



CITY POLICY

SECTION: Municipal Government

NO: MU - CO - 08

REFERENCE: Council

Date: June 3, 2024

**Next Review Date:
June 2026**

TITLE: Special Event Municipal Alcohol Policy

1. 0 Policy Objectives

- 1.1 To develop appropriate procedures and provide education to individuals or groups wishing to hold events in municipally-owned facilities in order to ensure that all legislation pertaining to Special Occasion Permits is properly understood and strictly complied with.
- 1.2 To ensure proper supervision and operation of Special Occasion Permit events in order to protect the organizers, the participating public, volunteers, the Corporation and its staff from liability by providing education in prevention and intervention techniques and through effective management procedures.
- 1.3 To encourage and reinforce responsible, moderate drinking practices for consumers through the development of appropriate operational procedures, controls, training and education.
- 1.4 To respect the decision of abstainers not to drink alcohol and to encourage their participation by providing alternative non-alcoholic drinks.
- 1.5 To provide for a balanced use of alcohol and no-alcoholic beverages through Special Occasion Permits so that alcohol becomes a responsible part of a social function rather than the reason for it.

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2. 0 Special Occasion Permit Licensed Facilities

2.1

Municipal Facility	
Eligible	Not Eligible
Dryden Recreation Complex Arena; Memorial Arena & Pronger Rink (ice surface only during non-skating season)	All other City of Dryden Facilities**
Dryden Recreation Complex Arena; Memorial Arena (west end behind end boards when ice is installed. As outlined in Appendix "B")	
Council Chambers* and Meeting Rooms* at City Hall	
Dryden Go-Getters Activity Centre	
Sandy Beach Sports Complex as outlined in Appendix "B"	
Soccer Field Multi Use Complex	

*(These facilities are suitable only for small, private events, such as wine and cheese reception hosted by the municipality for a visiting dignitary. They are not suitable for rental by the general public.)

**Includes, but not limited to: all facility dressing/changing rooms, all facility multi-purpose rooms or activity rooms, all municipally owned parks, beaches and green spaces, all other municipally owned properties (facilities, streets and open spaces) not specifically designated under "Eligible" above.

3. 0 Events not Eligible for Special Occasion Permits

All youth events and all minor sports events, including banquets, are designated as events not suitable for alcohol use. Associated adult evening social events commencing after 8:30 p.m. will be allowed, however, minors will not be allowed into these licensed events.

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4.0 Server Training

In order to be eligible to rent a municipal facility, the sponsor must demonstrate to the satisfaction of the facility representative that at least sixty percent of the event servers, door supervisors, and floor supervisors have attended a server training program and have been trained in responsible server techniques (see 6.2).

5.0 Provide Food and Non-Alcohol Beverages

In order to be eligible to rent a municipal facility, the sponsor must demonstrate to the satisfaction of the facility representative that a quantity of non-alcoholic beverages be displayed and available at no charge or at a cost much lower than that of drinks containing alcohol. Fresh drinking water must be available for those in attendance. Food must be provided beginning no later than 8:00 p.m. and must not be removed until the bar closes. Chips, peanuts, popcorn and other snacks do not qualify as food on their own. At the very least food consists of sandwiches, cheese and vegetables with dip.

6.0 Controls

- 6.1 In order to be eligible to rent a municipal facility for a Special Occasion Permit event, the renter must demonstrate to the satisfaction of the facility representative that the alcohol management policy is understood, that the regulations will be strictly observed, and that sufficient controls are in place which will assist in ensuring compliance with the policy 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 AGCO (Alcohol and Gaming Commission of Ontario).
- 6.2 The event sponsor must provide a list of event workers that have been trained in a responsible server training course to the facility representative at least two weeks prior to the event. This applies whether alcohol will be sold or provided at no charge.
- 6.3 The event sponsor must obtain a Special Occasion Permit from the Alcohol and Gaming Commission of Ontario and must show proof of this to the facility representative at least one week prior to the event.

