City of Elliot Lake



Corporation of the City of Elliot Lake

Alcohol Risk Management Policy

Recreation and Culture Department

Revised May 2013

Corporation of the City of Elliot Lake
ALCOHOL RISK MANAGEMENT POLICY

Recreation and Culture Department

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CORPORATION OF THE CITY OF ELLIOT LAKE

RECREATION AND CULTURE DEPARTMENT

ALCOHOL RISK MANAGEMENT POLICY

This policy complies with the Ontario Liquor Licence Act. The Alcohol Risk Management Policy helps the municipality to achieve its goal of making Elliot Lake a safer, healthier and more enjoyable Naturally Gifted community for its citizens and visitors.

PREAMBLE

The Corporation of the City of Elliot Lake owns and manages facilities where the consumption of alcohol is permitted under the authority of a Special Occasion Permit (S.O.P.) or a Catering Endorsement (C.E.) held by a liquor sales licensed operation or in a facility which has a liquor sales licence. The Corporation of the City of Elliot Lake Recreation and Culture Department (hereafter called the 'City'), have developed an Alcohol Risk Management Policy in order to:

1. Prevent alcohol-related problems that arise from alcohol consumption within its facilities;
2. To promote a safe, enjoyable environment for those who use these facilities;
3. To ensure there are effective management practices at social events held in municipally owned facilities where alcohol use is permitted; and
4. To protect the municipality, its staff, community organizations, volunteers and participants from contributing to a problem which could result in a lawsuit.

The policy objectives for the Alcohol Risk Management Policy include:

1. To provide operational procedures for those holding events in municipally owned facilities where alcohol use is permitted;
2. To comply with the Provincial Liquor Licence Act;
3. To ensure that events where alcohol is permitted are properly supervised and operated;
4. To support the decision of abstainers not to drink alcohol;
5. To encourage and support the responsible use of alcohol as part of a social function rather than the reason for it;
6. To provide a balance of "wet" and "dry" facilities and events to ensure that all community members have access to safe and enjoyable recreation activities; and
7. To equip staff and volunteers with the skills they need to manage events and enforce the policy by offering server training and policy orientation.

A range of problems can arise from the inappropriate and excessive consumption of alcohol. Not only can these problems affect those persons consuming alcohol, but other persons who use the facilities. Problems that can occur include the following:

- Vandalism and destruction of City property;
- The need to call the Elliot Lake O.P.P to City property;
- Injuries to drinkers or other individuals;
- Liability action arising from alcohol-related injuries or deaths;
- Increased insurance rates as a result of alcohol-related incidents;
- Loss of insurability should the insurer's risk assessment escalate;

- Charges laid against the Special Occasion Permit holder or licence holder or the City under the Liquor Licence Act;
- Suspension or loss of alcohol permit privileges by the Alcohol & Gaming Commission of Ontario;
- Complaints lodged by offended parties; and
- Withdrawal from use of facilities by people concerned about alcohol consumption.

The majority of these problems will arise from drinkers who engage in four specific drinking practices, referred to as "target drinking practices".

1) Drinking to intoxication
2) Drinking and driving
3) Under-age drinking
4) Drinking in prohibited areas

To the extent that these target-drinking practices can be reduced or eliminated, the likelihood of alcohol-related problems will correspondingly diminish. The Policy is not intended to stand in opposition to legal and moderated drinking.

PURPOSE OF THE POLICY

The Alcohol Risk Management Policy consists of a range of measures designed to prevent alcohol-related problems and to increase the enjoyment of those who use the facilities. By reducing the potential for alcohol-related problems, the City and event organizers concurrently reduce their risk of liability actions. Policy measures will assist in reducing excessive drinking practices.

The Policy is divided into three sections:

A) Where Alcohol Use is Permitted

   a. Designation of facilities, indoor and outdoor, where alcohol use is permitted;
   b. Specification of conditions under which alcohol use is permitted;
   c. Enforcement procedures for policy violation in areas and events where alcohol use is permitted; and

B) Where Alcohol Use is Prohibited

   a. Designation of areas and events where alcohol use is prohibited;
   b. Enforcement procedures for policy violation in areas and events where alcohol use is prohibited

C) Updating of Policy

SECTION A

WHERE ALCOHOL USE IS PERMITTED

Alcohol may be consumed under the authority of a Special Occassion Permit or a liquor sales licensed operation at events on City property, or as authorized by the City, which may involve youth (under the legal alcohol drinking age for the Province of Ontario) including weddings, anniversary parties, family and community events.

1. **Designation of Facilities, Indoor and Outdoor, Where Alcohol Use Is Permitted**

   The following facilities are currently designated for alcohol use. City Council may change the designation of any site at its discretion.

1.1. Indoor Facilities Approved to Serve Alcohol

- W. H. Collins Hall
- Centennial Arena
- Stone Ridge Golf Course
- Pearson Centre
- Mount Dufour Ski Hill

The serving of alcohol at indoor facilities is restricted to identified permitted areas. Alcohol may not be consumed or sold at any other non-permitted location i.e. dressing rooms, washrooms, meeting rooms and food service areas.

1.2. **Outdoor Facilities Approved to Serve Alcohol**

- Stone Ridge Golf Course
- Pearson cement yard
- Mount Dufour Ski Area
- Airport
- Collins Hall Parking Lot
- Ballfields & Arena Parking Lot
- Lower Plaza Parking Lot
- Westview Park

The serving of alcohol at outdoor facilities is restricted to "beer gardens". The City will determine the location of the "beer garden" at each location for each event. Alcohol may not be consumed or sold at any other location i.e. dressing rooms, washrooms, meeting rooms and food service areas.

A "beer garden" is defined as an outdoor location where the serving of beer, alcohol coolers and wine is permitted. Under the Policy the serving of low alcohol and non-alcoholic beverages as options is still required.

1.3. **The hours of operation for events permitted to serve alcohol are:**

a)	Indoor	11:00 a.m. to 2:00 a.m.	Monday through Saturday
		11:00 a.m. to 2:00 a.m.	Sunday
		11:00 a.m. to 2:00 a.m.	New Year's Eve (Dec. 31st)
b)	Outdoor	11:00 a.m. to 2:00 a.m.	Monday through Saturday
		11:00 a.m. to 2:00 a.m.	Sunday

Note: The Municipality will not permit the sale or consumption of alcohol at "youth only" events.

1.4. **Facility Staff Representative**

The following City Staff will be the primary contact for municipal facilities where alcohol use is permitted:

- On call supervisors are to be contacted after hours during special events if needed.

Specification of Conditions Under Which Alcohol Use is Permitted

Anyone who wishes to serve alcohol at a designated site must complete an agreement form that stipulates the conditions under which alcohol may be served. In addition, the responsible person must obtain a Special Occasion Permit from the AGCO – Alcohol and Gaming Commission of Ontario (Appendix A) or hire a liquor sales licensed operator who has a catering endorsement(Appendix B). A guide to applying for a Special Occasion Permit for an event to be held at a 'City' facility is attached as Appendix C: "City of Elliot Lake Application Summary for Permits Where Alcohol Will Be Served". Further approvals and information required are included in Appendix D: "Information Section For Permits Where Alcohol Will Be Served".

The Special Occasion Permit holder must ensure that all the conditions of the Liquor Licence Act, (See Appendix A) The City of Elliot Lake (Recreation and Culture Department), the Elliot Lake Fire Department, the Elliot Lake O.P.P. and the Algoma Public Health are adhered to at the event. The above conditions also apply to the event organizer who hires a liquor licensed operator who has a catering

endorsement to serve alcohol. The City reserves the right to refuse an applicant the permission to run a licensed event on its property.

In Ontario, event organizers may hire a caterer with a caterer's endorsement to sell alcohol to their guests. Although the caterer assumes the potential liability as a provider of alcohol, event organizers and the municipality are "co-occupiers" of the event venue and must abide by the Occupiers' Liability Act.

1.5. **All permit/licence holders are required to adhere to the following conditions:**

1.5.1. The event sponsor or Special Occasion Permit holder must provide a copy of the Special Occasion Permit to the municipal staff representative at least fifteen(15) days before the event. Event organizers who hire a liquor sales licensed operator with caterer endorsement must supply the address and phone number of the licence holder and a copy of the operator's liquor licence at least fifteen (15) days before the event.

1.5.2. Renters must show a municipal representative that they understand the City of Elliot Lake Alcohol Risk Management Policy and their obligations and that they intend to comply with its regulations by signing the rental agreement. Failure to do so will result in the application being denied, even if a Special Occasion Permit has been obtained from the Liquor Control Board of Ontario (A and E).

1.5.3. Before the event begins the permit/licence holder and event sponsor must agree to attend a site review meeting with the municipal representative to ensure the physical setting is safe for drinkers and non-drinkers. The time and date of this site review to be determined by mutual agreement between the parties.

Under the Occupiers' Liability Act (O.L.A.):

- Municipalities and those renting municipal facilities are co-occupiers because they are in control of municipal premises, such as recreation facilities, and have the power to admit or exclude entrants.
- Occupiers must take "reasonable steps" to ensure that all the people entering the event (e.g. event participants and rental groups) are "reasonably safe while on the premises".
- The same legal obligation requires that co-occupiers take the necessary steps to prevent intoxicated patrons from injuring themselves or others who are on the premises.
- If co-occupiers fail in their responsibility, they could be sued jointly or individually if someone was injured or killed.

1.5.4. The permit/licence holder and event sponsor must be in attendance at the event and be responsible for making decisions about the operation of the event based on the City of Elliot Lake Alcohol Risk Management Policy and Liquor Licence Act of Ontario. The designated person must not be someone who has been refused permits by the Alcohol and Gaming Commission of Ontario (A.G.C.O.).

1.5.5. The permit/licence or designate holder must ensure that only those items of identification, as indicated in 719s.41(1)-(4) will be accepted as identification for alcohol purchase or consumption.

1.5.6. The permit/licence holder will post a sign at all entrances to licensed areas stating what is acceptable I.D. (See Appendix F).

