

CORPORATION OF THE MUNICIPALITY OF PORT HOPE

BY-LAW NO. 53/2006

Being a By-law to Establish a Municipal Alcohol Policy

WHEREAS the Ontario Recreation Facilities Association and the Centre for Addiction and Mental Health developed "The Municipal Alcohol Policy Guide".

AND WHEREAS a public meeting was held at the Town Park Recreation Centre on March 27, 2006;

AND WHEREAS on June 29, 2006, the Parks and Recreation Advisory Committee approved the policy;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE MUNICIPALITY OF PORT HOPE ENACTS AS FOLLOWS:

1. THAT the Municipality of Port Hope Municipal Alcohol Policy attached hereto as Appendix "A" is hereby adopted.
2. THAT this By-law shall come into force and effect on the date it is passed by the Council of The Corporation of the Municipality of Port Hope.

READ a FIRST, SECOND and THIRD time and finally passed in Open Council this 18th day of July, 2006.

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Rick Austin, Mayor

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Frances M. Aird, Clerk

**Municipality of Port Hope**  
**Municipal Alcohol Policy**



The Municipality of  
**Port Hope**



# **Municipal By-law 53/2006**

## **Municipality of Port Hope Municipal Alcohol Policy**

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*The Municipality of Port Hope provides a number of recreational opportunities for its residents and visitors to the Municipality. A number of facilities and parks have hosted events where alcohol consumption is permitted under the authority of a Special Occasion Permit or a permanent Liquor License has been issued by the Alcohol and Gaming Commission of Ontario. The Municipality of Port Hope strives to provide patrons using these facilities a safe and enjoyable environment, which is the purpose for developing this Municipal Alcohol Policy.*

## **Goals of the Policy**

### **The Municipality of Port Hope intends:**

1. To ensure there are effective management policies at social events held in municipally owned facilities where alcohol use is permitted.
2. To reduce alcohol-related problems at all Municipal facilities and parks.
3. To protect the Municipality, it's staff, community organizations, volunteers and participants from exposure to potential liable situations.

### **Policy Objectives:**

1. To provide specialized procedures for those holding events in Municipally owned facilities where alcohol use is permitted.
2. To comply with the Provincial Liquor License Act.
3. To ensure that events where alcohol use is permitted are properly supervised and operated.
4. To support and encourage the responsible use of alcohol.
5. To designate facilities where alcohol is permitted.
6. To designate facilities where alcohol is not permitted.
7. To equip staff and volunteers with the skills they need to arrange events and enforce this policy.



## **Section 1**

### **Facilities Eligible for Alcohol Use Events:**

- 1.1 The Town Park Recreation Centre. Rooms eligible are the Gymnasium, Program Room A & B and the Fall Fair Centre.
- 1.2 The Jack Burger Sports Complex. Areas eligible are the Arena floor (summer only) and the upper warm room.
- 1.3 Ruth Clark Centre
- 1.4 Municipal Offices - Council Chambers
- 1.5 Port Hope Library – Mary J. Benson Branch
- 1.6 Canton Municipal Offices – areas eligible are the upper and lower Community Halls.

### **Outdoor Venues**

- 1.7 Memorial Park
- 1.8 Wladyka Park
- 1.9 Garden Hill Park
- 1.10 Welcome Park
- 1.11 Town Agricultural Park
- 1.12 Rotary Park
- 1.13 Other Municipally owned facilities may be eligible for alcohol use events, upon approval from Municipal staff and Council.

## **Section 2**

### **Facilities and Outdoor Areas Not Eligible For Alcohol Use:**

- 2.1 Arena Pool/Recreation Centre
  - entrances/lobby
  - spectator seating areas
  - dressing rooms/washrooms
  - Youth Centre (Games Room, Lounge, Boardroom, Computer Lab)
  - parking lots
  
- 2.2 Marina
  - Municipally owned green spaces, other than identified, adjacent to Municipally owned waterfront areas
  - Beaches
  - Marina Facility
  - Fish Cleaning Station and washrooms
  
- 2.3 Parks
  - All municipally owned parks, beaches, parking lots and green spaces not specifically designated as eligible for alcohol use.
  
- 2.4 Other Areas
  - All Municipally owned facilities and buildings not specifically designated as eligible for alcohol use.





## Section 3

### Job Description and Responsibilities

All persons working a licensed event must be a minimum of 19 years of age.