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- 6.4 Each entrance will be diligently supervised by a minimum of two server-trained people 19 years of age or over.
- 6.5 Ensure that no one under the age of majority is served alcohol. Anyone who appears to be under 25 years will be required to show identification before they are allowed into the event.
- 6.6 Event staff are to check the identification of all participants at masquerade events.
- 6.7 The only acceptable form of identification will be in compliance with the Ontario Regulation 389/91 s. 29 (5) of the Liquor License Act which includes:
 - (a) a driver's licence with photograph;
 - (b) a Canadian passport;
 - (c) a Canadian citizenship card with photograph;
 - (d) a Canadian Armed Forces Identification Card;
 - (e) a permanent resident card issued by the Government of Canada;
 - (f) a Secure Certificate of Indian Status card issued by the Government of Canada; or,
 - (g) a photo card issued by the Liquor Control Board of Ontario.
- 6.8 At events where youth under 19 years of age are permitted entry, the Event Organizer shall not allow promotional advertising of alcoholic beverage names, brands or manufacturers outside the designated alcohol service area.
- 6.9 The person who signs the Special Occasion Permit Application and the Rental Agreement must attend the event and be responsible for making decisions regarding the operation of the event. A person may be appointed as a designate to attend the event and assume the responsibility in the permit holder's place.
- 6.10 Before the event starts, the event sponsor and facility staff must ensure that the physical setting is safe for both drinkers and non-drinkers.

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- 6.11 The event sponsor and facility staff must prevent patrons from engaging in activities that can harm themselves or others.
- 6.12 All exits must be monitored.
- 6.13 A floor supervisor will be available upon request to event workers who require assistance.
- 6.14 During a Special Occasion Permit event being held at City of Dryden facilities, all bottles, with the exception of wine bottles, must be retained within the bar area and all drinks must be served in paper or plastic cups.
- 6.15 The Sandy Beach Sports Complex Special Occasion Permit event area must be double fenced.
- 6.16 Marketing practices which encourage increased consumption, such as oversize drinks, double shots of spirits, pitchers of beer, drinking contests, and volume discounts are not permitted. The sale of shooters is prohibited.
- 6.17 Alcoholic beverages are to be served in accordance with the standard drink measurements. No energy drinks (with or without alcohol in them) shall be sold, served or consumed.
- 6.18 No extra strength beer allowed (over 5%).
- 6.19 A variety of low-alcohol beverages must be available for purchase.
- 6.20 There will be no last call. When entertainers/DJs arrive, they must be informed that there is to be no "last call".
- 6.21 The licensee must abide by the rules of the Municipal Alcohol Policy as enforced by the facility representative.
- 6.22 If applicable, a minimum of two server-trained people will be designated to sell tickets. Tickets will no longer be on sale after 12:30 a.m.
- 6.23 A Special Occasion Permit event must have sixty percent of the servers and floor supervisors trained in a server training program. There must be at least one trained server behind the bar at all times.

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- 6.24 All event workers must wear highly visible identification provided by the permit holder.
- 6.25 Whenever possible, police will be notified by the permit holder or his/her representative of a potentially risky situation before the situation is out of control.
- 6.26 The bar area will close no later than 1:00 a.m. and all entertainment must be completed by 1:05 a.m.
- 6.27 Facilities must be vacated by patrons by 1:30 a.m. and the permit holder shall remove all evidence of the service and consumption of liquor by 1:45 a.m.
- 6.28 Patrons must purchase drink tickets from a designated ticket seller to a maximum of four (4) tickets or drinks per purchase per person.
- 6.29 Patrons indicating they wish to submit pre-purchased alcohol tickets for a full refund will have the option to do so, during the event to the time the bar closes at 1:00 a.m., up to a maximum of four (4) tickets per person. Guests cannot be required to purchase a minimum number of drinks (or drink tickets) to enter or remain at the event.
- 6.30 Event workers must report any infraction of this policy to the City within 24 hours or the start of the next business day.
- 6.31 Event workers must report any infraction that requires police involvement to the police and City immediately. If the permit holder does not correct the infraction(s), and the police are in attendance, the police may close down the event.
- 6.32 All reported infractions will be reviewed by the City. If determined by the City, a letter will be sent describing the infraction to the permit holder, informing that rental privileges may be revoked.
- 6.33 Groups who fail to comply with the Municipal Alcohol Policy are subject to the following consequence: That the said organization is not allowed to rent a City facility for a minimum period of 12 months.

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Note: Closed Private Functions (such as weddings, anniversaries, etc.) are exempted from 6.4 and 6.23.