1.5.7. The permit/licence holder must have the appropriate number of event staff (including bartenders, ticket sellers, cashiers, servers, floor and door monitors) with SMART SERVE. Normally, a minimum of one SMART SERVE trained bartender, one ticket seller or cashier, one door and one floor monitor must be behind the bar, at the ticket sales area and on the floor at all times. (See Appendix F for definitions) (see Appendix D for Ratio Guidelines). Where municipal facilities are leased to an external management group, this group's employees must have successfully completed SMART SERVE Training.

The number of SMART SERVE event staff (bartenders, ticket sellers, cashiers, servers, floor and door monitors) will be set by the Municipal Facility Manager and will be determined by the size and nature of the event (see Appendix D). This number will not normally be less than 60% of event staff (bartenders, ticket sellers, cashiers, servers, floor and door monitors) and will normally not be less than three.

The permit/licence holder will provide the City with the names or SMART SERVE registration number of all event staff (bartenders, ticket sellers, cashiers, servers, floor and door monitors) holding the SMART SERVE Certificate prior to the event taking place.

SMART SERVE training is available online at

www.smartserve.org/home.asp. For more information about the SMART SERVE Training program contact:

Smart Serve Ontario

5405 Eglinton Avenue West, Unit 106

Toronto, Ontario M9C 5K6

Telephone: Toll free 1-877-620-6082

Fax: 416-695-0684

Email: general@smartserve.ca

Website: www.smartserve.org/home.asp

Servers training often acts as a catalyst to provide a better understanding of liability and of the strategies that can be used to better manage safer alcohol events.

1.5.8. The permit/licence holder will ensure that event staff (bartenders, ticket sellers, cashiers, servers, floor and door monitors) do not serve alcohol to patrons under the legal drinking age or to intoxicated people, or serve any individual to the point of intoxication at the event (See Appendix L for points on recognizing intoxication as per the Alcohol and Gaming Commission of Ontario.)

The Ontario Liquor Licence Act (L.L.A.) has been interpreted to mean that:

- **It is illegal to sell or serve alcohol to an intoxicated or apparently intoxicated person**
- **Those under 19 years of age cannot be served alcohol or allowed to possess or consume alcohol**

- **A provided or alcohol is responsible for the safety of the people being served (provider liability)**
- **This responsibility extends to the safety of others, both on and off municipal property, who come in contact with the person who was served**

A provider's responsibility may continue until the intoxicated person is sober.

1.5.9. The permit/licence holder will allow the admittance of youth to appropriate adult events where alcohol is permitted (e.g. weddings, anniversary parties, family and community events).

The permit/licence holder will not allow persons under 19 years of age to be admitted to events where the permit or licence does not allow such access.

1.5.10. The permit/licence holder will engage a sufficient number of persons (normally a minimum of two (2) Smart Serve certified people of legal drinking age or older) to control the entrance and exits of the facility as determined by the Municipal Facility Manager.

Intoxicated persons will not be permitted entrance to the event and if necessary will be removed from the premised.

Under the Occupier's Liability Act of Ontario, Municipalities, as owner/occupiers, have the duty to prevent foreseeable harm to anyone who enters or is in the facility.

1.5.11. The permit/licence holder will ensure there are a sufficient number of bartenders, ticket sellers, cashiers, servers, floor and door monitors as determined by the facility manager.

1.5.12. Bartenders, ticket sellers, cashiers, servers, floor and door monitors will wear visible (i.e. name tags, group/event shirts) identification at all times. The permit/licence holder will ensure compliance with this provision. The City reserves the right to approve the type of identification that will be used at the event.

1.5.13. **ALL CONDITIONS CONTAINED ON THE APPLICATION FOR SPECIAL OCCASION PERMITS MUST BE ADHERED TO (Appendix C attached).**

1.5.14. The permit/licence holder will ensure event staff (bartenders, ticket sellers, cashiers, servers, floor and door monitors), and other personnel refrain from consuming alcohol while on duty, and shall not be under the influence of alcohol while on duty. (The event staff may only drink alcohol if they have completed their shift and their work responsibilities have ended for the entire event. Event staff should not wear their event identification after their shift and work responsibilities have ended.)

1.5.15. The permit/licence holder or identified designate will be responsible for recognizing the need for assistance and will be available for the duration of the event in case assistance is required.

The permit/licence holder, event staff or municipal representatives must notify the police if they observe signs that a situation is getting out of control.

1.5.16. The permit/licence holder will not permit "last call" for alcoholic beverages to be announced. When entertainers/DJs arrive, they must be informed that there is to be no "last call".

1.5.17. At least one municipal representative with authority to demand correction of policy infractions or to shut down an event on behalf of the municipality must be accessible at all times.

1.6. Low Alcohol and Non-Alcoholic Options

1.6.1. Non-alcoholic beverages will be made available and at a lower cost than alcoholic beverages.

The permit/licence holder is encouraged to have at least 35% of "low alcohol options" in the make-up of the total alcoholic beverages offered on site (e.g. 4% and 2.5% beer).

No extra-strength beer (over 5.6%) or coolers (over 7.0%) will be permitted. Wine to a maximum of 12% by volume is permitted. There are NO straight shots or spirits, spirits "on the rocks" or "shooters" or "jello-shooters) allowed with the exception of stag & does and weddings.

1.6.2. The permit/licence holder will post a sign identifying that low alcohol and non-alcoholic beverages are available.

1.7. **Food**

1.7.1. Food must be available in accordance with the Liquor Licence Act (Ontario Regulation 389s.27 for permit holders, Ontario Regulation 719s.61 for licence holders) and the Algoma Public Health (Health Protection and Promotion Act – Food Premises Regulations of Ontario) and must provide a range of menu selections and high protein and/or fatty snacks (e.g. pizza, hot dogs, cheese dips) during all hours of operation. **Snacks such as chips, peanuts or popcorn are not an acceptable substitute for this requirement.**

1.7.2. Event workers are to encourage patrons to consume food, no-alcohol and low alcohol beverages (e.g. by offering menu choices, by having staff verbally review the menu with patrons).

1.7.3. Non-alcohol drinks must be available at no charge or at a cost lower than that of drinks containing alcohol.

1.7.4. Where wine is provided with a meal, a non-alcohol substitute, such as water, ginger ale or sparkling fruit juice, must be provided to ensure that children and abstainers are included in toasting celebrants.

1.8. **Accountability** (Signage & Insurance)

1.8.1. Along with posting the Special Occasion Permit, the permit/licence holder will ensure that they:

1.8.1.1. Append the LCBO Special Occasion Permit and the purchase levy for all alcohol purchases. Permission to serve homemade wine at the event must be noted on the LCBO Special Occasion Permit.
1.8.1.2. Post a sign stating the name of the Special Occasion Permit holder and the identified designate.
1.8.1.3. Post a sign on safe transportation and designated drivers
1.8.1.4. Post a sign on ticket sale limit.
1.8.1.5. Post a sign of acceptable ID at all entrances.
1.8.1.6. Post a sign stating bar hours.
1.8.1.7. Post a sign stating proof of age.
1.8.1.8. Sober Driver Spot Check.
1.8.1.9. Ensure that a statement of intoxication signs are posted. These signs are provided by the City (Appendix L).
1.8.1.10. Post a Warning regarding alcohol consumption during pregnancy (Sandy's law).
1.8.1.11. Post a copy of the insurance policy for the event.
Refer to Appendix J for examples of signage

1.8.2. The permit licence holder will obtain a minimum of **$5,000,000** liability insurance and will deposit a copy of the insurance particulars to the appropriate Recreation and Culture Department representative at <u>least fifteen days</u> prior to the event for events held at the Collins Hall and for weddings and private receptions or at closed events held at the Centennial Arena where special permission is given in writing.

For all other events where alcohol use is permitted, the permit licence holder will obtain(an amount agreeable by City of Elliot Lake) liability insurance and will deposit a copy of the insurance particulars to the appropriate Recreation and Culture Department representative at least fifteen days prior

to the event. A copy of the insurance particulars will be posted during the event.

The Corporation of the City of Elliot Lake must be added as an insured on the Policy of Insurance with respect to the actions of the permit licence holder.

Individuals can be held personally liable. Where there is not enough insurance to cover the judgement, an individual's personal assets can be seized. These individuals could include event sponsors, workers and municipal staff.

Although insurance may cover the judgement award in a lawsuit, it may not cover the cost of legal counsel.

Some feel that only intoxicated persons should be held responsible for the alcohol injuries they cause to themselves or others. However, the provider of the alcohol is held responsible to over-service under the Liquor Licence Act. Whether one agrees with this or not, it is the law, and people can and do rely on it when suing others.

1.8.3. Samples of facility agreements are contained under Appendix A:

- Outdoor
- Indoor

Each of these agreements contain specific reference to Special Occasion Permits, Insurance, etc.

1.8.4. The Corporation of the City of Elliot Lake reserves the right to require the presence of no less than two (2) professional security personnel for the

duration of the event. The cost to be borne by the sponsoring group or individual. For example paid duty police are required.

1.8.5. Each permit/licence holder and identified designate will be required to sign and adhere to the conditions as outlined in Appendix E – City of Elliot Lake Permit Holder Agreement for the Serving of Alcohol. A minimum to two (2) Executive Officers of any organized group shall sign the Permit Holder Agreement.

1.9. **Safe Transportation**

1.9.1. The permit holder/licence holder will be responsible for promoting safe transportation options for drinking participants. The municipal representative must be shown that a safe transportation strategy will be implemented, which will include the following:

a) Sober Drive Spot Check Awareness

Post wall and/or table signs and/or print messages that:

1. Encourage and thank participants for not drinking and driving; and
2. Remind them that the police may have roadside spot checks in place.

b) Identify Designated Drivers

1. Designated driver program to be advertised at event and

2. Identified designated drivers (wearing button or other means of identification) receive free non-alcohol drinks (such as coffee, pop, juice).

c) Alternative Safe Transportation Options

1. Arranging for bus and/or taxi rides
2. Call a friend or relative to help the intoxicated driver and/or
3. If necessary, warn impaired driver and call police

1.9.2. The permit/licence holder will post a sign at the ticket sales area and behind the bar and at all entrances stating their safe transportation options.

1.10. **Fees**

The permit holder/licence holder will be responsible for the payment of all fees associated with serving alcohol at a City facility.