- 3.1 **Permit Holder:** Signing of the alcohol permit, is the general manager of the event and assumes responsibility and liability for the operation of the event. Shall liaise with applicable Municipal representatives.
- 3.2 **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 other no-alcohol substitute.
- 3.3 **Floor Supervisor/Monitor:** Interact with participants, monitors patron behaviour, monitors for intoxication, responds to problems and complaints, refuses service, removes intoxicated persons, and suggests safe transportation alternatives.
- 3.4 **Door Supervisor/Monitor:** Checks identification and for signs of intoxication, keeps out intoxicated and troublesome individuals, ensure alcohol does not enter or leave the licensed area, monitors for those showing signs of intoxication when leaving the event, and recommends safe transportation options.
- 3.5 **Ticket Sellers:** Sells alcohol tickets to a maximum of 4 per person per purchase, checks for legal age for purchase/consumption, monitors for intoxication, refuses sale to patrons at or near intoxication, refunds tickets on request.
- 3.6 **Special Security:** Patrols the room, scans for potential trouble, notifies event staff and permit holder of potential incidents, helps event staff in handling disturbances.

It is the intention to ensure that all of these positions are operated by volunteers.

## Section 4

### Management Policies before the Event (Where alcohol is permitted)

#### Event Sponsor/Permit Holder Responsibilities:

- 4.1 Renters must show the applicable Municipal Representative that they understand the policy and their obligations and that they intend to comply with the regulations by signing the rental agreement (Appendix B). A copy of the Municipal Alcohol Policy will be provided to the rental group. Failure to do so will result in the application being denied, even if a Special Occasion Permit has been obtained from the AGCO. The renter can designate an additional person to be responsible for the event.
- 4.2 Municipal Council approval is required for all outdoor licensed events. The organizing group must complete an “Application for Approval for an Outdoor Licensed Event” (Appendix A) along with a site plan and submit to the Municipality for Council approval. A resolution from Municipal Council is required for all outdoor licensed events, even if a SOP has been obtained.
- 4.3 For all outdoor licensed events the following standards shall be adhered to :
  - 4.3.1 Double fencing is required.
  - 4.3.2 Fencing shall be a minimum of 4 feet in height.
  - 4.3.3 And shall be spaced a minimum of 5 feet apart; in order to discourage alcohol from entering or exiting the licensed area. Location of staking shall be determined by applicable Municipal staff. Fencing to be provided by the permit holder.
  - 4.3.4 The Municipality reserves the right to amend the standards as outlined above, pending approval of other regulators.
- 4.4 The event sponsors must obtain the appropriate Special Occasion Permit (SOP) from the Alcohol and Gaming Commission of Ontario (AGCO) and must show proof of this to the applicable Municipal Representative at least five (5) days before the event unless the event is held at a location with a permanent Liquor License issued by the AGCO.
- 4.5 The Municipality reserves the right to request liability insurance (at an amount that will be determined by the Municipality on an annual basis) for certain special events (ie. Community festivals). In such case, a

copy of proof of liability insurance shall be provided to the applicable Municipal Representative at least 14 days before the event naming the Municipality of Port Hope as an additional insured. Failure to do so will result in the application being denied, even if a special occasions permit has been obtained by the AGCO.

- 4.6 The permit holder must provide a list of event workers, who have attended an approved server training course (Smart Serve or equivalent) to the applicable Municipal Representative at least two weeks before the event. This applies whether alcohol will be sold or provided at no charge. The Municipality reserves the right to request changes to the event workers list, as it deems necessary.

### **Section 4 Continued**

- 4.7 Before the event begins, the permit holder and applicable Municipal Staff must ensure the physical setting is safe for all patrons attending the event.
- 4.8 The permit holder must agree to attend the event area and be on site and be responsible for making decisions about the operation of the event based on the Municipal Alcohol Policy and the Liquor License Act of Ontario.
- 4.9 At least one member of the organization/group wishing to rent a Municipal facility associated with a Special Occasion Permit must be Smart Serve Ontario Certified or equivalent. The certified person, or designate, must be present at the event.
- 4.10 The Municipality of Port Hope reserves the right to require the presence of at least two (2) police officers or security personnel, paid for by the sponsoring group or individual.
- 4.11 The Municipality of Port Hope reserves the right to refuse any applicant permission to run a licensed event on its property and to impose on the event whatever restrictions it deems appropriate to the circumstances.
- 4.12 Applicable management of the Municipality of Port Hope may, at its' discretion terminate a Special Occasion Event, should any condition of this policy or the Liquor License Act of Ontario's be breached.
- 4.13 The Municipality of Port Hope shall not be liable to the organization for any costs, damages, loss of profit or any other amount for terminating the event.