7.0 Insurance

The sponsor(s) of a Special Occasion Permit event being held in a municipally owned facility be required to provide proof of third party liability insurance (\$2 million minimum) or obtain third party liability insurance through the City of Dryden at least fourteen (14) days before the event.

8.0 Guidelines for Special Occasion Permit Holders

- 8.1 As the contact person for a Special Occasion Permit, you and your group can be held liable for injuries and damages arising from failure to adhere to the Liquor Licence Act of Ontario. These infractions include serving someone to intoxication, serving someone who is already intoxicated, serving minors, and failing to prevent impaired individuals from driving.
- 8.2 In order to reduce your group's risk of liability, the following guidelines shall be followed:
- (a) The event sponsor is responsible for decision-making during the event and therefore shall refrain from consuming alcohol while the event is in progress.
 - (b) All event workers shall refrain from consuming alcohol while the event is in progress. Workers may only drink alcohol if they have completed their shift and their work responsibilities have ended for the entire event.
 - (c) At least one municipal representative **with authority to demand correction and/or shut down an event on behalf of the City** will be available and/or on call, and may check all Special Occasion Permit Events.
 - (d) The event sponsor shall take reasonable steps to prevent impaired people from driving.
 - (e) The event sponsor will be held responsible for any damages arising during the event.

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9.0 Signage

- 9.1 Serving Practices signs will be provided by the City of Dryden to be placed in the bar area. The signs will state: "It is against the Liquor Licence Act of Ontario 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 also pleased to offer non-alcohol beverages."
- 9.2 Accountability signs will be supplied by the City of Dryden. These signs will be posted at the bar and main entrance of all Liquor Licenced Events. These signs will inform patrons where to direct concerns regarding the manner in which the function has been operated. In addition, to naming the sponsor of the event, these signs should include the name and address and phone numbers of the Municipal Office, Police Service and the Alcohol & Gaming Commission of Ontario.

Having these signs visible to participants eliminates any confusion on who to contact for information or to lodge complaints regarding an event.
- 9.3 No Last Call sign stating "Last Call will not be announced" to be placed in the bar area. This sign will be provided by the City of Dryden.
- 9.4 A sign must be posted at the alcohol ticket sales tables stating "ALCOHOL TICKET SALES: No more than four (4) tickets per person may be sold at a time".
- 9.5 Unused Tickets sign stating "The bar closes at 1:00 a.m. Unused tickets will be refundable up to the time the Liquor Licenced Event expires." This sign will be provided by the City of Dryden. This sign to be placed at the bar or ticket sale area.
- 9.6 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 a Special Occasion Permit Event. The only acceptable proof of age is government-issued photo identification".
- 9.7 Restricted areas in City facilities will be clearly posted "Alcohol is not permitted in this area".

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10. 0 Safe Transportation

- 10.1 The risk of liability is high when an impaired driver leaves an event where alcohol is served. The Event Organizer is responsible to take the necessary steps to reduce the possibility of impaired driving. The Event Organizer is responsible for promoting safe transportation options for attendees of the event or contacting police as appropriate, including for persons who may be denied entry or are removed from the event.

As a condition of rental, the Event Organizer must have a Safe Transportation Strategy in effect. Examples of a Safe Transportation Strategy include:

- Providing non-alcohol beverages either at no charge or at a cost much lower than that of drinks containing alcohol.
- Providing alternate means of transportation for those who are suspected of being intoxicated (e.g. call a friend, relative, or taxi).
- Calling police if someone who is suspected to be impaired cannot be convinced to use alternate transportation.
- Providing a Designated Driver Program which encourages and identifies designated drivers who will use a vehicle to transport intoxicated persons to a place of safety. This program should include announcements made periodically throughout the event to those in attendance encouraging the use of a designated driver or alternate means of transportation; program information posted prominently in the licensed/alcohol service area; and plans for backup transportation options that include those for whom the intoxicated person may be responsible.
- Advertise the Use of Taxi Service – The liquor licence event organizer shall advertise or announce the availability of a taxi service to attendees of the event. If not required to provide a taxi service, the liquor licence event organizer shall ensure that appropriate signage is erected at the facility, which includes the telephone number and/or use their best efforts to obtain any attendee a taxi upon request.