1.11. **Tickets**

The permit/licence holder will limit the number of tickets purchased for alcohol to not more than four (4) per purchase per person at one time. The permit holder will post the ticket sale limit for their event.

1.12. **Alcohol**

Sales of alcohol shall be limited to not more than two (2) beverages per customer at one time. Practices that encourage immoderate consumption (i.e. oversized

drinks, double shots, pitchers of beer, drinking contests, or volume discounts) are not permitted (refer to 2.2.1 in the Policy for further guidance).

1.13. Beverage Containers

No glasses or glass bottles will be permitted at events serving alcohol. The permit/licence holder must provide plastic or paper cups. Permit/licence holders are required to use different containers for non-alcoholic beverages.

The permit/licence holder is responsible for clearing tables during and after the event.

1.14. Location

The City reserves the right to determine the location and size of all areas where alcohol will be served.

1.15. Other

The City reserves the right to introduce other conditions at its discretion.

2. Enforcement Procedures for Policy Violation in Areas Where Alcohol Use is Permitted

2.1. Areas Where Alcohol is Permitted

2.1.1. A violation of this Policy occurs when the permit/licence holder fails to comply with the conditions of the Liquor Licence Act of Ontario or this Policy.

2.1.2. The permit/licence holder may intervene by informing the offending individual(s) of the Policy violation and requesting that is stop forthwith. Group members are encouraged to intervene in this way because lack of intervention at other levels could result in a loss of privileges and legal charges.

2.1.3. A City staff designated on call will intervene whenever he/she encounters a violation of the Policy. Depending upon the severity of the Policy infraction, a City staff member may ask the organizers of the event to stop the violation or may close down the event. Should the organizers fail to comply, the staff member may call the Elliot Lake O.P.P. for enforcement.

2.1.4. An Officer of the Elliot Lake O.P.P. or an Inspector from the Alcohol and Gaming Commission of Ontario may intervene in a violation of this Policy on his/her initiative, or in response to a request from either a City staff member, or a member of the general public. Depending upon the severity of the infraction, charges may be laid under the Liquor Licence Act of Ontario or any other relevant legislation. In addition, further disciplinary action may be issued by the Alcohol & Gaming Commission of Ontario to any Special Occassion Permits/licence holder who violates Liquor Act Regulations.

2.1.5. Where the permit/licence holders have violated the Policy and have been confronted by a City staff member, the group will be sent a registered letter

advising of the violation, and indicating that no further violations will be tolerated.

2.1.6. Should the permit/licence holder violate the Policy within one year of receiving notice of their first violation, the group may be suspended from organized use of all City facilities for a specified period of time. A registered letter will be sent to the contact person advising of the suspension. A copy of the suspension letter will be provided to the Mayor and City Councillors.

2.1.7. The permit/licence holder must report any infraction of the policy to the designated municipal staff immediately upon knowledge and complete and submit an incident report form within twenty-four hours.

2.1.8. The event licence holder must report any infraction of this policy to police whenever they believe such action is needed.

2.1.9. When the permit/licence holder, despite request does not correct Alcohol Risk Management Policy infractions the designated municipal representative must close down the event.

SECTION B

WHERE ALCOHOL USE IS PROHIBITED

1. **Areas & Events Where Alcohol Use Is Prohibited**

   The Liquor Licence Act of Ontario prohibits the consumption of alcoholic beverages in public places unless a liquor sales licence or Special Occasion Permit (S.O.P.) has been issued. In accordance with the Liquor Licence Act, the consumption of alcoholic beverages is prohibited in all areas owned or operated by the Corporation of the City of Elliot Lake, including parks and parkettes, sports facilities, recreation facilities, cultural facilities and service facilities unless specifically designated otherwise. City Council may change the designation of any site at its discretion.

   As a condition for use of these facilities, responsible parties will be required to sign a facility permit agreeing that people included in the activity or event will not consume or be impaired by alcohol.

   The City will not permit the sale or consumption of alcohol at "youth only" event.

2. Enforcement Procedures for Policy Violation in Areas and Events Where Alcohol Use is Prohibited

2.1. Areas and Events where Alcohol Use is Prohibited

2.1.0. A violation of this policy occurs when individuals consume alcohol in a City facility or area where alcohol consumption is prohibited. Intervention can be initiated by a member of the group using the facility, a staff member of the City staff member or by a member of the Elliot Lake O.P.P.

2.1.1. A group member may intervene by informing the offending individual(s) that the facility or area is off limits to alcohol. Group members are encouraged to intervene in this way because lack of intervention at other levels could result in a loss of privileges and prosecution.

2.1.2. A staff member of the City will intervene whenever he or she encounters drinking on the premises. Staff members will ask that the consumption of alcohol stop, or they can ask the individual or organized group to leave the facility, depending on the circumstances and the nature of the violation. Should the individuals or group members fail to comply, the staff member may call the Elliot Lake O.P.P. for enforcement.

2.1.3. A member of the Elliot Lake O.P.P. may intervene in a violation of this Policy on his/her initiative or in response to a request either from a City staff member or a member of the general public. The Police Officer may ask that alcohol consumption stop, or can order the individual or group to leave the facility. In addition, the Officer may, at his/her discretion, lay charges against the offending individual(s) under the Liquor Licence Act of Ontario or any other relevant legislation.

2.1.4. Where a member or organized group has violated the City of Elliot Lake Alcohol Rick Management Policy, and has been confronted by a City staff

member, the group will be sent a registered letter advising of the violation and indicating that no further violations will be tolerated.

2.1.5. Should members of an organized group violate the Policy within one year of receiving notice of their first violation, the group, the team, or the individual participant may be suspended from use of that or any City facility for a period of up to one year. A registered letter will be sent to the contact person advising of the suspension. A copy of the suspension notice will be provided to the Mayor and City Councillors.

SECTION C

UPDATING OF POLICY

Follow-Up Requirements

1. The conditions stated within the City of Elliot Lake Alcohol Risk Management Policy will implemented for all events scheduled after January 1, 2013.

2. The Recreation and Culture Department is responsible for ensuring the City of Elliot Lake Risk Management Policy is updated annually.

3. The City of Elliot Lake Risk Management Policy will be updated annually by the Manager of Recreation and Culture or a designated staff person with the Recreation and Culture Department.

APPENDICES



Alcohol and Gaming
Commission of Ontario

Application for a Special Occasion Permit

Guide

Please read these instructions carefully and keep this information.

What is a Special Occasion Permit?

A Special Occasion Permit (SOP) is needed **any** time alcohol is offered for sale **or** served **anywhere** other than in a licensed establishment or a private place. A private place is an ***indoor*** area not usually open to the public and not open to the public during the event (for example, a boardroom, private office or a residence).

SOPs are for **occasional, special** events only, and not for personal profit or running an ongoing business. A permit may be revoked if the Registrar of Alcohol and Gaming (the Registrar) has reason to believe the event is being used for personal gain.

Types of Permits

There are three types of SOPs (see pages 4 – 6 for more details):

- Private Event SOPs: For events where only invited guests will attend. These events cannot be advertised and there can be no intent to gain or profit from the sale of alcohol at the event.
- Public Event SOPs: For events that are open to the public. Public events can be advertised and allow for fundraising/profit from the sale of alcohol.
- Industry Promotional Event SOPs: For events held to promote a manufacturer's product(s) through sampling. There can be no intent to gain or profit from the sale of alcohol at the event.

Submitting an SOP Application

SOP applications are reviewed and permits issued from the Liquor Control Board of Ontario (LCBO) SOP service stores throughout Ontario.

Permit applications must be submitted at least 30 days before the event takes place, except Private Event applications which must be submitted at least 10 days before the event. The permit application may be refused if this requirement is not met.

The completed application, with supporting documentation as required and payment of application fees, must be submitted to an LCBO SOP service store.

For a listing of LCBO SOP service store locations and hours, please visit: *http://hellolcbo.com* .

As the regulator of beverage alcohol in Ontario, the Alcohol and Gaming Commission of Ontario (AGCO) may review applications for SOPs to determine if there are any risks associated with an event and to assist applicants and permit holders in understanding how to conduct an event in a responsible manner.

Conditions on an SOP

The Registrar has the authority to attach conditions to an SOP to mitigate any risk that may be related to an event. Conditions might include, for example, limiting the hours of sale and service of alcohol, or requiring licensed security staff to be hired/on duty during the event. Please visit *www.agco.on.ca* for a list of AGCO Board approved conditions.

Applicants Must Provide Notice to the Municipality (Outdoor Events)

Written notice of outdoor events must be provided to the local municipal clerk's department, police, fire and health departments at least 30 days prior to the event date if estimated attendance at the event is fewer than 5,000 people per day, and 60 days prior to the event date if estimated attendance at the event is 5,000 people per day or more. If a tent, marquee, pavilion or tiered seating is being used, you must also notify the local building department in writing.

Responsible Person Must Be Present at the Event

The permit holder, designate or responsible person(s) must be present throughout the SOP event.

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Purchasing Alcohol for an SOP Event

The permit and product receipts for alcohol purchased under the permit must be readily available during the SOP event for presentation upon request by AGCO Inspectors or police officers.

All alcohol must be purchased in Ontario under the permit through a government store including any LCBO Store, LCBO Agency Store, The Beer Store or any authorized manufacturer's on-site or off-site retail store.

LCBO Notice – SALE Events:
When you purchase alcohol under a SALE permit at any government store (LCBO, LCBO Agency store, The Beer Store or any authorized Ontario winery, brewery or distillery retail store), you will be charged a levy on your purchases.

Applicants should contact the Canada Revenue Agency for information concerning any collection or other obligations they may have relating to the Harmonized Sales Tax and the sale of alcohol under the permit.

LCBO

Compliance with the Law

AGCO Inspectors and police officers have the authority to access and inspect any location or area where an SOP event is being held.

If breaches of the *Liquor Licence Act* (LLA) or Regulations are observed or if there is an immediate threat to public safety, an AGCO Inspector or police officer may revoke an SOP while the event is underway.

