

CORPORATION OF THE MUNICIPALITY OF MORRIS-TURNBERRY

BY-LAW 42-2014

BEING A BY-LAW TO ADOPT 'REVISED' MUNICIPAL ALCOHOL POLICY

WHEREAS, Section 224 of the Municipal Act, 2001 as amended, states “ It is the role of Council to (b) to develop and evaluate the policies and programs of the municipality”.

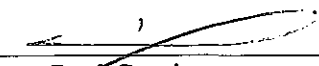
AND WHEREAS, Section 8 of the Municipality Act, 2001 states – Powers of a Natural Person “ A municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act’.

AND WHEREAS, the Council of the Municipality of Morris-Turnberry deems it necessary to amend the Youth Admission to Adult Events and the Rental Contract.;

THEREFORE, THE COUNCIL OF THE MUNICIPALITY OF MORRIS-TURNBERRY hereby enacts as follows:

- 1) That the amendments of the Municipal Alcohol Policy of the Municipality of Morris-Turnberry are hereby adopted and attached hereto as Schedule ‘A’;
- 2) That the Mayor and Clerk are hereby empowered to sign and execute all documents necessary to empower this by-law;
- 3) That this by-law comes into force on the final passing thereof and hereby repeals and supercedes all former by-laws enacted under the Authority of this Act.

Read a First, Second, Third and Final time this 17th day of June, 2014



Mayor, Paul Gowing



Administrator-Clerk-Treasurer,
Nancy Michie

CORPORATION OF THE
MUNICIPALITY OF MORRIS-TURNBERRY



**MUNICIPAL
ALCOHOL
POLICY**

Revised June 17, 2014

**Adopted by the Council of the Municipality of
Morris-Turnberry**

**BY-LAW NO. 42-2014
Date Enacted this 17th day of June, 2014**

Mayor- Paul Gowing

Clerk- Nancy Michie

CORPORATION OF THE MUNICIPALITY OF MORRIS-TURNBERRY
MUNICIPAL ALCOHOL POLICY

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Part One: **INTRODUCTION**

The Municipality of Morris-Turnberry wants residents and visitors to enjoy the various facilities and parks available. In order for the Municipality to ensure the health and safety of its participants and the protection of municipal facilities, a policy for the orderly use of alcohol during events and functions has been developed. The following document outlines these regulations.

A. **Objectives**

1. To provide appropriate and reasonable procedures to individuals or groups wishing to hold SOP/Licence events in municipal facilities. This will lower the risk of liability to event organizers, participants, volunteers, the Municipality, its staff and volunteers;
2. To encourage and enforce responsible alcohol consumption practices and to adhere to the rules and regulations of the Alcohol and Gaming Commission of Ontario;
3. To reinforce responsible drinking practices for consumers through appropriate operational procedures, controls, training and education;
4. To honour the decision of abstainers not to drink alcohol and to encourage their participation by ensuring the provision of alternative, non-alcoholic beverages;
5. To provide a balanced use of alcohol through SOP/Licence so that alcohol becomes a responsible part of a social function, rather than the reason for it;
6. To ensure that the Advisory Boards and the Renters/Users of the facilities are aware of the potential problems and consequences associated with licenced events;
7. To make the Advisory Boards and the Users aware of the requirements of the *Liquor Licence Act and Regulations* relative to Special Occasion Permit events;
8. To define the duties and responsibilities of the Advisory Boards and the Renters/Users of the facilities regarding licenced events;
9. To outline strategies to monitor and control licenced events to prevent the occurrence of problems;
10. To detail enforcement procedures and penalties resulting from non-compliance with the Policy.

It is the belief of Morris-Turnberry Council that implementing good management practices to guide our volunteers to be better-trained and more cognizant of the potential harm and consequences of alcohol misuse, and to require Renters to use responsible serving practices in order to reduce excessive drinking and dangerous behaviours, will ultimately benefit the

community through improved confidence in and support of the municipal facilities, and will mitigate the risk of personal and/or municipal liability.

B. Municipality of Morris-Turnberry DESCRIPTION

The Municipality of Morris-Turnberry is a predominately rural municipality with small urban areas, known as: Village of Bluevale, Hamlet of Belgrave, Lower Town Wingham, part of Belmore, and part of Walton) located within its boundaries. There is approximately 1290 households and a population of approximately 3,400 rural and urban residents.

A community hall and a baseball park is located in Bluevale. The facilities are managed, operated and maintained thanks to the dedication and hard work of community volunteers serving on Local Advisory Board of Management.

All of the recreational facilities and parks are owned by and are the responsibility of the Municipality of Morris-Turnberry. It is therefore contingent upon the Council of the Township to ensure the safety and security of the facilities and the events and activities happening therein.

