol and Gaming Commission of Ontario Inspector.
17. Confirm that if an infraction of the M.A.P. occurs, the City of Brampton, Peel Regional Police and/or the Alcohol and Gaming Commission of Ontario may take the following steps:
  - Close the event at the time of the infraction; and/or
  - Suspend my group or organization from further use of City of Brampton facilities.
18. Provide sufficient notification to the City of Brampton of any changes, amendments, or adjustments to my event and/or the details of.

<i>Event Organizer/Designate's Name</i>	<i>Event Organizer/Designate's Signature</i>	<i>Date</i>
<i>City of Brampton Representative's Name</i>	<i>City of Brampton Representative's Signature</i>	<i>Date</i>
<i>Supervisor's Name</i>	<i>Supervisor's Signature</i>	<i>Date</i>