A permit holder may be issued a monetary penalty by the AGCO as a result of specific breaches of the LLA or Regulations. For further information please visit: *http://www.agco.on.ca/en/whatwedo/monetary_penalties_alcohol.aspx*

Responsibilities of a Permit Holder

The permit holder is responsible for the safety and sobriety of people attending the event as well as compliance with the LLA and Regulations. The LLA and Regulations may be obtained from Publications Ontario at 1 800 668-9938 or 416 326-5300 or on the AGCO website at *http://www.agco.on.ca* . A fuller list of some of the responsibilities of a permit holder can be found in the following AGCO Responsible Service Tip Sheets:

- Special Occasion Permits - Public Events;
- Special Occasion Permits - Private Events; and
- Special Occasion Permits - Industry Promotional Events.

These Tip Sheets are also available on the AGCO's website at: *http://www.agco.on.ca/en/whatwedo/service_tipsheets.aspx*

GUIDE for Special Occasion Permit Applications

(see corresponding sections and/or questions on Special Occasion Permit Application Form)

1. Application Fee

No Sale - $25 per day

A No Sale permit is required when:

- alcohol is served without charge;
- no money is collected directly or indirectly for alcohol from guests (e.g. through admission charge or ticket sales to cover the cost of alcohol); and
- the permit holder absorbs all alcohol costs.

Sale - $75 up to three consecutive days

A Sale permit is required for events where money is collected for alcohol through, for example:

- an admission charge to the event;
- the sale of alcohol (cash bar) or alcohol tickets sold to people attending the event; or
- the collection of money for alcohol before the event.

Receipts for all alcohol products purchased under the permit must be readily available for inspection by AGCO Inspectors or police.

2. Applicant Information

You must be 19 years of age or older to apply for an SOP. You may be asked to provide acceptable government-issued identification, such as a passport or driver's licence.

If the applicant is an organization/association/company, the application must be signed by a member or representative at least 19 years of age who has signing authority for the organization/association/company.

Applicants must submit **all** information, materials, documentation or approvals as may be requested.

3. Responsible Person(s) Information

The permit holder, designate or responsible person(s) must be present throughout the SOP event. The responsible person(s) must ensure the event is run properly and in accordance with the LLA and Regulations.

The responsible person(s) indicated on the application will be noted on the permit. If there is more than one responsible person, please attach a list on a separate sheet.

4. Location Information

The location/area where the event is to take place must meet the guidelines below. You can obtain this information from the premises owner or manager and should confirm that the building has been inspected by the proper authorities. The following guidelines must be met:

- the permit location/area where alcohol will be sold/served/consumed must be separated from areas where the permit does not apply by a minimum 36" (0.9m) high barrier/partition;
- the location may not be a licensed establishment under suspension and the event must comply with any conditions that apply to the licence (e.g. restricted hours of operation);
- the premises may not be a dwelling, or rooms or land adjacent to and used in conjunction with a dwelling;
- the location may not be in a dry area if alcohol is to be sold at the event. A dry area is an area/municipality where alcohol is not sold.

4.4 Details and/or Name (if applicable) of Event

In this section, please expand on the details and purpose of your event. If your event has a name (e.g. "Annual Ribfest"), please provide that information in this section.

5. Dates and Times of Events

You may sell, serve and consume alcohol only during the hours specified on your permit.

Hours must be between 11 a.m. to 2 a.m. on any day except New Year's Eve (December 31) where hours may be between 11 a.m. and 3 a.m. the following day (January 1).

In completing **Section 5** (chart) of the application, please provide the following information:

Date(s): Indicate the day on which the event will take place. If your event runs into the following day (e.g. until 2 a.m.), you must only indicate the first day (e.g. if the event begins April 9th at 7 p.m. and ends April 10th at 2 a.m. you would only indicate "April 9").

Start Time: Indicate the time at which the sale (if Sale permit), service and consumption of alcohol will begin.

End Time: Indicate the time at which the sale (if Sale permit), service and consumption of alcohol will end. Please note that the signs of alcohol must be cleared no later than 45 minutes after the end of the serving period (e.g. if serving period ends at 1 a.m., all alcohol must be cleared by 1:45 a.m.)

Room Name/Area/Location: If the room or location is within a large complex, specify the room name or use the exact location (e.g. Main Hall B, or 2nd floor, North West section). Do not use the name of the building or complex to describe the room or location (e.g. the North Tower).

For OUTDOOR areas, you must use specific descriptions (e.g. pavilion, outdoor fenced area, main banquet room & fenced area/patio, etc). Do not use "grounds", "outside" or name of the park.

Estimated Attendance: Indicate how many people you expect will attend the event per day. If your event is to be held outdoors, please see Section 7.4 for information on notification requirements and timelines.

Sample Application Form chart:

Date (s)	Start Time	End Time	Room Name/ Area/Location	Estimated Attendance per day
Apr. 9/11	7pm	2am	Main Hall	80
Apr 10/11	12pm	2am	Patio	100
Apr 11/11	11am	1am	Banquet Room A	70

5.1 Capacity (1,000 persons or more)

If the proposed permit area can hold 1,000 persons or more, you must answer "yes" to this question.

The maximum capacity of many indoor premises is predetermined by either the Building or Fire Department. It is the permit holder's responsibility to ensure these capacities are not exceeded during the permit event.

Maximum capacities for all outdoor areas (and indoor areas without a designated Building or Fire Department capacity) is determined by dividing the actual size of the permit area (as determined in square metres or square feet) by 1.11 square metres or 12 square feet per person.

For example:

- **30 m x 60 m = 1,800 square metres ÷ 1.11 = 1,621 persons; or**
- **100 ft x 200 ft = 20,000 sq.ft. ÷ 12 = 1,666 persons.**

The capacity for any location/room/area is the lesser of the capacity set by Fire, Health or Building or that determined by the calculation noted above. It is the permit holder's responsibility to ensure these capacities are correct and are not exceeded during the permit event.

6. Event Type

6.1 What is a Private Event?

A Private Event is held for invited guests only. Examples include a wedding reception, an anniversary party, baptism or birthday party, among others, where only family, friends and people known to the hosts or permit holders are invited to attend. The public cannot be admitted, and there can be no intention to gain or profit from the sale of alcohol at the event.

Private Events **cannot** be publicly advertised. Information about the event may be shared with invited guests and members only.

i) Homemade wine/beer

Weddings or other religious events

Homemade wine and beer can only be served but not sold at a wedding or other religious event. An event is considered to be a **religious event** when it is presided over by an officiant.

This means a religious ceremony conducted by persons such as priests, ministers, Justices of the Peace, rabbis, etc.

Examples of religious occasions are weddings, bar mitzvahs, baptisms, etc. Wedding vow renewals do not qualify as a religious occasion, unless presided over by an officiant.

The wine/beer must be made by a member of the family hosting the event. The permit holder may not sell the wine/beer.

Wine/beer club/association/group

The objects of the club/association/group are the testing, exhibition and judging of wine/beer made by its members. Wine/beer may only be served to members of the club/association/ group. No service is allowed to the public. These events must be No Sale events and alcohol must be served without charge.

6.2 What is a Public Event?

A Public Event SOP can be issued:

- to a registered charity under the *Income Tax Act* (Canada);
- to a non-profit organization or association organized to promote charitable, educational, religious or community objects;
- for an event of provincial, national or international significance; or
- for an event designated by a municipal council as an event of municipal significance.

Public Events may be held to raise funds for charitable purposes and objects that benefit the public at large (i.e. advancement of education, religion, relief of poverty, charitable purposes benefiting the community).

An event of municipal significance requires a municipal resolution or a letter from a delegated municipal official (e.g. municipal clerk) designating the event as "municipally significant".

i) Designated Public Events – outdoor public events involving liquor sales licensed establishments

If an SOP has been issued for an outdoor event that has both licensed areas (bars, restaurants, etc.) and areas to which the SOP applies (i.e. the street on which the event

is taking place), patrons can move freely between these areas with a single serving of alcohol under certain conditions approved by the Registrar of Alcohol and Gaming.

To be eligible, the event must meet the following criteria:

- the event must be an outdoor event (e.g. street festival);
- the event must be designated "municipally significant" and the applicant must submit a resolution of municipal council or a letter from a delegated municipal official designating the event as "municipally significant"; and
- the licence holder and the permit holder must have entered into an agreement to ensure that there is no unreasonable risk to public safety, the public interest and the public, and no unreasonable risk of non-compliance with the LLA and Regulations by either of the parties.

This agreement must be submitted to the AGCO for review and approval at least 30 days prior to the event.

Please refer to Section 34.1, Regulation 719 of the LLA for further information.

ii) Donated alcohol

Under the Public Event category, only registered charities or non-profit organizations/ associations qualify to accept donations of alcohol from liquor manufacturers. Records for all donated products must be obtained by the SOP holder and must be made available for inspection by an AGCO Inspector or a police officer.

Donated alcohol must be processed by a government store (LCBO, LCBO Agency Store, The Beer Store or manufacturer's retail store) under the permit.

Social Gaming events are eligible for an SOP for a Public Event provided the applicant is a registered charity or religious organization and the games are licensed under section 207 of the *Criminal Code* (Canada).

The holder of an SOP for a Public Event may offer alcohol, donated or otherwise, as a prize, provided there is a lottery licence issued to the permit holder. Only charities or not-for-profit organizations/associations are eligible for a lottery licence. Please note only those over 19 years of age may be awarded alcohol as a prize and this condition must be disclosed on all ticket sales. For more information on obtaining a lottery licence, visit: *www.agco.on.ca* .

6.3 What is an Industry Promotional Event?

Industry Promotional Events are events that promote a manufacturer's products. These events only allow for the sampling of products, and orders for alcohol purchases may also be taken (no retailing of alcohol is allowed). There can be no intent to gain or profit from the sale of alcohol at the event.

Only manufacturers, AGCO licensed representatives of manufacturers, or event organizers acting on behalf of a manufacturer or AGCO licensed representative may provide the samples of alcohol. Event organizers conducting sampling at an Industry Promotional SOP Event may be required to produce a letter of authorization from the manufacturer or AGCO licensed representative upon request.

i) Market research

Market research may be conducted under an Industry Promotional, No Sale SOP by or on behalf of a liquor manufacturer. Market research conducted under Industry Promotional SOPs can be advertised and open to the public or for invited guests only.

Industry Promotional Events held for the purpose of market research must be conducted for the purposes of gathering and analyzing information about consumers' needs and preferences. They allow for sampling of alcohol only.