C. GOALS OF OUR 'MUNICIPAL ALCOHOL POLICY'

Through the creation of this **alcohol risk management policy**, it is the intention of the Council of the Municipality of Morris-Turnberry, by promoting the safe and responsible use of alcohol at events being held in municipal facilities, to:

- i) protect our citizens, volunteers, public property and municipal assets,
- ii) attempt to prevent problems that can arise as a result of alcohol consumption, and
- iii) foster an enjoyable environment for all who use our municipal facilities.

D. PURPOSE:

The Municipality of Morris-Turnberry owns properties where alcohol consumption may be permitted under the authority of a Liquor License Board – Special Occasion Permit or Catering Endorsement License

Special Occasion Permit (SOP) is required if you are planning to sell or serve liquor at special occasions, such as weddings, charity fundraisers and receptions. IT is unnecessary to obtain an SOP if an event is already being conducted under the authority of a caterer's endorsement.

Catering Endorsement (Licence)

A catering endorsement licences the sale and service of beverage alcohol to an event that is in an unlicensed area other than a licensed establishment. The catered event must be sponsored by someone other than the licence-holder, must have light meals available, and the event cannot be more than ten (10) days.

This Municipal Alcohol Policy addresses the prevention of alcohol consumption related consequences in the various facilities and properties through responsible serving of alcohol at special events. This policy also assists in ensuring a safe and enjoyable environment for facility users, and that violating individuals or organizations do not jeopardize its future use.

Irresponsible alcohol consumption may affect persons attending the event, organizations wishing to utilize the facility in the future, the general public and the **Municipality**. Consequences include:

- Injury to intoxicated persons or others;
- Liability actions arising from alcohol consumption (including against the Municipality);
- Liquor License Act charges against the **Municipality** and/or SOP/Licence holder; and,
- Suspension of SOP/Licence at the Facility.

Through the implementation of this Municipal Alcohol Policy the risk of these consequences is significantly reduced.

This Municipal Alcohol Policy consists of a range of measures designed to prevent alcohol related consequences, and increases the enjoyment of those who drink responsibly while using the facility. By reducing the potential for alcohol-related problems, the Municipality of Morris-Turnberry significantly reduces its risk of liability action(s). In this context, policy measures introduce barriers to discourage irresponsible alcohol consumption.

E. CONDITIONS FOR THE USE OF ALCOHOL IN MUNICIPAL FACILITIES

A Special Occasion Permit or Caterer's Endorsement authorizes individuals to serve alcoholic beverages during an occasion that is judged unique or does not occur on a regular basis. Anyone who wishes to serve alcohol at an eligible site must complete a Municipality of Morris-Turnberry MAP Checklist form that stipulates the conditions under which alcohol may be served. In addition, the responsible person must obtain a Special Occasion Permit from the Alcohol and Gaming Commission of Ontario. The Special Occasion Permit Holder must comply with the Liquor License Act, R.S.O. 1990, Chapter L.19 the Regulations and all conditions as specified by the Municipality of Morris-Turnberry.

Municipal Council reserves the right to refuse an applicant permission to run a licensed event in its facilities or on its property.

Any person or organization wishing to hold a SOP/Licence function in a location not listed in this policy must appeal to Municipal Council for approval. Municipal Council has the authority to change the designation of any facility at its discretion.

F. SIGNS

Signs must be posted by the event organizer for the SOP/Licence function.

The signs on pages 13 - 16 must be posted at the entrance to the event, at the bar, and where the tickets are sold.

Part Two: FACILITIES – IDENTIFICATION AND DESIGNATION

A. MUNICIPAL FACILITIES ELIGIBLE FOR SPECIAL OCCASION PERMIT EVENTS

The following facilities and areas are designated as suitable for SOP/Licence functions subject to the event sponsor obtaining a Permit/Licence from the Alcohol and Gaming Commission of Ontario and agreeing to conditions as set out by the Municipality of Morris-Turnberry.

Eligible Locations:

1. Bluevale Hall

2. Parks & Outdoor Areas
 - Bluevale Park
 - Turnberry Park
 - Belgrave Kinsmen Memorial Park

B. Exceptions:

Any person wishing to hold a SOP/Licence event in a location not listed in this policy, must appeal to Municipal Council for approval.

C. Events Where Alcohol is Prohibited

- All youth events
- All minor sports events, including award banquets
- “Family Day” community events
- Street parties
- Outdoor events (may be permitted in certain restricted areas if the eligible applicant fulfills all applicable terms and conditions required to obtain a ‘Special Occasion Permit’ for an ‘outdoor’ event)

