



**STRATHROY-CARADOC**  
*URBAN OPPORTUNITY – RURAL HOSPITALITY*



# Municipal Alcohol Policy

Review Annually  
Revised May 2022

## **Goal Statement**

To ensure event organizers, utilizing eligible Municipal owned property, manage alcohol accessibility and consumption in accordance with the Liquor License Act, R.S.O. 1990 and this policy.

## **Objective**

To ensure event organizers have a clear understanding of the appropriate and acceptable practice of serving alcohol during licensed events.

The objective will be met by:

- Assisting event organizers with compliance of the Special Occasion permits (SOP) as outlined by the Alcohol and Gaming Commission of Ontario (AGCO).
- Training and educating event organizers in the safe operation of SOP licensed events.
- Reinforcing appropriate procedures and controls to ensure responsible drinking practices.
- Explaining the benefits of providing alternative, non-alcohol drinks and appropriate food.

## **Application**

This Policy applies to all events and activities on or in eligible Municipal owned property.

## **Administration and Enforcement**

Strathroy-Caradoc Council, through the Director of Community Services, or his/her designate, is responsible for the administration of this Policy. (except Tri-Township Arena which shall be the administrative responsibility of the Tri-Township Arena Manager, or his/her designate)

The Director of Community Services, or his/her designate, a Strathroy-Caradoc Police Officer, or the Municipal Bylaw Enforcement Officer is responsible for the enforcement of this Policy.

The event organizer of a licensed event:

- can be held liable for the safety and sobriety of patrons.
- can be held responsible for injuries or damages that occur.
- can be held responsible for the safety and behaviour of patrons until they are sober.

## MUNICIPAL OWNED PROPERTY ELIGIBLE TO BE ALCOHOL LICENCED

### *By approval of the Director of Community Services:*

1. Gemini Sportsplex
  - a) Multi-Purpose Room (Wecast Room)
  - b) Lower and Upper Lobbies
  - c) Arena Floor
  - d) Tiered Seating Areas
  
2. West Middlesex Memorial Centre
  - a) Multi-Purpose Room
  - b) Exercise Room
  - c) Meeting Room
  - d) Concession Area
  - e) Arena Floor
  - f) Tiered Seating Areas
  
3. Caradoc Community Centre
  - a) Longwoods Hall
  - b) Hartford Room
  - c) Wendigo Room
  
4. Tri-Township Arena
  - a) Arena Floor
  
5. Town Hall
  - a) Clench Dewan Lounge (Committee Room)
  - b) Council Chambers
  - c) Meeting Rooms
  
6. Fairgrounds Recreation Complex including Tiered seating areas
  
7. Alexandra Park including Tiered seating areas
  
8. Yorkview Park including Tiered seating areas
  
9. Caradoc Community Centre Soccer Fields
  
10. Strathroy Library Branch and Museum Strathroy-Caradoc.
  
11. Council approved road events ie Feast on Front

**NOTE: Facilities and rooms in facilities, and parks not listed as eligible in this Policy are considered inappropriate locations for events involving alcohol.**

## EVENTS NOT ELIGIBLE FOR SPECIAL OCCASION PERMITS

1. Council-approved street parties
2. Youth Activities
  - a. Dances
  - b. Concerts
  - c. Socials

### **Youth Admission to Adult Events**

Alcohol permits provide the detail as to who may attend a function. Alcohol and Gaming Commission of Ontario (AGCO) licensing laws and rules will be in effect and it is mandatory that those who are eligible to consume alcohol wear ID wrist bracelets.

Acceptable ID includes:

- Canadian BYID (Bring Your Identification),
- Ontario Driver's License,
- Passport
- Military Card

### **Signs**

The Municipality will post the following signs at all Municipal Owned properties where alcohol permits are in force.

#### **1. Statement of Intoxication**

“By the authority of the Alcohol and Gaming Commission of Ontario, it is against the law for licensed establishments to serve customers to intoxication. For this reason, servers in our facilities are required to obey the law and not serve anyone to intoxication. We are pleased to offer non-alcohol beverages.”