If an event organizer or an AGCO licensed representative is conducting the market research or providing samples on behalf of a manufacturer, the event organizer must

make available upon request a letter from the manufacturer authorizing them as their representative to conduct market research.

It is a requirement to have a clearly defined permit area. If the market research is done in an open area (e.g. a mall foyer), the area must still be separated from the area where the permit does not apply by a minimum 36" (0.9 m) high barrier.

Alcohol being sampled at a market research event does not have to be purchased from a government store. Samples cannot be sold. Retailing of alcohol is not permitted at the event.

7. Questions for All Applicants

7.1 Will alcohol be sold?

You must answer "yes" to this question if you are collecting money for alcohol either directly, through the sale of alcohol or drink tickets at the event (e.g. cash bar, sale of drink tickets), or indirectly through the sale of admission, membership fees or the collection of money for alcohol before the event.

7.2 Will tickets be sold?

You must answer "yes" to this question if you are collecting money through ticket sales to the event.

7.3 Is there an admission charge?

You must answer "yes" to this question if you are collecting money through an admission charge to the event.

7.4 Outdoor events

Outdoor events are those which take place outdoors or in a temporary structure, such as a tent, marquee, pavilion or tiered seating.

The outdoor area must be clearly defined and separated from areas where the permit does not apply by a minimum 36" (0.9m) high barrier.

You must include with your application a detailed sketch showing the dimensions of the area for which the permit will apply (see example in Section 7.6).

You must also notify in writing the local municipal clerk's department, police, fire and health departments informing them of the event and include a sketch identifying the physical boundaries. If a tent, marquee, pavilion or tiered seating is used, you must also notify in writing the local building department.

The applicant's timelines for notifying local authorities are:

- **30 days** before the event takes place, if **fewer than 5,000** people per day are expected to attend the event; or
- **60 days** before the event takes place if **5,000 people or more** per day are expected to attend the event.

You should retain copies of all letters sent to authorities, as you may be required to include them with your application or make them available upon request.

IMPORTANT: If your event includes *any* of the following, copies of notification letters to municipal authorities *must* be included with your application:

- any tiered seating;
- any proposed permit area that has a capacity of 1,000 persons or more;
- Outdoor Public Events involving liquor sales licensed establishments (e.g. Outdoor Street Festival) – see section 6.2 i);
- Public Events requiring a municipal resolution or letter from a delegated municipal official designating the event as "municipally significant" – see section 6.2.

7.5 Invited guests

If your event is not open to the public, and for invited guests only, answer "yes" to this question.

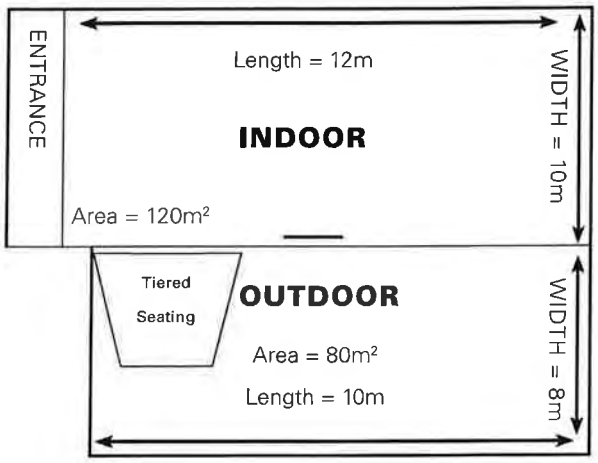
If your event is open to the public and has been or will be advertised, answer "no" to this question.

7.6 Tiered seating

If an SOP application is submitted for a location that includes tiered seating (e.g. bleachers, stadium seating, etc.), this must be indicated on your application.

If the event is outdoors, the location of the tiered seating must be clearly identified on a sketch and submitted along with the application.

Example of sketch showing SOP area:



7.7 Multiple day events and storage of alcohol

Multiple day event permits can only be issued if:

- each event is one in a series of events;
- the application for the permit is for all of the events (dates);
- the nature, purpose, location and target audience of each of the events (dates) are the same (e.g. monthly social club gatherings, monthly book club meetings, etc.); and
- as a result of doing so, the permit holder is not operating an ongoing business, or does not appear to be doing so.

In answering questions 7.8 through 7.10, please consider the following:

7.8 The nature of your event describes the type and reason(s) for hosting the series of event dates (e.g. book club).

7.9 The purpose of your event describes the objectives and goals of the series of event dates (e.g. to discuss book of the month).

7.10 The target audience of your event describes a group of people with a similar interest in the purpose and nature of your event as described inquestions 7.8 and 7.9 (e.g. book club members and author).

7.11, 7.12, 7.13 Storage of alcohol

If a multiple day event permit is issued, the permit holder may store alcohol that is sold under the permit between event dates if the permit holder:

- identifies on the application, the location where the alcohol sold under the permit is to be stored (**7.12**);
- stores the alcohol in a secure area that is not a dwelling;
- ensures that the alcohol is stored separately from other alcohol not purchased under the permit;
- provides the AGCO with a list of persons with access to the location (**7.13**); and
- ensures that the alcohol is made available to AGCO Inspectors and police officers for inspection upon request.

Application Statements

Check all boxes
In this section, you must check all boxes to confirm you understand your responsibility and what is required from you as a permit holder.

Check only those boxes that apply to your event
In this section, check only those statements that apply to your event. For example, if alcohol is to be sold at a Private Event, you must check the box relating to "Private Event Sale Permit".

Other Important Information

Refunds
The application fee is non-refundable.

Food
An adequate supply of food must be available to persons attending the event.

Advertising
PRIVATE EVENTS CANNOT BE PUBLICLY ADVERTISED. Notification is limited to invited guests only. Acceptable forms of notification may include social media (not available for viewing by the general public, must be a personal guest list), private invitation, etc.

A Public Event or Industry Promotional Event permit holder may advertise or promote the availability of alcohol only in accordance with the Registrar's Advertising Guidelines (available at *www.agco.on.ca*). Please refer to Section 7(2), Regulation 389/91 of the LLA for further information.

Changes to your Event/Permit
If there is a change to the permit area(s) or the event after the permit is issued (such as a change in location, a change in date, event type, a change of permit area(s) and/or capacity, the addition of tiered seating, or the addition of participating licensees), the permit holder must notify the AGCO immediately and apply for a new permit. If the permit holder does not notify the AGCO of any such changes, administrative action may be taken against the permit holder including, but not limited to, the immediate revocation of the SOP.

Security
The permit holder must provide security sufficient to ensure that unauthorized persons do not attend the event and to ensure that the conditions of the permit and requirements of the LLA are observed. In order to determine whether security is sufficient, the permit holder shall consider,

a) The nature of the event;
b) The size of the premises; and
c) The age and number of persons attending the event.

Events held by a Foreign Government
For events held by a foreign government, the application must be affixed with the consular or embassy seal. The applicant must be the Ambassador/High Commissioner of the embassy/high commission, the Consul General, or Trade Commissioner or an authorized representative of a foreign government.

Only two LCBO stores, # 217 (2 Cooper Street, Queen's Quay, Toronto) and # 243 (1980 Bank Street, Ottawa), are able to accept applications by a foreign government.

FOR MORE INFORMATION

Call or write to:

Alcohol and Gaming Commission of Ontario
90 SHEPPARD AVE E
SUITE 200
TORONTO ON M2N 0A4
Telephone: 416 326-8700
or toll free in Ontario 1 800 522-2876
Fax: 416 326-5555
Email: licensing@agco.ca
Website: *www.agco.on.ca*

Ontario

Alcohol and Gaming Commission of Ontario

Application for a Special Occasion Permit

Form

Please read the Application Guide prior to completing this application.

This application must be submitted to an LCBO SOP Service store.

The application fee must accompany the application - cash, credit card, debit or money order made payable to the LCBO or Minister of Finance at least ***10 days prior to a Private Event or 30 days prior to all other events. The application fee is non-refundable.***

1. Application Fee (See section 1 of Guide for details)

Class of Permit and Fee	☐ $25 No Sale, per day	☐ $75 Sale, up to three consecutive days

2. Applicant Information (See section 2 of Guide for details)

(May be an individual or an organization/association)

2.1 Last Name	First Name	Middle Name(s)		
Name of applicant (if applicant is an organization/association)				
2.2 Street Number / Street Name		Street Type	Direction	Suite/Floor/Apt.
2.3 Lot/Concession/Rural Route / City/Town		Province	Postal Code	
2.4 Telephone Number ( )	Fax (if applicable) ( )	Email (if applicable)		

3. Responsible Person Information (See section 3 of Guide for details)

Name of person who will attend and be responsible for event (must be an individual(s)). Attach separate sheet if more than one person.

3.1 Last Name	First Name	Middle Name(s)		
3.2 Street Number / Street Name		Street Type	Direction	Suite/Floor/Apt.
3.3 Lot/Concession/Rural Route / City/Town		Province	Postal Code	
3.4 Telephone Number ( )	Fax (if applicable) ( )	Email (if applicable)		

4. Location Information (See section 4 of Guide for details)

4.1 Name of Premises where event is to be held				
4.2 Street number / Street Name		Street Type	Direction	Suite/Floor
4.3 City/Town	Municipality	Province	Postal Code	
4.4 Details and/or Name (if applicable) of Event:				

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5. Dates and Times of Event (See section 5 of Guide for details)

NOTE: Unless otherwise approved by the AGCO, hours of sale and service of alcohol cannot be before 11 a.m. or after 2 a.m. on any day except New Year's Eve (December 31) when sale and service must cease by 3 a.m.(on January 1).

Date(s) YY/MM/DD	Start Time (a.m. / p.m.)	End Time (a.m. / p.m.)	Room Name / Area / Location	Estimated Attendance per day

5.1 Is the capacity of the permit area (indoor and/or outdoor) 1,000 persons or more? Yes ☐ No ☐

Maximum capacities for all outdoor areas (and indoor areas without a designated Building or Fire Department capacity) is determined by dividing the actual size of the permit area (as determined in square metres or square feet) by 1.11 square metres or 12 square feet per person (example: 30m x 60m = 1,800 square metres ÷ 1.11 = 1,621 persons / 100 ft x 200ft. = 20,000 sq.ft. ÷ 12 = 1,666 persons).