Part Three: MANAGEMENT PRACTICES

A. Licensed Event – Personnel, Duties and Responsibilities

- ❑ **Facility Manager:** The municipal representative (Advisory Board member or municipal employee) who approves the rental of a municipal facility to an individual or group. This person must ensure that the renter is aware of the *Municipal Alcohol Policy* and its requirements.
- ❑ **Event Sponsor:** The person who rents the facility for the purpose of holding an alcohol use event, must attend the event, ensure that an adequate number of properly-trained staff are available, and co-ordinate and help the staff to monitor compliance with the Policy.
- ❑ **Permit Holder:** The person who signs the alcohol permit (usually the Event Sponsor) must verify, in writing, to the Facility Manager that he/she has been informed of and understands the *Municipal Alcohol Policy*. This person is the general manager of the event, assuming responsibility and liability for its operation.
- ❑ **Bartenders:** All must have recognized ‘Server’ training. Accept tickets for the purchase of alcohol drinks, serve the drinks, monitor for intoxication, and refuse service when a patron appears to be in or near an intoxicated state.
- ❑ **Door Supervisor/Monitors:** A minimum of 60% of workers must have server training. Check identification to ensure no minors are admitted, ***unless authorized by the licence***, watch for signs of intoxication to prevent intoxicated or troublesome persons from entering, monitor patrons leaving the event for signs of intoxication and recommend or arrange transportation options. Door Supervisor/Monitors are required at the main entrance and at every other entrance/exit, ***in accordance with the Required Ration of event workers (Page 8) .***
- ❑ **Floor Supervisor/Monitors:** A minimum of 60% of workers must have server training. Monitor patrons behaviour, watch for signs of intoxication, respond to problems and complaints, and remove intoxicated persons, arranging safe transportation for them.
- ❑ **Ticket Sellers:** All must have server training. Sell tickets for alcohol drinks to a maximum of 5 tickets per person per purchase, monitor for intoxication, refuse to sell to persons appearing to be at or near intoxication, refund tickets on request. Tickets will be sold from **one location only** at all events.

- **Special Security:** May be OPP or a Certified Private Security person. That person or persons will patrol the room, scan for potential trouble, notify permit holder and event staff of possible incidents, assist in handling disturbances.

Required Ratio of Event Workers (minimum requirements)

Number of Participants	Bartenders	Door Supervisors	Security	Ticket Sellers
Under 25	1	0	0	0
25 to 50	1	1	0	1
51 to 125	1	1	0	1
126 to 200	2	1	2	2
201 to 300	3	2	3	2
301 to 400	3	2	3	2
401 to 500	4	2	4	2
501 to 750	5	2	5	2
751 to 1300	8	2	6	2

- amended June, 2014

PLEASE NOTE:

- All staff at a licenced event must be of legal drinking age, and must refrain from drinking while on duty
- At least 60% of all event workers must be server trained; ALL bartenders and ticket sellers must be trained
- Security must be private security or OPP (pending OPP availability)
- Wedding and Anniversary events may be exempt from the requirement to retain OPP Officers or Private Security
- Other Special Events may request exemption from the requirement to retain OPP Officers

B. Before the Event: Responsibilities of the Sponsor/Permit Holder

1. The Event Sponsor must obtain the appropriate '*Special Occasion Permit*' from the Alcohol and Gaming Commission of Ontario (AGCO), and show proof of the permit to the municipal representative **at least 5 days before the event.**
2. The Renter and Permit Holder must verify that they have been informed of and understand the *Municipal Alcohol Policy*, their obligations, and that they intend to comply with the requirements, by signing a MAP agreement- **Appendix 3** and the rental agreement **Appendix 4**. Failure to do so will negate any agreement, and access to the facility will be denied, even if a Special Occasion Permit has been obtained.
3. The Permit Holder must purchase "**Party Alcohol Liability (PAL) Insurance**" which includes **Commercial General Liability** (minimum \$2,000,000.00) and **Tenants Legal Liability**, and provide proof of same to the municipal representative **at least 5 days prior to the event**. This insurance policy shall name the Municipality of Morris-Turnberry as an additional insured for the period of the event, and shall state that coverage will respond to all claims relating to Alcohol and Gaming Commission (AGCO) licenced activities held on the municipal premises.
* Any appointed Board or Committee of the Municipality of Morris-Turnberry, sponsoring or hosting an event in a *Municipal* facility is exempt from the requirement to purchase PAL insurance. Such Boards and Committees have liquor liability coverage under the Municipal Insurance.
4. The Permit Holder must provide a list of **server-trained event workers** to the municipal representative **at least 5 days prior to the event.**
5. Prior to the event, the permit holder and the municipal representative must ensure that the facility is safe, secure and will appropriately accommodate the event.
6. The Permit Holder must confirm that he/she will be in attendance at the event and will be responsible for making decisions about the operation based on the *Municipal Alcohol Policy* and the *Liquor Licence Act of Ontario*.
7. The Permit Holder must give the municipal representative a copy of the alcohol purchase receipt indicating the purchase of the required minimum percentage (35%) of low-alcohol beverages, and must ensure that non-alcoholic beverages are available.
8. The municipality reserves the right to require the presence of police officers or security personnel as deemed necessary, the cost of which is the responsibility of the Event Sponsor. The Permit Holder must arrange for the required security and provide confirmation that OPP officers / private security will be in attendance when required (in accordance with the chart on page 5).