#### **2. Legal Age to Consume Alcohol**

“You must be 19 years of age or older to purchase and/or consume alcohol.”

#### **3. Time Limits**

“No alcohol will be sold after 1:00 a.m., all alcohol must be removed from the tables by 1:30 a.m. and the premises vacated by patrons by 2:00 a.m. No last call.”

#### **4. R.I.D.E.**

“The Municipality of Strathroy-Caradoc Police Service **Reduce Impaired Driving Everywhere (R.I.D.E.)** thanks you for helping to reduce impaired driving everywhere in Strathroy-Caradoc and area. Random R.I.D.E. check(s) may be in place following

this event.”

#### 5. **Alcohol Ineligible Areas**

“No Alcohol beyond This Point.”

#### 6. **Ticket Sales or Cash at the Bar Sales**

“Sale of bar tickets will be limited to 4 per person per sale; No more than 2 drinks per person will be served per visit to the bar; Cash at the Bar sales will be limited to no more than 2 drinks per visit to the bar. As of 12:15 a.m., a maximum of 1 drink per person will be served.

#### 7. **Acceptable Identification**

Posted at the bar, a list of allowable and acceptable ID.

#### 8. **Accountability**

Posted at the bar and main entrance, information for patrons as to where to direct concerns regarding the manner in which the function has been operated, the name of the event organizer for the event and the name, address, and phone numbers of personnel from the Community Services Department.

### **Server Training**

The Municipality requires that volunteers serving alcohol, selling bar tickets, acting as floor and door monitors take the “Smart Serve” training program.

On completion of the training program, “Smart Serve” volunteers will know:

- their responsibilities and obligations under the law
- proactive approaches to preventing alcohol-related problems
- how to recognize signs of intoxication
- how to implement intervention strategies for aggressive customers

Note: The checklist on Page #11 requires completion and submission to the Director of Community Services, 48 hours prior to the event commencing.

For further information, contact:

**Smart Serve ® Ontario**

[www.smartserve.org](http://www.smartserve.org)

5405 Eglinton Avenue West, Suite 106

Toronto, Ontario, M9C 5K6

Tel: (416) 695-8737 | Fax: (416) 695-0684 | Toll-free: 1-877-620-6082

Email: [general@smartserve.ca](mailto:general@smartserve.ca)

### **Alcohol and Gaming Commission of Ontario and the Special Occasions Permit**

For more information please visit [http://www.agco.on.ca/en/whatwedo/permit\\_special.aspx](http://www.agco.on.ca/en/whatwedo/permit_special.aspx)

### **Low Alcohol Drinks**

As a requirement for an Alcohol Permit, the event organizers must ensure that a minimum of 30% of the alcohol beverages available be of a low alcohol concentration level, meaning less than 5% alcohol.

### **Safe Transportation**

Only event organizers implementing a safe transportation strategy will have access to the use of Municipal owned property for alcohol related functions.

## **CONTROLS**

### ***For all S.O.P. Events***

1. The event organizers must provide a list of “qualified” Smart Serve trained Alcohol Servers 48 hours prior to the event commencing. The Community Services office hours are Monday to Friday 8:30am to 4:30pm.
  - a. Service Clubs may leave a list of “qualified Smart Serve trained Alcohol Servers” with the Community Services office to keep on file.
2. The expected ratio of Smart Serve Program trained staff to patrons is 1 for every 50 patrons. (ie 1 for 0 to 50, 2 for 51 to 100 and so on.)
3. Event Organizers must demonstrate to the Director of Community Services, or his/her designate, that plans are in place to observe regulations as specified below and that all requirements and controls are understood and in place prior to the event.
4. All parties must provide proof of insurance, naming the Municipality of Strathroy-Caradoc as additional named insured, at least 48 hours prior to the event commencing. Insurance coverage must remain in effect for the duration of the event.

### ***Regulation-Level One***

***Example: Banquets/Receptions/Programmed Events/Specified Licensed Area***

- The event has a limited amount of alcoholic beverages available to patrons.
- The event has a licensed area to serve alcohol to patrons.
- The event is primarily family focused or deemed to be a low to moderate risk.