Note: The capacity for any location/room/area is the lesser of the occupant load set by Fire, Health or Building and the estimated capacity as calculated above.

6. Event Type – Private, Public or Industry Promotional (See section 6 of Guide for details)

Certain applications will be forwarded to the AGCO for review. You may be required at any time to make additional supporting documents available to LCBO or AGCO staff.

6.1 ☐ **Private Event**

Private Events are 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 directly or indirectly from the sale of alcohol at the event.

i) Are you serving homemade wine/beer? (religious events or beer/wine clubs only) Yes ☐ No ☐

6.2 ☐ **Public Event**

Public Events are events that are open to the public. The event can be advertised, and fundraising from the sale of alcohol at the event is permitted.

Select one (a, b or c) that applies to you:

☐ (a) Registered charity (under the *Income Tax Act* (Canada))

Provide charitable organization registration number ➤ **RR#**

☐ (b) Non-profit association or organization

☐ (c) Other (event of significance)

Events of "municipal significance" require a municipal resolution or letter from a delegated municipal authority to be submitted with your application. (See section 6.2 of Guide for details)

i) If the Public Event is outdoors (e.g. street festival), will liquor sales licensed establishments be participating as part of the event? Yes ☐ No ☐

If **YES:** ➤ The applicant must submit with this application a municipal resolution or letter from a delegated municipal official. (See section 6.2 i) of Guide)

➤ An agreement between the permit holder and each participating liquor sales licence holder must be submitted for approval to the AGCO no later than 30 days prior to the event date. (See section 6.2 i) of Guide)

ii) Will you be receiving any donated alcohol from manufacturers for this event? Yes ☐ No ☐

Only registered charities and non-profit associations / organizations are eligible to receive donated alcohol. (See section 6.2 ii) of Guide)

6.3 ☐ **Industry Promotional Event**

Industry Promotional Events are events that promote a manufacturer's product(s). Samples for tasting at the event may be provided and orders for alcohol purchases may be taken. There can be no intent to profit from the sale of alcohol at the event. Market research may also be conducted for the purposes of gathering and analyzing information about consumers' needs and preferences.

Select one (a, b or c) that applies to you:

☐ (a) Manufacturer

☐ (b) AGCO licensed representative of a manufacturer

☐ (c) Event organizer

i) Is the Industry Promotional Event for the purpose of market research? Yes ☐ No ☐

Market research type events must be conducted under a No Sale SOP and must be for the purpose of gathering and analyzing information about consumers' needs and preferences. (See section 6.3 i) of Guide)

7. **All applicants must answer all of the following questions.** (See section 7 of Guide for details)

7.1	Will alcohol be sold (either directly or indirectly)? (See section 7.1 of Guide for details)	Yes ☐	No ☐
7.2	Will tickets be sold for the event?	Yes ☐	No ☐
7.3	Is there an admission charge?	Yes ☐	No ☐
7.4	Will alcohol be sold, served or consumed outdoors?	Yes ☐	No ☐
	If **YES:** ➤ Please submit a detailed sketch with your application. (See sections 7.4 and 7.6 of Guide for further information)		
	➤ Will it be under a tent/marquee/pavilion or in tiered seating area(s)?	Yes ☐	No ☐
7.5	Is the event for invited guests only?	Yes ☐	No ☐
7.6	Will alcohol be served, sold and/or consumed in tiered seating area(s)?	Yes ☐	No ☐
7.7	Is this application for multiple day events (i.e. each event is one in a series of events)?	Yes ☐	No ☐

The nature, purpose, target audience and location of the event must be the same for all events (dates).
(See section 7.7 of the Guide)

If **YES:** ➤ Complete the following:

7.8	What is the nature of your event? Example: Book club	
7.9	What is the purpose of your event? Example: Discuss book of the month	
7.10	What is the target audience of the event? Example: Book club members	

7.11 Will alcohol purchased for the event be stored for reuse between the event dates indicated on this application? Yes ☐ No ☐

If **YES:** ➤ Complete the following:

7.12 Address where alcohol will be stored:

Street Number	Street Name	Street Type	Direction	Suite/Floor

Lot/Concession/Rural Route	City/Town	Province	Postal Code

Area Description (room or location):

7.13 Please provide a list of all individuals who have access to storage area(s) and emergency/contact phone number(s) :

Name	**Telephone Number**
1)	( ) Ext.
2)	( ) Ext.
3)	( ) Ext.
4)	( ) Ext.
5)	( ) Ext.

If more space required, please list on a separate page.

Important – Please read carefully

Designated or Responsible Person(s)

The permit holder or responsible person as indicated on the application and permit must be in attendance at the event. If in an emergency situation the permit holder/responsible person is unable to attend, then it is the responsibility of the permit holder to designate in writing someone to attend the permit event on his/her behalf. The designated person is responsible to ensure that all legal requirements for the permit event are met. ***The designated person must not be someone who has previously been refused a special occasion permit(s) by the AGCO.***

All alcohol must be purchased with the permit at a government store such as an LCBO Store, an LCBO Agency Store, The Beer Store or any authorized Ontario Winery, Brewery or Distillery Store. All receipts of alcohol purchased under the permit must be made available upon request at the event to an AGCO Inspector or a police officer.

Private Events must be events that are limited to invited guests only (including stags, stag and does, bridal showers, etc.). The event must not be advertised to the public (for example: by way of flyers, newspaper, internet or radio). There can be no intent to gain or profit from the sale of alcohol at the event.

Public events conducted by registered charities and non-profit organizations / associations may accept alcohol donated by manufacturers of alcohol. Receipts for all donated product must be made available.

Left over alcohol must be removed from the premises at the end of the event. When returning unopened alcohol purchased from a government store, you must produce the permit and a copy of the receipt(s). Check with the retailer at which you purchased the alcohol for further details.

The holder of an SOP that permits multiple day events may choose to store alcohol that is sold or served under the permit between days of the events. The alcohol must be stored in a secure area that is not a dwelling and it cannot be stored with other alcohol not sold or served under the permit. The permit holder must have completed the appropriate section of the application form advising the AGCO of the location where the alcohol will be stored, as well as a list of persons with access to this location.

If there is a change to the permit area(s) or the event after the permit is issued (such as a change in location, date, event type, permit area(s) and/or capacity, the addition of tiered seating, or the addition of participating licensees) the permit holder must notify the AGCO immediately and apply for a new permit. If the permit holder does not notify the AGCO of any such changes, administrative action may be taken against the permit holder including, but not limited to, the immediate revocation of the SOP. Application fees are non-refundable.

A police officer or AGCO Inspector may revoke an SOP while the event is underway if he/she reasonably believes that the *Liquor Licence Act* or Regulations are being contravened in connection with the event.

Any SOP holder may be issued a monetary penalty as a result of specific breaches of the *Liquor Licence Act* and Regulations. The amount of the monetary penalty will be based on the approved Schedule of Monetary Penalties which can be found on the AGCO website. For further information on monetary penalties please go to *www.agco.on.ca* .

SOPs may be subject to conditions, such as hours of sales and service, or requiring licensed security staff to be hired/on duty during the event.

Application Statements

Before signing this application, please make sure that you have read all of the information above, including the Application Guide, and completed all of the questions. Any changes to the application must be initialed by the applicant.

Check all boxes below:

- ☐ I am aware that police and AGCO Inspectors have full authorized access to the event, and the area/location where the alcohol will be stored, if any.
- ☐ I am 19 years of age or older.
- ☐ I understand the application fee is non-refundable.

Check only those boxes that apply to your event:

- ☐ I have/will have notified the required municipal authorities of this event which will take place outdoors.
- ☐ This event is hosted by a foreign government (the event must comply with all other applicable legislation).

Private Event

- ☐ I understand, as a holder of a Private Event **No Sale** Permit, **I cannot sell alcohol** (e.g. alcohol will be served without charge, money will not be collected for alcohol from guests, etc.).
- ☐ I understand, as a holder of a Private Event **Sale** Permit, that **money can be collected for alcohol** (e.g. through an admission charge, the sale of alcohol or alcohol tickets to attendees, or the collection of money for alcohol before the event). However, there can be no intention to gain or profit from the sale of alcohol at the event.
- ☐ I understand the event cannot be and has not been publicly advertised.

Public Event

- ☐ I understand, as a holder of a Public Event **Sale** Permit, that money can be collected for alcohol (e.g. through an admission charge, the sale of alcohol or alcohol tickets to attendees, or the collection of money for alcohol before the event). Funds may be raised through the sale of alcohol.
- ☐ I understand, as a holder of a Public Event **No Sale** Permit, **I cannot sell alcohol** (e.g. alcohol will be served without charge, money will not be collected for alcohol from guests, etc.).
- ☐ The event is being conducted by a charitable organization registered under the *Income Tax Act* (Canada) or by a non-profit association/organization for the advancement of charitable, educational, religious or community objects.
- ☐ The event is of provincial, national or international significance.
- ☐ The event is designated by a municipal council (or its delegated authority) as an event of municipal significance.

Industry Promotional Event

- ☐ I understand, as a holder of an Industry Promotional **No Sale** Permit, **I cannot sell alcohol or samples of alcohol** (e.g. alcohol will be served without charge, money will not be collected for alcohol from guests, etc.).
- ☐ I understand, as a holder of an Industry Promotional **Sale** Permit, that money can be collected for alcohol (e.g. through an admission charge, the sale of alcohol or alcohol tickets to attendees, or the collection of money for alcohol before the event). However, there can be no intention to gain or profit from the sale of alcohol at the event.
- ☐ I understand that samples for tasting at the event will be provided by the manufacturer, an AGCO licensed representative of the manufacturer, or an event organizer acting on behalf of the manufacturer or AGCO licensed representative only.

It is a serious offence to make a false statement. A fine of up to $100,000 can be imposed.
I certify the information is true and I understand my legal obligation as a permit holder.