c. **During the Event: Responsibilities of the Sponsor/Permit Holder**

1. At least one municipal representative, with authority to demand correction of policy infractions or to shut down the event on behalf of the municipality, must attend all alcohol use events. The municipal representative will be a member of the Bluevale Hall Board or Bluevale Recreation Board , if the function is held in the Bluevale Hall or in the Bluevale Ball Park **or anyone else appointed by Council.**
2. The Permit Holder must attend the event and be responsible for making decisions about the operation of the event based on the *Municipal Alcohol Policy* and the *Liquor Licence Act*.
3. The Permit Holder is responsible for the operation of the event, and must refrain from drinking alcohol throughout the course of the event.
4. A minimum of 60% of all event workers must be server trained, even if the alcohol is served free of charge.
5. The Permit holder must ensure adherence to the *Municipal Alcohol Policy's* specified ratio of event workers (see chart on page 9).
6. All event workers must refrain from drinking alcohol during the course of the event, or until they have completed their shift of work and their responsibilities have ended for the event.
7. All event workers must wear highly visible identification approved by the facility manager.
8. No person under legal drinking age shall be admitted to events where alcohol is sold or served (with the exception of a family occasion such as wedding, anniversary). The only acceptable proof of age is government-issued photo identification such as driver's licence or passport.
9. Door Monitors must ensure that unruly or intoxicated persons are prohibited from entering.
10. Event staff must check the identification of **all** participants at a masquerade event.
11. Patrons must purchase drink tickets from a designated Ticket Seller. Ticket sales are restricted to a maximum of five (5) tickets per person per purchase. Only 2 drinks per person, will be sold at one time. At 1 hour prior to bar closing ticket sales must be restricted to 2 tickets per person.
12. To help control the event, Floor Supervisors must monitor the activity area and exits, and be available to Ticket Sellers or Bartenders if they need help to manage a person who is refused sale or service.

13. Event workers must report all problems and incidents to the Permit Holder, requesting guidance and assistance when necessary. The Permit Holder will determine if Police should be called, and must document the occurrence in the “*Incident Reporting Log*” – Appendix 1, available at the facility.
14. There must be **no “last call”** announced. Entertainers, DJs, etc. must be advised of this rule.
15. All entertainment must be ended and the bar closed by 1:00 am.
16. The facility must be vacated by 1:45 am, in accordance with the *Liquor Licence Act*.
17. The Permit Holder must complete an ‘*Event Summary Report*’ - Appendix 2, at the end of the event and return it to the designated municipal representative the next working day after the event.

D. Prevention Strategies

The goal of “prevention strategies” is to avoid over-service and over-consumption of alcohol, and

to prevent the harm that can result from excessive drinking.

The *Liquor Licence Act of Ontario, Section 29* states: “**No person shall sell or supply liquor or permit liquor to be sold or supplied to any person who is or appears to be intoxicated**”.

1. Providing Food

- An adequate supply of food must be available to persons attending the event.
- Chips, peanuts and other such snacks do not qualify as food. Food, at the very least, must include sandwiches, vegetables and dip, and other accompaniments.

2. Providing No-Alcohol Drinks

- No-alcohol drinks must be available at no charge, or at a much lower cost than alcohol drinks.
- Where wine is provided with a meal, a no-alcohol substitute (such as ginger ale or sparkling juice) must be provided to ensure that abstainers and children are included in celebratory toasts.

3. Providing Low-Alcohol Content Drinks

- The Event Sponsor must show to the satisfaction of the municipal representative that at least **35%** of available alcohol consists of **low-alcohol** beverages. “Low-alcohol” is defined as having an alcohol content of less than that of a standard drink as listed in #4 below.

4. No Extra-Strength Drinks

- To be eligible to rent a municipal facility, the Event Sponsor must agree that no extra-strength alcohol content drinks will be provided. Beer and coolers must not exceed 5% alcohol content.
- The Event Sponsor must ensure that only standard drinks will be served. A standard drink is:
12 oz. of 5% Beer; 5 oz. of 12% Wine; 1½ oz. of 40% Spirits.

5. No Activities Promoting Drinking

- Practices that encourage increased alcohol consumption are prohibited (ie. double shots, pitchers of beer, oversized drinks, drinking contests, volume discounts, Jello shooters, etc.).

6. Serving in Safe Beverage Containers

- All drinks must be served in disposable paper or plastic containers. All bottles will be kept within the bar.

7. Redeeming Unused Tickets

- Unused tickets will be redeemed for cash on demand until closing time, up to a maximum of four (4) tickets per person.