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History			
Approval Date:	August 12, 1996	Approved by:	Council Resolution #7
Amendment Date:	May 16, 2011	Approved by:	By-law 3877-2011
Amendment Date:	November 20, 2017	Approved by:	By-law 4512-2017
Amendment Date:	May 21, 2020	Approved by:	CAO
Amendment Date:	May 30, 2022	Approved by:	CAO
Amendment Date:	June 3, 2024	Approved by:	CAO

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Special Event Municipal Alcohol Policy - Appendix "A"

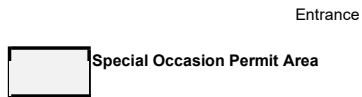
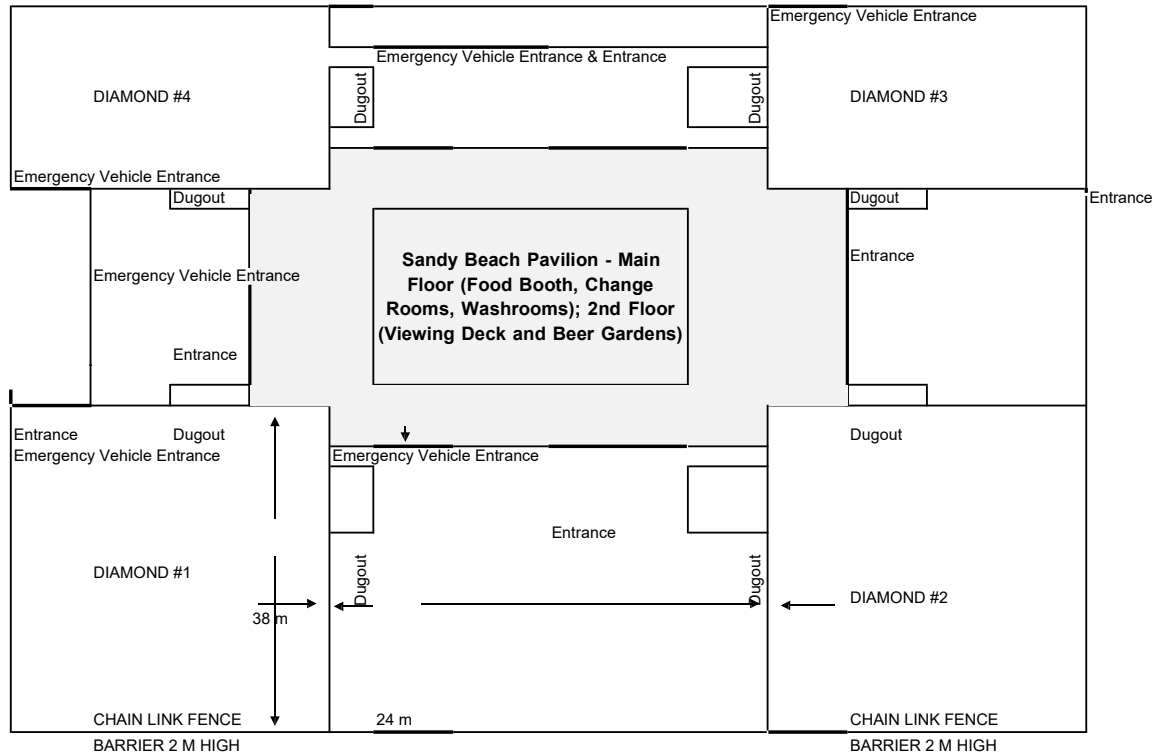
Agreement Form for Special Occasion Permit Holder

1. I have read and understand the City of Dryden's Special Event Municipal Alcohol Policy.
2. I understand that I must adhere to the conditions of the Special Event Municipal Alcohol Policy and the Liquor Licence Act of Ontario.
3. I understand that if I or other individuals at the event fail to adhere to the Special Event Municipal Alcohol Policy, the City of Dryden staff will take the appropriate action. This action may include eviction, revoking of the Special Occasion Permit and the notification of local authorities.
4. I understand that I can be held liable for injuries and damages arising from failure to adhere to the Liquor Licence Act of Ontario.

Signature – Event Sponsor

Signature – Facility Representative

Date



Golf Course

Emergency Vehicle Entrance

**MU-CO-08 -Municipal Alcohol Policy
Appendix "B"
Sandy Beach Sports Complex and Arena**