Signature of applicant	**Office held in organization (if applicable)**	**Date**

The above information is collected pursuant to the *Liquor Licence Act*, R.S.O. 1990, chapter L.19. The principal purpose of the collection is to determine eligibility for the issuance of an SOP. The information may also be disclosed pursuant to the *Freedom of Information and Protection of Privacy Act*. For questions about the collection of this information, please contact the Manager, Liquor Eligibility, Alcohol and Gaming Commission of Ontario 90 SHEPPARD AVE E, Suite 200, TORONTO ON M2N 0A4. Telephone: 416 326-8700 (in the GTA), 1 800 522-2876 (toll-free in Ontario). Email address: licensing@agco.ca .

For Office Use Only	Store No.	Fee received $: ☐ Cash ☐ Money Order ☐ Debit ☐ Credit ☐ Certified Cheque		
	Police		☐ Sale	☐ No Sale
	Reference No.			

APPENDIX B

Alcohol and Gaming
Commission of Ontario
Inspection and Investigation Branch
90 Sheppard Ave. E. Suite 200
Toronto, ON M2N 0A4
416.326.8700 or 1 800.522.2876 toll free in Ontario

Catering Notification Form

This form must be received by the AGCO **at least ten (10) days prior to an event or thirty (30) days prior to an event using a Temporary Tiered Seating Approval.** Please complete all sections and **drop off, mail or fax the completed form to 416.326.0300**. Incomplete forms will be returned.

1. Event Information

Nature of Event (wedding, reception, birthday, etc.)			
Date of Event	Room Capacity	No. in Attendance	Approximate Hours of Liquor Sale & Service
Name of Event Premises			Tel. No of Event Premises ( ) —
Address of Event Premises (street number and name, city, postal code)			Boundaries & Room Name/Number
Will the sale, service or consumption of liquor take place in tiered seating at the event? ❑ Yes ❑ No (If **Yes**, see Requirement 2 below)			

2. Sponsor Information

Name of Sponsor (person/organization holding the event)	
Address of Sponsor	Tel. Nº of Sponsor ( ) —

3. Contact Information

Name of Contact (person whom the AGCO can contact regarding the event)	Tel. Nº of Contact ( ) —

4. Licensee Information

Licensee (person/organization to whom the liquor sales licence with catering endorsement is issued)	Liquor Sales Licence Number
Name of Licensed Establishment	Tel. Nº of Licensed Establishment ( ) —

5. Licensee Signature

Print Name	Signature	Date

Requirements:

1. Catering Event: In addition to advising the AGCO at least ten (10) days prior to the event, the licence holder must also notify the local police, fire, building and health departments at least ten (10) days prior to the event.
2. Temporary Tiered Seating: This form must be submitted at least thirty (30) days prior to the event and include the following: (a) copies of the notification letters to the police, fire, building, health and municipal clerks departments; and (b) a sketch showing the area where the temporary tiered seating will be located. **You must have a Temporary Tiered Seating Approval on your licence.**
3. The event must be sponsored by a person other than the licence holder.
4. The licence holder or employee should carry a copy of the liquor sales licence when transporting liquor to and from the event, and post a copy of the liquor sales licence and this catering notification form at the event; The licence holder or employee should only transport and sell and serve liquor that is purchased under the liquor sales licence.
5. Post a Sandy's Law warning sign at the event (download the sign at http://www.agco.on.ca/en/whatwedo/signs_sandyslaw.aspx).
6. Ensure light meals are available at the event.
7. Allow only the licensee or its employees to sell and serve liquor at the event and ensure that all employees are trained in accordance with the regulations on server training.
8. Do not cater an event exceeding ten (10) consecutive days in length, operate an ongoing business with a sponsor or promote an event.
9. Do not sell and serve liquor at an event held in a residence.
10. As long as it is not a residence, the specified location for the catered event shall be deemed to be a licensed establishment during the time of the event and the licensee shall ensure compliance with the applicable sections of the *Liquor Licence Act* and Regulations.
11. Failure to comply with the *Liquor Licence Act* and Regulations can result in disciplinary action, including a suspension or revocation of the licensee's endorsement and/or liquor sales licence.

For more information, contact AGCO Customer Service at **416.326.8700** or **1 800.522.2876** (toll-free in Ontario) or online at **www.agco.on.ca/en/services/ licence_endorsement_cater_LSL.aspx**

APPENDIX C

CITY OF ELLIOT LAKE

APPLICATION SUMMARY FOR PERMITS WHERE ALCOHOL WILL BE SERVED

1) Interested applicants should contact the appropriate representative of the Community Services Department for their desired facility.
   A staff representative will review the procedure to be followed to receive permission to serve alcohol at the City facility.
   BE ADVISED FROM THIS INITIAL MEETING, IT CAN TAKE UP TO THREE MONTHS TO OBTAIN ALL APPROVALS REQUIRED AND TO ENSURE VOLUNTEERS/STAFF HAVE ACCESS TO SMART SERVE TRAINING IF REQUIRED.
   Collins Hall (705-848-2287 ext. 2404)
   -Manager of Recreation and Culture
   Centennial Arena (705-461-7215/7216)
   -Manager of Recreation and Culture
   Civic Centre (705-848-2287 ext. 2404)
   -Manager of Recreation and Culture
   Mount Dufour Ski Hill (705-848-6655)
   -Manager of Recreation and Culture
   Stone Ridge Golf and Country Club (705-848-8695)
   -Manager of Recreation and Culture

2) Reserve the City facility.

3) Complete the information on Appendix E and complete any additional required forms (i.e. Algoma Public Health – Application for Temporary Food Premises).

4) Obtain the necessary approval signatures from the Elliot Lake Police Services, Elliot Lake Fire Services and Algoma Public Health. (see Appendix A)

5) Return this form to the Community Services Department for their approval. The form will then be forwarded by the C.S.D. to the City Clerk for the approval of City Council. Note: This step must be completed at least fifteen days prior to the event.

6) Once City Council approval is received, obtain a Special Occasion Permit.

Please refer to the attached ``Guidelines For the Sale and Distribution of Alcoholic Beverages At Community Events" for concerns specific to the Elliot

Lake Police Service. The Elliot Lake Fire Service`s primary concern is that fire route are left open. In addition, if temporary tents are used the following should be observed:

1) Fire extinguishers are supplied
2) No smoking is permitted in the tent(s);
3) No hay or straw is to be on the floor;
4) All electrical equipment is to be approved by Ontario Hydro
5) Any gas cooking equipment being used requires a service statement from an authorized dealer.
6) The tent(s) meet minimum City building standards.
7) A person shall be employed for fire watch duty who is familiar with fire safety features, properly trained and has an approved communications system.

An ``Application for Temporary Food Premise`` is to be completed and submitted to the Algoma Public Health – Environmental Health Division. The forms are available for the Algoma Public Health or the Community Services Department. Jan. 2003

City of Elliot Lake
PARKS & RECREATION

APPENDIX D

45 Hillside Drive North
Elliot Lake, ON
P5A 1X5

(705) 848-2287 ext. 2404

The Management of Alcohol in Municipal Facilities (Indoor & Outdoor)

W.H. Collins Centre, Pearson Centre, Centennial Arena, Mount Dufour Ski Area, Stoneridge Golf Course Municipal Airport, Ballfields, Lower Plaza, Westview Park

1. Name of Organization: _____
2. Contact Person: _____ Telephone #: _____
3. Special Occasion Permit Holder's Name: _____
   Signature of Permit Holder: ☐ _____ Date: _____
4. Name of Identified Designate: ☐ _____
   Signature of Designate: ☐ _____ Date: _____
5. Name/Type of Event: _____
6. Date(s) of Event: _____ 7. Expected Attendance: _____
8. Time of Event: _____ 9. Location: _____
10. Transportation Strategies: (please check one)
    ☐ Designated Driver ☐
    ☐ Van or Bus ☐
    ☐ Other ☐

    Note: If other, please specify: _____
11. Alcohol Related Liability Insurance (PAL) Certificate #: _____
12. What Security Measures will be in Place During the Events? _____
13. Will Low or Non-Alcoholic Beverages be Served at this Event? ☐ Yes ☐ No
15. Please Attach a List of the Names of the Personnel that will be Working for your Function ☐
    (Note: 50% of Workers Must be Certified as per Policy - see below for ratio)

Policy Requirements - W.H. Collins Centre

200-250 People Event		350-400 People Event	
2	People at the Door	2	People at the Door
2	Floor Monitors	4	Floor Monitors
3	Bartenders	4	Bartenders
7	People to Work	10	People to Work

250-300 People Event - 8 People to Work

300-350 People Event - 9 People to Work

16. I Have Read and Understand the City's Alcohol Management Policy:

Must be submitted 15 days prior to event.

APPENDIX E

CITY OF ELLIOT LAKE

PERMIT/LICENCE HOLDER AGREEMENT FOR THE SERVING OF ALCOHOL

(i) Name of Group/Organization: _____

Contact Person: _____ Telephone No. _____

Name of Event: _____

Date of Event: _____

Site: _____

Location: _____

_____	_____
Name of Permit/Licence Holder	Name of Identified Designate
_____	_____
Address of Permit/Licence Holder	Address of Identified Designate
_____	_____
Telephone & Email	Telephone & Email

CERTIFICATION:

1) The Permit/ Licence Holder and/or organization has received and reviewed a copy of the City of Elliot Lake Alcohol Risk Management Policy with the appropriate staff representative.
2) The Permit/Licence Holder agrees to adhere to the conditions of this policy and the Liquor Licence Act of Ontario.
3) The Permit/Licence Holder understands that if an infraction of the Policy occurs, the City may warn or suspend the organization from using the facilities for a period of one year.
4) The Permit/Licence Holder understands they can be held liable for injuries and damage arising from failing to adhere to the Liquor Licence Act of Ontario, or from otherwise failing to take action that will prevent foreseeable harm from occurring.
5) The Permit/Licence Holder understands that the Police and/or AGCO Inspector can lay charges or other forms of disciplinary action for infractions of the Liquor Licence Act of Ontario or other relevant legislation.

