

Municipal Alcohol Policy

Guidelines for the Responsible Service of Alcohol on Municipal owned/operated properties.

To Rent a Municipal Facility for a Special Occasion Permit (SOP) Event you must:

- Review Municipal Alcohol Policy
- Meet with representatives from Parks and Recreation to discuss event
- Submit SOP Application Form to L.C.B.O.
- Complete booking requirements of Parks and Recreation

Responsibilities before event include:

- Provide names/registration numbers of SIP/Smart Serve trained servers, along with names of floor & door supervisors 14 days in advance of the event.
- Provide a copy of the Insurance Certificate 14 days prior to the event
- Provide proof of Special Occasion Permit 14 days prior to the event
- Ensure low alcohol & non-alcohol beverages and food are available

Responsibilities during the event include:

- The person in charge of the event is present & refrains from consuming alcohol during the event
- All event workers refrain from consuming alcohol while working the event
- Ensure that there is at least one person of legal drinking age assigned to supervise the entrance and exit of the facility
- Ensure only proper ID is accepted
- All event staff are highly visible and wearing their event staff identification

Responsibilities of Facility Renter

A Special Occasion Permitted event must have controls that will prevent underage, intoxicated or rowdy people from entering; prevent participants from becoming intoxicated; refuse service to intoxicated participants, and remove them safely from the event.

- The facility renter must provide a list of event workers to the Parks and Recreation Department at least fourteen (14) days prior to the event, along with each Worker's Server Intervention or Smart Serve number.
- The renter must obtain a Special Occasions Permit through the Liquor Control Board of Ontario and must provide a copy to the Parks and Recreation Department no less than fourteen (14) days prior to the event.
- The person who signs the Special Occasion Permit application and the rental agreement must attend the event, refrain from consuming alcohol while at the event and be responsible for making decisions regarding the operation of the event.

- The facility renter shall ensure that the physical setting is safe for both drinkers and non-drinkers and must prevent patrons from engaging in activities that can harm themselves or others.
- The renter is financially responsible for providing any town staff or off-duty police officers deemed to be necessary for the event.

General Guidelines

- The facility renter must abide by the rules of the Municipal Alcohol Policy and the Liquor License Act.
- To reduce the risk of intoxication, event organizers must comply to provide food and low-alcohol or non-alcoholic beverages.
- The facility entrance and exits will be monitored by at least one person. All persons must be nineteen years of age or older.
- The only acceptable form of identification will be a government-issued document containing name, photo & date of birth.
- All event workers must refrain from drinking alcohol while on duty.
- Marketing practices that encourage increased consumption are prohibited. (i.e., oversized glasses, pitchers)
- All bar areas must close no later than 1 a.m. sharp regardless of if there are still some patrons to be served. All patrons must vacate by 1:30 a.m. with all tables cleared by 1:45 a.m., except for New Year's Eve (see Parks and Recreation Department for details).
- Signs are to be posted indicating any alcohol-restricted areas.
- Youth Admittance to Adult Events: Persons under nineteen (19) years of age are prohibited unless accompanied and supervised by a parent or guardian at events where alcohol is served.
- Server Training: The Event Servers and the Floor Supervisor must have been trained in responsible server techniques and successfully completed a Server Intervention/ Smart Serve Program.
- Provision of Low Alcohol Drinks: There must be both low alcohol and non-alcoholic beverages available. Further, the non-alcoholic beverages must be at no charge or at a slightly lower cost than alcoholic beverages. Note: It is recommended that no high alcohol content beer or wine be sold.
- Safe Transportation: The renter must implement a transportation program to ensure that patrons arrive home safely. The sponsor must also promote RIDE awareness initiatives.
- Insurance: The facility renter must provide proof of insurance at least fourteen (14) days prior to the event indicating the renter has purchased a minimum of \$5 million liability

insurance and that the Corporation of the Town of East Gwillimbury is named the Additional Insured.

- Security: The Municipality reserves the right to have a Municipal Representative attend all public events held on Town-owned/operated properties to protect the interests of the corporation. Staff is obligated to contact the most appropriate authorities regarding any infraction. Further, the Manager or Facility Assets and Programs reserves the right to request security to be present at any event deemed necessary with the cost to be borne by the event organizer(s)/ facility renter.

Facilities Designated for Conditional use of Alcohol

- East Gwillimbury (EG) Civic Center
- EG Sports Complex
 - Canada Hall & Arena Floor
- Holland Landing Community Center
- Mount Albert Community Center
- Mount Albert Lions Community Center
- Ross Family Complex
- North Union Community Center
- River Drive Park Community Center

Alcohol Use Prohibited

- Ice Surfaces (when ice is in)
- Facility Parking Areas
- Any EG owned or operated properties not specifically designated for Special Occasion Permits.
- Change Room areas and General Viewing areas