8. Safe Transportation Options

- Before being granted municipal facility rental privileges for a licenced function, the Permit Holder shall be required to show that a safe transportation strategy will be implemented.
- The safe transportation strategy shall include the following:
 - **Designated Driver**
 - designated driver program will be advertised at the event.
 - designated drivers, identified as such by some means, will receive free no-alcohol drinks.
 - **Alternative Transportation**
 - the event sponsor or a designated alternate will drive the intoxicated person home, or
 - call a friend, relative, or taxi to get the intoxicated person home, or
 - if necessary, detain the impaired person and call police.

- Taxi service is available by calling:
STAR TAXI (Wingham) (519)357-1234
STAR TAXI (Clinton) (519)482-7433
STAR TAXI (Seaforth) (519)527-0050

GODERICH TAXI (519)524-6594
B & B TAXI (Goderich) (519)524-9052
HURON TAXI (Clinton) (519)482-1100

- **Sober Driver Awareness** - post signs that:
 - encourage participants not to drive after drinking, and
 - remind participants that police may have spot checks in place.

9. No Alcohol Advertising

- Advertising and posters that promote alcohol products are prohibited in all municipal facilities where children and youth are allowed entry.

10. Endorsement of Commercial Liquor Licence Applications

- Upon request to endorse an application to the Alcohol and Gaming Commission of Ontario (AGCO) for a liquor licence, Morris-Turnberry Council shall recommend approval only if the applicant (ie a restaurant owner) develops an alcohol operating policy similar to the municipal policy and provides server training for all staff.

11. Youth Admission to Adult Events – added November 15, 2011

- There is to be no permanent advertising of alcohol of facilities and events frequented by youth. There will be no temporary advertising of alcohol at facilities for events where the primary audience is youth. This includes patio umbrellas, posters, banners, etc.

Each rental group will be responsible to select a strategy on allowing youth to their event. In all cases the following guidelines must be adhered to:

1. Anyone who appears to be under the age of 25 years will be required to show ID before they are allowed into the event/facility. What will be accepted as ID is posted at the entrance and at the bar.
2. Extra floor monitors may be required if persons under the age of majority are allowed to enter the event.
3. Individuals under the age of majority will not be allowed to consume alcohol beverages. Anyone serving individuals under the age of majority will be required to leave the event immediately. Leaving the event means vacating the premises and the property owned by the Municipality
4. Events allowing individuals under the age of majority will be required to identify those person over the age of majority. Sponsors shall choose either unique stamps or wristbands to identify persons over the age of majority.
5. Except for the couple or personnel working the event, **individuals under the age of majority will not be allowed to attend any Stag & Does.**
6. For any other event, individuals under the age of majority will not be allowed to attend the licensed area after 9:00pm, unless they are accompanied by their parent or legal guardian.

Exceptions: Private events by invitation only. Engaged couple at an Engagement Party.
Public events that end by 10:00pm

Rationale: To ensure that persons under the age of majority do not consume alcohol.

E. Signage in Designated Facilities

The following signs shall be prominently and permanently displayed in all municipal facilities designated as “eligible” for alcohol use events:

1. **Accountability for Event** - The following form will be mounted at the entrance and bar area in each facility. The Event Sponsor/Permit Holder must ensure that the form is completed, with all information relevant to the event clearly visible.

<u>MUNICIPALITY OF MORRIS-TURNBERRY</u> <u>Special Occasion Licenced Event</u>
Name of Event Sponsor / Rental Group: _____
Name of Permit Holder: _____
Address of Permit Holder: _____ _____
Name & Address of Facility: _____ _____
Name of Municipal Representative: _____
<u>Ontario Provincial Police - Call 1-888-310-1122</u>
<u>Alcohol & Gaming Commission of Ontario - Call 1-800-522-2876</u>
<u>Morris-Turnberry Clerk- office- 519-887-6137 or home 519-887-6472</u>

2. **Proof of Age** - Signs must be posted near entrances and in bar areas, which read:

<u>Must be 19 years or older to consume alcohol</u>
<u>Valid PHOTO identification required</u>

3. Alcohol Ticket Sales Limit - A sign must be posted at the ticket sale area, which reads:

ALCOHOL TICKET SALES
Five (5) TICKETS
PER PERSON AT ONE TIME
TWO (2) DRINKS PER PERSON at one time

4. Statement on Intoxication - The following sign will be posted at entrances and in bar areas:

BY LAW SERVERS CANNOT SERVE
any person to the point of intoxication,
OR any person who is intoxicated
LOW-ALCOHOL & NO-ALCOHOL BEVERAGES, AND FOOD ARE AVAILABLE

5. No "Last Call" - A sign will be posted at entrances and bar areas stating:

NO "LAST CALL" ANNOUNCED
BAR CLOSSES AT 1:00 AM SHARP
Facility must be vacated by 1:45 AM