#### **Requirement:**

Smart Serve trained bartenders are required based on the ratios stated under “Controls”.

### ***Regulation-Level Two***

***Example: Social Events***

- There is no separate licensed area and alcohol is available throughout the event.
- The event could include but not inclusive to dancing, games and entertainment.
- The event is deemed to be high risk.

**Requirement:**

Smart Serve trained bartenders, ticket sellers and floor and door monitors are required. Licensed security according to the following ratios:

- 1-299 expected attendees            2 security guards
  - 300-399 expected attendees        3 security guards
  - 400-750 expected attendees        4 security guards
  - 750+ expected attendees            Minimum 6 security guards.
- Event organizers must be in contact with the Strathroy-Caradoc Police Service to determine if further security is required.

**Security must remain on the premises until released by the event organizer or until the last attendee has vacated the property.**

***The Day of the Event***

1. The event organizer must attend the event and be responsible for making decisions regarding the operation of the event.
2. With prior Municipal approval, alcohol may be delivered to the Municipal owned property earlier in the day of the event to allow time for refrigeration. Alcohol must be received, unloaded, and secured by the Event organizer and the Municipality accepts no responsibility for loss or theft.

***During the Event***

1. For Level 2 events, entrances must be monitored by Smart Serve trained volunteers to ensure acceptable identification is provided and to refuse access to intoxicated individuals.
2. The event organizer is responsible for the event and therefore, must not consume alcohol prior to and during the event.
3. All Smart Serve trained Bartenders, Ticket sellers, Door and Floor Monitors and any general event personnel must not consume alcohol prior to and during the event.
4. No one may leave the licensed area with alcohol on his or her person.
5. A Smart Serve trained floor supervisor must be available to assist as required.
6. Event workers must be easily identified by patrons.
7. Food and non-alcohol beverages shall be available throughout the event. Snacks (chips, peanuts, pretzels, etc.) in and of themselves, are not sufficient. Foods such as pizza, subs, veggie trays, etc., are recommended.
8. Entertainment must be complete by 1:00 a.m.
9. Facilities must be vacated by 2:00 a.m. or additional fees will apply.
10. Personnel listed under "Administration and Enforcement" may enter the event at any time

and will enforce compliance of this Policy and if the event continues to operate in non-compliance have the authority to shut it down.

**Bar Sales**

1. No special sale of alcohol will be allowed, e.g., oversized drinks, double shots, 2 for 1, discount prices, volume discounts, etc. No pitchers of beer will be allowed. "Extra-strength" beer (greater than 5% alcohol content) is not permitted.
2. Smart Serve trained ticket sellers must be provided. Tickets must be presented at the bar to redeem for drinks and all unused tickets must be refundable.
3. Sales of bar tickets will be limited to 4 per person per sale. No more than two (2) drinks per person will be served per visit to the bar, and from 12:15am to 1:00am, a maximum of one (1) drink per person will be served. OR Cash at the Bar sales will be limited to no more than 2 drinks per visit to the bar. As of 12:15am, a maximum of 1 drink per person will be served. Shot of liquor = 1oz of liquor = one drink. "No double shots"
4. No last call.
5. Bar to close at 1:00am, with all alcohol off tables by 1:30am.
6. No glassware or bottles will be allowed to leave the bar unless prior approval has been obtained. All drinks are to be served to the customer in paper or plastic cups or containers.

**FAILURE TO COMPLY**

Failure to comply with the rules and regulations contained within this Policy may result in cancellation of the event and may affect the event organizers opportunity to host future alcohol permit functions on any Municipal owned property.

**INSURANCE**

Proof of a minimum of \$5,000,000 liability insurance, including liquor liability, naming the Municipality of Strathroy-Caradoc as additional insured, must be provided to the Community Services Department 48 hours prior to the event.

