

Policy No.: 30 Date Approved: September 11, 2012 Date Amended: October 25, 2016 Approving Resolution: 2016-221	Procedure: Serving of Alcohol during Community Centre Rentals
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## Purpose

The Council for the Township of Conmee is required to ensure the safety of all persons while on Township properties, and may have further liabilities and a greater duty of care for persons who also use alcohol while on Township properties. This generally occurs during rentals of the Community Centre, but this policy is intended to apply to all properties owned by the Township of Conmee. This document is not intended to supersede any Federal or Provincial legislation regarding the use, sale or serving of liquor.

## Definitions

For the purposes of this document the following definitions shall apply:

**“Liquor Permit”** means a permit issued by any Provincial Government Ministry, or their appointed agents, who have jurisdiction over the issuance of permits to sell, serve or otherwise provide liquor in a public place, for a specific date and event.

**“Permit Holder”** means the person who is named on any permit or licence to serve liquor.

**“Smart Serve”** means an accreditation from the Provincial Government or its appointed agents, that the certificate holder has completed an approved course on serving liquor to the public.

**“Serve”** means to give, handle, mix, pass, pour, provide or serve liquor to any person in any manner.

**“Bouncer”** shall mean a person hired to ensure that the rules and regulations contained in this Policy and in the Liquor Licence Permit as issued by the Province of Ontario are adhered to.

## Policy

It is the intent of Council that the following procedures shall be used for all functions or events that will be serving liquor on Township premises:

## 1. Liquor Permit

Every person who enters into a rental agreement with the Township of Conmee, who intends to serve liquor at a function or event, shall provide a valid liquor permit, issued by the Province of Ontario. This permit shall be posted where the liquor is being dispensed, before any liquor is served. The person named on the permit (the Permit Holder) shall also be held accountable for any restrictions or conditions outlined by the issuer of the liquor permit, over and above any restrictions or conditions imposed by this Policy.

## 2. Liquor Service

It shall be the Policy of the Council for the Township of Conmee that all persons who will serve liquor shall use the Township appointed bartenders. The cost of the bartenders will be as per By-law No. 1090, the Fees and Charges By-law and is payable to the Township of Conmee

Council reserves the right to prohibit any person from serving liquor at any function or event held on Township property. Anyone who contravenes the liquor licensing laws and/or any part of this Policy, shall be removed from the bar area and banned from serving at future events. Contraventions include, but are not limited to:

- Serving liquor to underage customers
- Serving intoxicated customers
- Serving liquor without a valid Smart Serve certificate
- Serving liquor before the start time listed on the liquor permit or serving liquor after the end time listed on the liquor permit
- Serving liquor in any manner not consistent with the requirements under the liquor permit
- Serving liquor in any manner not consistent with the requirements of this Policy
- Allowing liquor to be consumed in an area not designated for the consumption of liquor.

**The liquor permit holder shall sign a copy of this Policy, acknowledging that they have read it and understood their obligations under it, and must file a signed original with the Administration one week before the licensed event is to be held.**

### **3. Bouncer**

Each person who rents the Conmee Community Centre, and who will be holding an event where liquor is served, shall hire a “bouncer”, who’s duties are to ensure that all persons in the hall for the duration of the hall rental adhere to the liquor licence permit laws and the Policies of the Township of Conmee for liquor events. The “bouncer” shall also be responsible for ensuring that the number of persons in the Community Centre at any given time does not exceed the permitted hall capacity for the function.

If a person is removed from the premises for intoxication, the holder of the liquor permit shall ensure that the person(s) has a safe means to return to their residence.

The Bouncer shall also be responsible for ensuring that no person who has obviously consumed alcohol prior to coming to an event at the Conmee Community Centre is allowed entrance into the event.

### **4. Insurance**

The holder of the liquor permit shall ensure that there an insurance policy in place that specifically indemnifies and names the Township of Conmee in the amount of \$2,000,000.00 (Two Million Dollars). This coverage is over and above any coverage that the liquor permit holder personally has for this event. Any insurance policy must specifically remain in force until a minimum of 12 hours after the liquor licence permit expires. (ie if the liquor permit expires at 2 am, the insurance must remain in force until 12 pm of that same day.

### **5. Food**

All liquor permit holders shall ensure that food is available for any person attending their event. Food does not include chips, peanuts, popcorn etc. although they may be additionally served.

### **6. Liquor Types and Games**

No jello type “shooters” or “shots” may be served as the liquor content cannot be determined. Liquor permit holders shall also ensure that no “drinking games” are allowed. A “last call” prior to the closing of the bar is also prohibited.

**7. Notice of Deficiency**

One week before the function or event at which liquor will be served or provided under a liquor permit, the Administration will review the rental agreement for compliance with this Policy. If any item has not been completed as per this Policy, the person named on the rental agreement as the liquor permit holder shall be notified by phone and letter of the deficiency. The deficiency shall be corrected not later than 72 hours before the rental date, or the serving of liquor at the event will not be allowed. If the Administration is unable to contact the Liquor License Holder, or the Liquor License Holder does not respond to the call and letter and the deficiencies remain outstanding, the serving of liquor at the event will not be allowed. Liquor License Holders shall **NOT** be allowed to file the Liquor License after 72 hours before the rental unless approved by Administration.

**8. Public Notification**

In order for Council and Administration to ensure that all liquor permit holders are advised of this Policy a copy of this policy shall be attached to all rental agreements. The liquor permit holder shall sign a copy of this Policy and return it to the Municipal Office not later than one week before the rental date.

\_\_\_\_\_  
Signature of Liquor Licence Holder

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Contact Phone Number