6. Designated Driver / Sober Driver Spot Check - This sign will be posted at entrances/exits:

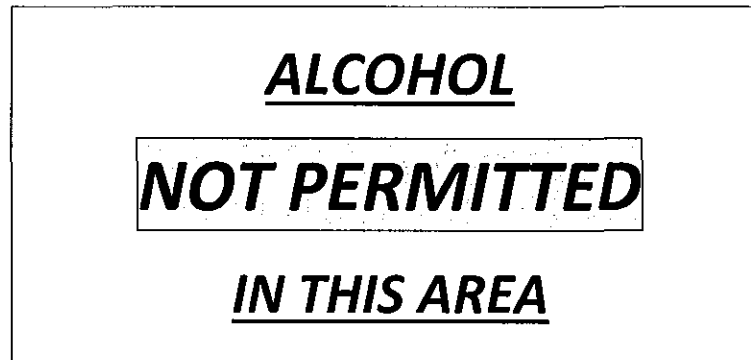
DESIGNATED DRIVERS
WE ARE PLEASED TO OFFER YOU
FREE NO-ALCOHOL BEVERAGES
Thanks for helping to reduce impaired driving in Morris-
Turnberry
OPP will thank you at ROADSIDE SPOT CHECKS

7. Fetal Alcohol Syndrome - This sign shall be displayed in all Ladies' Restrooms:

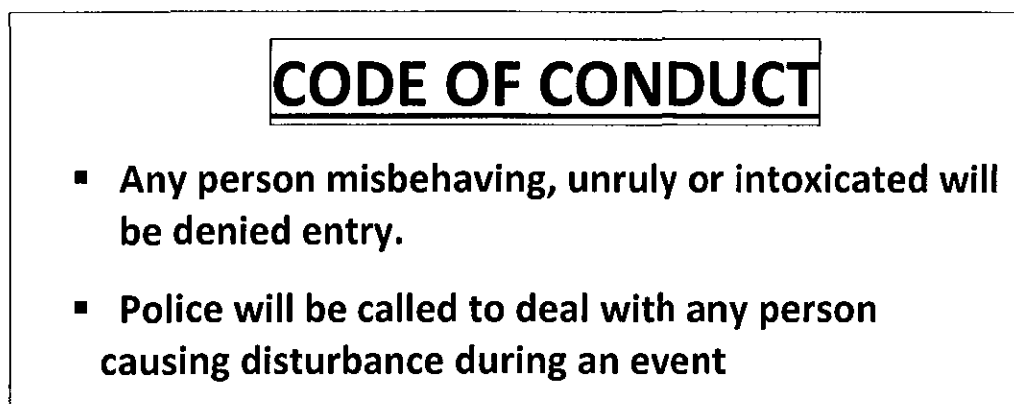


8. Alcohol-Free Areas - All facilities and areas listed as “*Not Eligible*” for Alcohol-use events

will be clearly posted:



9. Code of Conduct - This sign will be posted at entrances/exits:



Part Four: ENFORCEMENT PROCEDURES AND PENALTIES

A. Immediate Action Upon Non-Compliance or Infraction of Policy

1. Event Workers will exercise their authority to ensure that unruly or intoxicated persons are prohibited from entering the event.
2. Police will be called to deal with any person who becomes unruly or causes disturbance during the event.
3. Event staff must report an infraction of this policy to police, if it is believed such action is warranted.
4. If the Permit Holder does not correct the Policy infractions, the designated municipal representative must intervene and close down the event.
5. If participants are found to be drinking alcohol in a restricted area such as change rooms, the municipal representative must intervene and request that the illegal drinking cease. If the drinking continues, police must be called.
6. Any infraction of this policy or incident of disturbance must be reported to the designated municipal representative in attendance, or to municipal staff within 24 hours or at the start of the next working day, and recorded in the 'Incident Reporting Log' available at the facility.

B. Short-term Penalties

1. All reported infractions and disturbances will be reviewed by Morris-Turnberry Council at the next regular Council meeting.
2. If deemed necessary, a designated municipal representative (staff or Facility Manager) will send a registered letter to the Event Sponsor and/or Permit Holder, or Team, as the case may be, describing the problem and advising that their rental privilege for the next scheduled rental or event has been revoked.
3. The next scheduled rental or event (alcohol or no-alcohol) for the Sponsor, Group or Team will be revoked and cancelled.
4. If deemed necessary, a letter will be sent to an individual who caused a disturbance at an event, advising that he/she will be denied admittance to events in any municipal facility for a period of one year. A list of such persons will be provided to each municipal facility to ensure enforcement.

5. **Event Workers** who contravene the *Municipal Alcohol Policy* will be removed from the server-trained worker list for a period of one year.
6. Future privileges will be extended to penalized persons or groups only if they are able to convince municipal officials that they will follow policy regulations and adhere to the Code of Conduct in future.