(ii) SIGNATURES

(iii) _____ _____ _____

Executive Officer Position Date

(iv) _____ _____ _____

Executive Officer Position Date

(v) _____ _____

Permit/Licence Holder Date

(vi) _____ _____

Identified Designate Date

(vii) _____ _____ _____

C.S.D. Representative Position Date

APPENDIX F

ELLIOT LAKE POLICE SERVICE

GUIDELINES

FOR THE SALE AND DISTRIBUTION OF ALCOHOLIC BEVERAGES AT COMMUNITY EVENTS

1. Alcohol sales should be limited to not more than two beverages per customer at one time and should be served in plastic cups. Glass containers should not be used.
2. Ticket sales (if applicable) and the sale/distribution of alcohol/wine, must be controlled by adult staff only.
3. Special Occasion Permit holders involved in beer gardens should specifically assign personnel to control access and egress to ensure that Liquor Licence Act regulations are adhered to.
4. Security adequate to the occasion must be made available. Personnel working at beer gardens should be easily identifiable by means of coordinated shirts/vests/sweaters or ID tags.
5. Licence holders/servers and other personnel working in the beer garden should not consume alcoholic beverages while on duty.
6. Every permit holder and other persons selling/serving alcoholic beverages is reminded of their responsibility and potential civil liability or damage caused by serving minors or intoxicated persons,
7. The Special Occasion Permit must be clearly posted along with signs stating the bar hours. The permit holder is allowed to close the bar earlier than the closing time indicated on the permit. Last minute stock-ups of beverage alcohol should not be permitted. All evidence of beverage alcohol must be removed 45 minutes after closing.
8. Photo Driver's Licence, Armed Forces Card, Passport, Citizenship Card, or other Government Photo identification specified in the LLA must be used for proof of age.
9. Consideration should be given to the provision of non-alcoholic beverages for "Designated Drivers".
10. Food adequate to the occasion must be available.
11. Raffling of beverage alcohol (liquor) is not allowed.
12. Beverage alcohol must not be removed from the licensed premises.
13. Only beverage alcohol purchased from Government stores may be sold. (American beverage alcohol is illegal).

THIS NOTICE SHOULD BE PROMINENTLY DISPLAYED WITH THE SPECIAL OCCASION PERMIT.

PREPARED AND DISTRIBUTED BY:

1. ELLIOT LAKE POLICE SERVICE
2. ELLIOT LAKE DRINKING AND DRIVING AWARENESS COMMITTEE.

MINIMIZING YOUR RISK

Have control of the entrance. Do not allow an intoxicated person to enter

1. Request any intoxicated person(s) to leave and ensure safe transportation home.
2. Do not tolerate dangerous behaviour. Monitor the behaviour of those attending and request those who are behaving in a dangerous manner to leave.
3. Check the facility for safety hazards.
4. Set rules for the event.
5. Post these rules.
6. Set up arrangements with the facility to enlist their help, if necessary. Secure names and meet with these people prior to the event.
7. Provide food throughout the evening.
8. Provide low and non-alcoholic beverages.
9. Ensure hosts of event refrain from consuming alcohol.
10. If bar is available:
    - (viii) Ensure servers are trained.
    - (ix) Ensure proof of age identification is checked.
    - (x) Ensure alcohol is not removed for the premises.
    - (xi) Sales to be limited to two per customer at one time.
    - (xii) Do not use glass containers.
    - (xiii) Servers are not to consume alcohol during the event.
    - (xiv) Encourage use of non-alcoholic beverages for designated drivers.
    - (xv) Do not permit "LAST CALL".
    - (xvi) Do not raffle alcohol beverages.

APPENDIX G

CONTACT LIST

COMMUNITY SERVICES DEPARTMENT

City of Elliot Lake
Community Services Department
Recreation & Culture Division
Elliot Lake Nuclear and Mining Museum
Lester B. Pearson Civic Centre
Highway 108
Elliot Lake, ON
P5A 2T1
Phone: 705-848-2287 ext 2406

OTHER CONTACTS

Elliot Lake Ontario Provincial Police
45 Hillside Drive N.
Elliot Lake, ON. P5A 1X5
705-848-6975

Elliot Lake Fire Services
45 Hillside Drive N.
Elliot Lake, ON. P5A 1X5
705-848-3232

Algoma Public Health
50 Roman Ave.
Elliot Lake, ON
705-848-2314

Elliot Lake Clerk's Department
45 Hillside Drive N.
Elliot Lake, ON P5A1X5
705-848-2287

Alcohol & Gaming Commission of Ontario
90 Sheppard Avenue East
Toronto, ON
1-800-522-2876

APPENDIX H

CITY OF ELLIOT LAKE –

RECREATION & CULTURE DEPARTMENT AND PUBLIC WORKS &

TRANSPORTARION DEPARTMENTS

The consumption of alcoholic beverages
is restricted to permitted areas and times
as outlined in the
City of Elliot Lake – Recreation & Culture Department and
Public Works & Transportation Departments'
Alcohol Risk Management Policy.

Any violation of the Policy
is subject to penalty in accordance
with the provisions
of the Provincial Act
or termination of the rental of this facility or both.

By-Law N0. 95-149

APPENDIX I

VOLUNTEER JOB DESCRIPTIONS AND RESPONSIBILITIES

Event staff work as a team. This provides support for all team members and ensures that any potential problems are quickly identified and dealt with.

Permit Holder:
Signs the alcohol permit, is the general manager of the event must attend the event and assumes responsibility for the operation of the event.

Event Sponsor:
She or he must attend the event, ensure the adequate server-trained staff is available, coordinate and help staff and ask for help from security or Police if necessary.

Bartenders:
Accept tickets for the purchase of alcohol drinks, serve drinks, monitor for intoxication, refuse service when patron appears to be intoxicated or near intoxication and offer non-alcohol substitute, monitor for under age, request ID, and check ID.

Floor Supervisor/Monitor:
Chats with participants, monitors patron behaviour, monitors for intoxication, and underage, responds to problems and complaints, refused service, removes intoxicated persons, suggests safe transportation alternatives.

Door Supervisor/Monitor:
Checks identification and for signs of intoxication, keeps out intoxicated and troublesome individuals, monitors for those showing signs of intoxication when leaving the event, recommends safe transportation options, and arranges for coat checking.

Ticket Seller:
Sells alcohol tickets to a maximum of 4 per person per purchase, monitors for intoxication and underage, refuses sale to patrons at or near intoxication or underage, refunds tickets on request.

Special Security:
Patrols the room, scans for potential trouble, notifies event staff and permit holder of potential incidents, helps event staff in handling disturbances.

Identified Designate:
The person as identified on the application form who assumes responsibility for the operation of the event when the permit holder is absent.

APPENDIX J

EXAMPLES OF SIGNAGE

Sober Driver Spot Check

A wall sign is to be posted at the main exits.

> **The Ontario Provincial Police thanks you for helping to reduce impaired driving everywhere in Elliot Lake. We look forward to personally thanking you at one of our roadside spot checks for driving as a Sober Driver**

Bar Hours

A sign will be located at the entrance to the designated area designated as eligible for a Special Occasion Permit, stating the bar hours.

> **The bar will be open from _____to_____.**
>
> **Alcoholic beverages will only be served during these hours.**

Alcohol Ticket Sales

A sign must be posed at the alcohol ticket sales table outlining the regulations.

> **ALCOHOL TICKET SALES**
>
> **No more than four (4) tickets per person may be sold at a time.**

APPENDIX K

Proof of Age

Signs must be posted near entrances and in bar areas designated as eligible for alcohol use which read:

You must be 19 years or older to consume alcohol at this event.

The only acceptable proof of age is government-issued photo identification.

Safe Transportation & Designated Drivers

A sign must be posted at the ticket sales area and behind the bar and at all entrances, stating the safe transportation options.

Your hosts offer the following safe transportation options for patrons:

- **We will arrange for bus and/or taxi rides**
- **We will call a friend or relative to help the intoxicated driver and/or**
- **If necessary, warn impaired driver and call police**

A sign must be posted in all facilities designated as eligible for alcohol-licensed events thanking designated drivers for their contribution to the health and safety of their friends and the community at large.

We appreciate Designated Drivers and thank them for their contribution to the health
and safety of their friends and the community. In recognition your contribution,
we are pleased to offer you free coffee and non-alcoholic beverages

APPENDIX L

Recognizing intoxication as per the Alcohol and Gaming Commission of Ontario

These are the **10 main signs** that indicate your customer is becoming drunk. These signs may appear in and sequence or be cluster, depending on the individual. As people become intoxicated, they will show more signs. Drinkers showing three signs can almost certainly be considered intoxicated.

Inappropriate speech volume: Drunks frequently speak in volumes inappropriate to the situation. They shout when it isn't necessary, whisper when there's no need for secrecy. The voices may go from low to high (or vice versa) when there is no reason to suggest that a change in volume is necessary.

Motor control (fine) deteriorates: As people become drunk, their skills requiring fine motor control (hand-eye coordination) deteriorate. Intoxicated patrons may fumble with cigarettes or have difficulty picking up change. As their coordination declines, people also misjudge distances. They may set a drink down hard on a table, thinking that the table lower that it is, or miss ashtrays when smoking.

Pace of speech: Intoxicated people may change the rate of their speaking, alternating racing speech with slow speech, or talking consistently slow or fast.

Alertness decreases: Intoxicated people take longer to respond to questions or react to events. They may not be able to understand or pay attention to what you're saying. They easily become muddled, and you have to repeat simple questions or requests before they respond.

Inappropriate sweating: Intoxicated people may sweat more than might be considered normal given the surrounding temperature, conditions or situation.

Red eyes: Take note if a customer's eyes are bloodshot to and degree.

Motor control (gross) deteriorates: Alcohol also impairs skills requiring gross motor coordination. Drunk customers may have difficulty standing upright or walking a straight line. They weave, misstep or stumble, perhaps bumping into

other people or furniture. To compensate, they may put their hands out at the sides for support or balance.

Enunciation poor, slurring words: Alcohol relaxes muscles, including those in the mouth, making it hard to speak clearly and distinctly. An intoxicated person may make a single error – repeatedly stumbling over one word – or slur several words together. This is a very good sign someone is impaired.

Noticeably shallow breathing: Can you notice a difference between your breathing and the customer's? An intoxicated person may breathe noticeably slower or shallower than others. There may be weakness in breath, with little air inhaled or exhaled.

Tiredness: Alcohol is a depressant. As people become intoxicated, they show signs of being tired or sleepy. Their eyes may be heavy or closed, or they may have a placid or fixed gaze.