

Policy No.: 30	Procedure: Serving of Alcohol during Community Centre Rentals
Date Approved: June 23, 2009 Approving Resolution: 2009-119	

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. Smart Serve

It shall be the Policy of the Council for the Township of Conmee that all persons who will serve liquor shall have a valid Smart Serve certificate. A copy of the Smart Serve certificate of all prospective servers, shall be provided to the Conmee Township office a minimum of one week before the function at which the person will serve. A person who is required to provide a copy of the Smart Serve certificate, shall provide such copy each time they propose to serve at any function or event held under a new liquor permit. Only persons who provide a valid Smart Serve certificate shall be allowed to serve liquor at any function or event. No person without a Smart Serve certificate shall be allowed into the bar area while liquor is being served.

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 licencing 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 underaged 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

Council will direct the Facilities Manager to remove any person found in the bar area that has not previously filed a Smart Serve certificate with the Municipal Office one week prior to the event. If non-compliant persons are removed from the bar area, and no compliant persons remain to serve the

liquor, the bar will be closed and no further liquor shall be served. It is the responsibility of the person who is named on the liquor permit to ensure that all persons who are asked to serve have complied with this Policy. **It shall be the Policy of the Township of Conmee that when any Township facilities are rented for an event where liquor will be served, the person who is the liquor permit holder shall be the person named on the rental agreement.**

Alternatively, the liquor permit holder may sign a copy of this Policy, acknowledging that they have read it and understood their obligations under it, and must file a signed copy 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.

4. 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 24 hours before the rental date, or the serving of liquor at the event will not be allowed.

5. 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