C. Long-term Penalties

1. When a person, group or team again contravenes the *Municipal Alcohol Policy* after receiving a second warning, said person, group or team will not be allowed to rent any municipally-owned facility **for a minimum of one year.**
2. If a person, group or team contravenes the Policy a third time, said person, group or team will be barred from renting any municipal facility, unless and until the decision is over-turned upon appeal to Morris-Turnberry Council.
3. An Event Worker who contravenes the Policy a second time will be removed from the workers' list for one year, and will be required to take further server training at his/her own expense.
4. Should an Event Worker contravene Policy a third time, he/she will be permanently barred from working at events in Morris-Turnberry municipal facilities.

Part Five: POLICY IMPLEMENTATION AND SUPPORT

A. Implementation and Orientation

Upon completion and adoption of the *Municipal Alcohol Policy*, the Council will create and implement a strategy as soon as possible, to inform and orient council members, municipal staff, facility managers, and facility users to the policy's requirements.

B. Promotion

The Policy Committee will determine an appropriate publicity campaign to inform the community at large about the policy, and its purposes and benefits. As well, neighbouring municipalities will be advised of the implementation of our *Municipal Alcohol Policy*.

C. Policy Monitoring and Review

Morris-Turnberry's *Municipal Alcohol Policy* will be reviewed annually by an ad hoc team comprised of municipal staff, council, facility managers and user representatives. Based on information gathered from these participants, the policy may be adjusted to meet changing needs, revise eligibility designations, and allow for amendments necessitated by changes to the *Liquor Licence Act of Ontario* and policy revisions by the Alcohol and Gaming Commission of Ontario (AGCO).

MAP CHECKLIST- Appendix 1

I received and reviewed a copy of the Morris-Turnberry Municipal Alcohol Policy	Yes	No	
I have the SOP/Licence for the event	Yes	No	
Name(s) on the SOP:			
Name(s) on the Rental Contract (must be same as SOP):			
Location of event:			
Date(s) of event:			
Time of event:			
Type of event	Stag & Doe	Private	Public
Officers/Security have been arranged for the event	Yes No	Yes No	Yes No
I have signed and returned the rental contract to the Municipality or designate. I have read and understood the rental agreement and conditions.	Yes	No	
What time does the bar start and close at your event?			
<input type="checkbox"/> I have received copies of the sign to post at the event. This must be posted at the bar, ticket table and all entrances.			
What is your safe transportation strategy (please describe)?			
Will persons under the age of majority be attending this event?	Yes	No	
If yes, how will those under the age of majority be identified?			
If yes, do you have two different colours of drink cups to identify alcoholic and non-alcoholic drinks?	Yes	No	
What food will be available at your event?			
What type of identification will be worn by the event workers?			

Map AGREEMENT: Appendix 1

Number of people attending your event?			
# of Smart Serve and police/security required: <i>To be completed with the Staff or Volunteers</i>			
	Smart Serve Trained	Untrained	Police/Security
Door			
Bar			
Bar Tickets			
Floor monitor			
Total			

I _____ agree to follow the guidelines as outlined in the Morris-Turnberry Municipal Alcohol Policy.

1. I have attached a copy of the PAL insurance or
2. I am a member of an advisory board and therefore exempt from purchasing PAL insurance.
3. I have attached a list of the Smart Server's and the date of certification
4. I have attached a list of the security for the event.

Signature: _____ Date: _____
 (SOP Holder's name)

Comments from the Renter:

Received by: _____

Signature: _____

Date: _____

Municipal Approval:

Name: _____

Signature: _____

Date: _____

APPENDIX 2

BLUEVALE HALL BOARD

KITCHEN/HALL RENTAL CONTRACT – GENERAL AGREEMENT

Name of Group: _____

Date (s) Required: _____ **Times: Set Up Times:** _____

Start Time of Function: _____ **End Time of Function:** _____

Adult in Charge that will be present at all times: _____

Telephone Number of Adult in Charge: _____

Number of Participants: _____ **Age Range of Participants:** _____

Facilities Required: Hall _____ Bar _____ Kitchen _____ Downstairs _____

General Liability Insurance Required: (yes) _____ (no) _____ (N/A) _____

Alcohol Liability Insurance Required: (yes) _____ (no) _____ (N/A) _____

Municipal Alcohol Policy: Have you received a copy of the Municipality of Morris-Turnberry Municipal Alcohol Policy and the Municipal Alcohol Policy Checklist: (yes) _____ (no) _____

NOTE: The signature on the S.O.P., the rental agreement and the MAP checklist must be the same person.

If you require keys, call a week prior to your event arrange: Keys (yes) _____ (no) _____

Keys issued to: _____ Date Returned: _____

NOTE: ALL MUSIC & LOUD NOISE EVENTS MUST END AT 1:00 A.M.

LIQUOR LICENCE FOR SOCIAL EVENTS MUST BE OBTAINED. PREMISES MUST BE VACATED

BY 1:30 A.M.