The permit holder/event organizer shall indemnify and save harmless the Municipality from any and all claims, in connection with holding the event at municipal facilities, including the serving of alcohol. Such claims include but are not limited to demands, causes of action, losses, costs or damages that the Municipality may suffer, incur or be liable for, resulting from the permit holder/event organizer, workers', agents and other personnel's performance, actions and negligent acts or omissions."

\_\_\_\_\_  
Event Name

\_\_\_\_\_  
Name of Event Organizer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Event Organizer



Strathroy-Caradoc Council through the Community Services Department reserves the right to distinguish the size and scope of the event for insurance purposes.

### **POLICY MONITORING AND REVISIONS**

The Community Services Advisory Committee will review this Policy on an annual basis.

The Council of the Municipality of Strathroy-Caradoc has the right to vary or introduce additional conditions or restrictions at its absolute discretion.

A copy of the revised document will be provided to Council for their approval.

### **General Interpretation**

In case of conflict or confusion, or in related instances not specifically covered in this policy, the CAO of Strathroy-Caradoc shall be empowered to make any and all necessary alterations or clarifications needed to ensure the equitable and effective application of this policy. If such instances occur a report to Council will be provided.

Minor grammatical, spelling, and/or typographical changes or corrections that do not alter the intent of this policy may be made, as necessary, by the CAO or designate.

### **Protocol**

The Municipality of Strathroy-Caradoc accepts the doctrine of federal/provincial paramountcy as it relates to all municipal policies, procedures and by-laws.

For clarity, this acceptance means that, where there is an inconsistency or overlap between any validly enacted municipal policy, procedure or by-law and a lawful and relevant federal or provincial directive, statute or regulation, the federal or provincial directive, statute or regulation shall take precedence and override

### **ALCOHOL ADVERTISING**

Event organizers must follow the AGCO Special Occasion Permit regulations regarding alcohol advertising.

## VOLUNTEER JOB DESCRIPTIONS AND RESPONSIBILITIES

The following is a recommended minimum ratio of event workers to patrons:

No. of patrons	No. of bartenders		No. of ticket seller		No. of floor monitors		No. of door monitors	
	1	2	1	2	1	2	1	2
0 – 50	1	1	1	1	1	1	1	1
51 – 100	1	2	1	2	1	2	1	2
101 – 200	1	2	1	2	1	3	1	2
201 – 400	2	3	2	3	1	3	1	2
401 – 500	2	4	2	5	1	4	2	3
501 – capacity	3	6	2	6	1	6	2	6

Examples of event worker job descriptions are as follows.

### **Event Organizer/Permit Holder**

Signs the Special Occasion Permit with AGCO and the Special Occasion Permit Holder Agreement. Is the general manager of the event and assumes responsibility for the operation of the event. He/She must attend the event, ensure that the required Smart Serve trained staff are available, coordinate and help staff and ask for help from security if necessary.

### **Bartenders**

Accepts tickets for the purchase of alcohol drinks, serve drinks, monitors for intoxication, refuses service when patron appears to be intoxicated or near intoxication and offers non-alcohol substitutes.

### **Floor Monitor**

Interacts with patrons, monitors patron behaviour, monitors for intoxication, responds to problems and complaints, refuses service, removes intoxicated persons, suggests safe transportation alternatives.

### **Door 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, and recommends safe transportation options.

### **Ticket Seller**

Sells alcohol tickets to a maximum of 4 per person per purchase but a maximum of two (2) tickets will be sold from 12:00 am to the end of the event.

### **Bar Back**

Assists the bartenders by stocking and pouring drinks. **This position is not allowed to serve the customer and is not required to be smart served trained.**

# CHECKLIST

Date of Event \_\_\_\_\_

Number of Persons Attending \_\_\_\_\_

Location \_\_\_\_\_

Name of Person(s)/Group Hosting Event \_\_\_\_\_

Will persons under 19 years of age be attending this event?      YES      NO

Type of Identification for event workers: \_\_\_\_\_

Has proof of Special Occasion Permit been provided?      YES      Date \_\_\_\_\_

Has proof of Insurance been provided? (Copy to be attached)      YES      Date \_\_\_\_\_