- In the event of alcohol consumption, the renter agrees to provide a Certificate of Alcohol Liability Insurance in the amount of \$2,000,000.00. This certificate needs to be attached to the Municipal Alcohol Policy Checklist, signed and returned with this rental contract **2 weeks prior to event.**
- The Bluevale Hall is a **“smoke free”** facility
- Chairs and Tables (after being wiped off) are to be put away to their original storage positions and floors must be swept or vacuumed (as applicable) following your event.
- Any liquid spills should be wiped up to prevent damages to the floors, tables, etc
- Garbage is to be disposed of by renter.
- The kitchen counter must be wiped off and excess food removed from the refrigerator.
- Upon departure please ensure **ALL EXIT DOORS TO THE HALL ARE LOCKED AND ALL LIGHTS ARE TURNED OFF.**
- An **additional fee** will be assessed if the hall/kitchen or downstairs requires additional cleanup beyond the normal following your event.
- Any special Equipment (i.e. manpower, electrical services, special equipment or machinery) shall be arranged for and paid for by the renter unless other prior arrangements have been made.
- This rental contract may be amended or added to by either party at any time prior to the event/function upon the agreement of the other party.
- If either party is unable to meet the terms of this agreement because of natural disasters or other causes beyond their control neither party will be liable and both will make best efforts to reschedule the performance/event at a mutually satisfactory date, or agree on a total cancellation.
- Security must be supplied at a Buck & Doe by Municipal or OPP Police Officers.
- There will be no pyrotechnics allowed at any Morris-Turnberry facility
- The premises will be inspected within 12 hours after the event and the deposit will be returned if no damages are incurred. Deposit amounts below.
- Cheques are to be made payable to the **“Bluevale Hall Board”**

FEE SCHEDULE:

******RENTAL FEE IS OVER AND ABOVE THE DEPOSIT FEE******

- Any event with alcohol (must be licensed) \$175.00
plus refundable damage deposit \$100.00
 - One floor only (No Alcohol) \$50.00
(rental of basement includes use of kitchen)
(unless there is cooking in the kitchen) + \$20.00
 - Pool Table (must be pre-arranged) \$5.00
 - Nifty Fifties Group \$35.00
 - Recreation Meetings \$10.00
 - Bridal Showers \$25.00
-

TOTAL FEE: \$ _____ (Postdated to the above rental date or paid in advance.)

DEPOSIT FEE: \$ _____ (Dated for today). Deposits will be paid and cashed at time of booking; inspections will be made within 12 hours of the event; after the inspection is made and no damage has occurred, a cheque will be issued for the deposit amount to the renter. The deposit fee will be refunded as approved by Booking Coordinator. –
amended November 15, 2011

We acknowledge the following conditions as stipulated by the Bluevale Hall Board property or equipment and also realize we use the facility at our own risk in case of accident.

The adult in charge of the event will be present at all times and will be responsible for the conduct and supervision of all persons admitted to the building and shall ensure that all regulations contained herein are strictly adhered to.

The Bluevale Hall Board will not assume responsibility for person injury or damage, or for the loss or theft of any articles of clothing, property or equipment of the applicant or anyone attending.

Booking Coordinator Signature

Group Representative Signature

Date Submitted

Position with group

Board Representative Signature

Dated Approved by Board

Return this copy of the contract, the MAP checklist and SOP signed along with cheques within two weeks of above date to reserve premises. Signed copy will be returned to you, after the Board has approved your rental contract.

Appendix 3

**CORPORATION OF THE MUNICIPALITY OF MORRIS-TURNBERRY
MUNICIPAL ALCOHOL POLICY
EVENT SUMMARY**

Incident Report:

Date of Event: _____

Facility: _____

Event: _____

Event Organizer (s) _____

(Group/Permit Holder) _____

Disturbance Occurred YES NO (please circle one).

If Yes, Please complete the following:

1. Describe what happened. (please be as detailed as possible).

2. How was the disturbance/incident handled?

3. If the Police were called:

Name of Police Officer _____

Contact Information: _____

4. How do you think this incident could have been avoided?

Signature: _____

Date: _____

CORPORATION OF THE MUNICIPALITY OF MORRIS-TURNBERRY
MUNICIPAL ALCOHOL POLICY

Cost Summary

Date of Event: _____

Facility: _____

Event: _____

Event Organizer (s) _____

(Group/Permit Holder) _____

Number of People in Attendance: _____

Food Provided and Cost:

Decorations and Cost:

Other Costs:

Overall Costs:

Float:

CORPORATION OF THE MUNICIPALITY OF MORRIS-TURNBERRY
MUNICIPAL ALCOHOL POLICY

Sales Summary

Admission Tickets: (Quantity x rate)

Beer/Liquor Ticket Sales: (Quantity x rate)

Other Sales:



Total Sales \$ _____

Total Costs \$ _____

Total: \$ _____ (Sales - Costs)

Signature: _____

Date: _____