The safe transportation strategy/strategies that will be used at this function are:

a) \_\_\_\_\_ b) \_\_\_\_\_

The names and certification numbers of our Smart Serve event workers (Recommended Minimum **1:50 ratio**):

**Bartenders (Mandatory)**

- 1. Name \_\_\_\_\_ Certification # \_\_\_\_\_
- 2. Name \_\_\_\_\_ Certification # \_\_\_\_\_
- 3. Name \_\_\_\_\_ Certification # \_\_\_\_\_
- 4. Name \_\_\_\_\_ Certification # \_\_\_\_\_

**Floor Monitors**

- 1. Name \_\_\_\_\_ Certification # \_\_\_\_\_
- 2. Name \_\_\_\_\_ Certification # \_\_\_\_\_

**Door Monitors**

- 1. Name \_\_\_\_\_ Certification # \_\_\_\_\_
- 2. Name \_\_\_\_\_ Certification # \_\_\_\_\_

**Ticket Sellers**

- 1. Name \_\_\_\_\_ Certification # \_\_\_\_\_
- 2. Name \_\_\_\_\_ Certification # \_\_\_\_\_

**Off-Duty Uniformed Police Officers or Licensed Security** (for Level 3 Events)

- 1. Badge #/License # \_\_\_\_\_
- 2. Badge #/License # \_\_\_\_\_
- 3. Badge #/License # \_\_\_\_\_
- 4. Badge #/License # \_\_\_\_\_

*I have reviewed the Municipal Alcohol Policy with a municipal representative and I understand all the policy regulations and I, and my group, will observe/obey all policy regulations*

\_\_\_\_\_  
Signature Lessee

\_\_\_\_\_  
Signature Community Services Department

\_\_\_\_\_  
Date

**CORPORATION OF THE MUNICIPALITY OF STRATHROY-CARADOC  
SPECIAL OCCASION PERMIT HOLDER AGREEMENT**

Name of Organization/Individual: \_\_\_\_\_  
(Please print)

Name of Contact Person: \_\_\_\_\_  
(Please print)

Address & Phone: \_\_\_\_\_  
(Please print)

Email: \_\_\_\_\_  
(Please print)

Fax: \_\_\_\_\_  
(Please print)

Name of Facility: \_\_\_\_\_  
(Please print)

**In consideration of the Corporation of the Municipality of Strathroy-Caradoc permitting me/our organization to hold an event licensed for the sale of alcohol on municipal premises, it is hereby agreed and acknowledged that:**

1. I have received and reviewed the Strathroy-Caradoc Municipal Alcohol Policy.
2. I have read and understand the requirements stated in the Policy.
3. I personally, and my organization, agree to adhere to the conditions of this Policy and the Liquor License Act of Ontario and as listed on the Special Occasion Permit.
4. I understand that if an infraction of this Policy occurs, the Corporation of the Municipality of Strathroy-Caradoc may warn or suspend me/my organization from using the facilities for a period of one year.
5. I understand that I personally, and members of my organization, may be held liable for injuries and damage arising from failing to adhere to the Liquor License Act of Ontario, or from otherwise failing to take action that will prevent foreseeable harm from occurring or from any act of negligence.
6. I understand that Strathroy-Caradoc Police Service and/or an Alcohol and Gaming Commission Inspector can lay charges for infractions of the Liquor License Act of Ontario or other relevant legislation.
7. I/My organization agrees to indemnify and save harmless the Corporation of the Municipality of Strathroy-Caradoc (Municipality) from all claims arising from the permit and/or the event against any claims of loss or damage resulting in bodily injury, death and/or property damage arising out of the permit/event. I/My organization will provide proof of insurance with the policy naming the Municipality as an additional insured, and shall protect the Municipality from all claims for damage, injury and/or death arising out of any act or omission on the part of the permit holder, event organizer, its servants or agents.

**Signature** \_\_\_\_\_  
(Sign and Print Name)

**Position in organization** \_\_\_\_\_

**COMMENT FORM**

Please comment on the effects this policy had relating to your event.

Please state the date of your event: \_\_\_\_\_

Location of event: \_\_\_\_\_

Type of event: \_\_\_\_\_

Comments:

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***Your comments are important to us - Thank you!***

# INCIDENT REPORT

## MUST BE COMPLETED FOR EACH INCIDENT DURING AN EVENT

Date Of Incident: \_\_\_\_\_

Time: \_\_\_\_\_ am / pm

### DETAILS OF INDIVIDUAL IN QUESTION

Name: \_\_\_\_\_

Weather: sun / cloud / wet / dry / snow / wind / rain      Height: \_\_\_\_\_ Weight: \_\_\_\_\_

Staff on duty: \_\_\_\_\_      Eye Colour: blue / brown / black / green

\_\_\_\_\_ Hair: grey / blonde / brown / black / other - long / mid / short

\_\_\_\_\_ Clothes: \_\_\_\_\_

\_\_\_\_\_ Glasses:      YES      NO

Gender: male / female / moustache / beard / goatee / other

Age: 19-25    26-30    31-35    36-40    41-49    50-59    60-65    65+

<p><b>1. DENIAL OF ENTRY</b></p> <p>Time of denial _____ am / pm</p> <p>Reason: intoxicated    minor    troublesome    no I.D    previously barred    false I.D    dress code    other _____</p>
<p><b>2. REFUSAL OF SERVICE</b></p> <p>Time of denial _____ am / pm By whom? _____</p> <p>Reason: intoxicated    minor    troublesome    impaired    other _____</p> <p>What was the patron drinking?    beer / wine / spirits / fortified wine      number of drinks _____</p>
<p><b>3. EJECTING OF PATRON</b></p> <p>Time of departure _____ am / pm    Estimated time of arrival _____ am / pm</p> <p>Reason: fighting    dispute    drugs    false I.D    trespassing    minor    swearing    horseplay    intoxication    destruction of property other _____</p>
<p><b>4. INJURY / ACCIDENT      on premises _____</b></p> <p>Time of injury / accident _____ am / pm      What part of the body was affected? _____</p> <p>Was medical attention given?      YES      NO      Hospitalization required?      YES      NO</p> <p>Did patron contribute to his / her injury?    YES      NO      _____</p> <p>Describe incident: _____</p>

**5. MINOR** on premises

Was minor caught drinking alcohol? YES NO If yes, who gave minor a drink?  
 Was identification checked? YES NO

If yes, indicate type of I.D: drivers licence / BYID / passport / other: \_\_\_\_\_

Was identification falsified? YES NO If yes, explain \_\_\_\_\_

**6. TRANSPORTATION**

Were alternate methods of transportation offered? YES NO

If yes, specify: \_\_\_\_\_

How did patron leave premises? Please circle \_\_\_\_\_

Taxi company \_\_\_\_\_ friend on premises police friend from home walking car motorcycle  
 Bicycle other - specify \_\_\_\_\_

If patron was driving, describe vehicle \_\_\_\_\_

colour: \_\_\_\_\_ Licence #: \_\_\_\_\_

make: \_\_\_\_\_ State / Prov: \_\_\_\_\_

damage: \_\_\_\_\_ other: \_\_\_\_\_

**7. POLICE**

Time of call: \_\_\_\_\_ am / pm Time of officer arrival: \_\_\_\_\_ am / pm

Time of departure of patron: \_\_\_\_\_ am / pm Badge #: \_\_\_\_\_ Name of Officer(s): \_\_\_\_\_

\_\_\_\_\_

**8. WITNESS(ES)**

Witness name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone (home): \_\_\_\_\_ (Work): \_\_\_\_\_

Witness name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone (home): \_\_\_\_\_ (Work): \_\_\_\_\_

**I, the undersigned, affirm that all the information recorded herein is factual, accurate and complete regarding the circumstances of this incident.**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Name of person completing report**

\_\_\_\_\_  
**Signature of person completing report**

\_\_\_\_\_  
**Address of person completing report**

\_\_\_\_\_  
**Phone number**