4.14 An SOP will be required at all locations unless a permanent Liquor License issued by the AGCO has been obtained.

## **Section 5**

### **Management Policies: During the Event**

- 5.1 Acceptable identification for alcohol consumption or purchase shall be an Age of Majority card, photo Drivers License, or a passport. Minors shall not be permitted, unless approved two weeks in advance by the applicable Municipal Staff. A sign regarding this procedure will be posted at the entrance during events (see Appendix C). It is strongly recommended that a “wrist band” policy be in place when hosting events where minors are permitted.
- 5.2 The specified ratio of event workers (see Appendix D) as outlined in the Municipal Alcohol Policy must be adhered to.
- 5.3 The entrance must be monitored by at least one person aged 19 or over. This allows staff to screen for identification and to ensure under age, intoxicated or potentially troublesome patrons are not allowed entrance. This also allows staff to ensure alcohol does not leave or enter the licensed area.
- 5.4 To help control the event, floor supervisors must monitor the activity area and all exits and be available to ticket sellers, if they require assistance to manage a person who is refused sale.
- 5.5 Patrons must purchase drink tickets from a designated ticket seller (See Appendix D), not to exceed four (4) tickets or drinks per purchase per person. The intent of this is to discourage increased consumption and intoxication. The Municipality reserves the right to adjust this maximum based on the event.
- 5.6 The permit holder and all event workers shall not drink 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. The permit holder or designate may not consume any alcohol during the event.).
- 5.7 The permit holder and or designate, must attend the event and be responsible for making decisions about the operations at the event based on the Municipal Alcohol Policy and the Liquor License Act of Ontario.
- 5.8 The permit holder and event staff must intervene if patrons begin to engage in risky or inappropriate activities that could harm themselves or others.

- 5.9 The permit holder, event staff or Municipal representative must notify the police if they observe activities that suggest that a situation may potentially become problematic.
- 5.10 All event workers must wear highly visible identification approved by the Municipality.
- 5.11 Staff shall not contravene the Liquor License Act by serving minors, intoxicated patrons, or by serving to the point of intoxication. Ensure that serving staff know the signs of intoxication and are prepared to cut off patrons.

### **Section 5 Continued**

- 5.12 Bottles shall not be permitted to leave the bar serving area for consumption. Patrons shall not be permitted to serve themselves alcohol unless approved by the Municipality in advance. Bottles of wine shall be permitted on tables during dinner events only, or upon prior approval by the applicable Municipal staff.
- 5.13 In order to reduce the levels of intoxication and the rate of consumption, staff shall encourage patrons to consume food, low alcohol beverages and no-alcohol beverages.
- 5.14 Serving oversize drinks, double shots of spirits or beer in pitchers is strongly discouraged. Drinking competitions, volume discounts or any other marketing practices which encourage increased alcohol consumption are not allowed.
- 5.15 There must be no “last call”. Ticket sales will only be permitted up to ½ hour prior to the stated time on the SOP or permanent license or permitted time stated, as agreed with the Municipality. Bar will close no later than 1:00 a.m. unless special approval is granted. All DJ’s/Entertainers must be informed by the permit holder that there is no “last call”.
- 5.16 Refunds shall be provided for all unused drink tickets. The intent of this will discourage increased consumption and intoxication.
- 5.17 All entertainment must be completed 15 minutes past the permitted time unless special approval is granted.

- 5.18 All spirits, wine and beer must be removed from the tables ½ hour past the permitted time. All facilities must be vacated 45 minutes past the permitted time. (Liquor License Act of Ontario).
- 5.19 Event workers shall be responsible for monitoring capacities at licensed events. The Municipality shall provide capacities of licensed areas to the permit holder prior to the event.



## **Section 6**

### **Management Policies: After the Event**

- 6.1 Cleanup of facilities including cleaning and wiping of tables/countertops shall be completed by the permit holder prior to leaving the facility at the end of the event. Other clean-up arrangements (ie: table rentals, plates, cutlery etc.) shall be agreed upon separately between the permit holder and the Municipality.
- 6.2 Any damage to the facility and or property during contracted times will be compensated in full and expenses will be invoiced to the permit holder. The Municipality reserves the right to collect a damage deposit prior to the execution of any rental agreement.
- 6.3 The permit holder will be invoiced for all additional costs of labour or supplies resulting from special set-ups or if additional clean-up is required as deemed necessary by the appropriate Municipal Representative.

## Section 7

### Prevention Strategies

#### Safe Transportation Options

Before being granted municipal facility rental privileges for licensed functions, permit holders shall be required to show that a safe transportation strategy will be implemented, which could include the following:

##### 7.1 Sober Driver Spot Check Awareness

Post wall and/or table signs and/or print messages on paper/plastic serving cups that:

- encourage and thank participants for not driving after drinking and
- remind them that the police may have roadside spot checks in place

##### 7.2 Designated Driver

- designated driver program to be advertised at event and
- identified designated drivers (wearing button or other means of identification) receive free no-alcohol drinks (such as coffee, pop, juice)

##### 7.3 Alternative Transportation Options

- call a friend, relative, or taxi to help intoxicated driver and/or
- if necessary, warn impaired driver and call police

##### 7.4 Providing Food and No-Alcohol Drinks

- Food must be made available beginning no later than 10:00 p.m. and must not be removed until the bar closes.
- Chips, peanuts and other snacks do not qualify as food. At the very least, food consists of sandwiches, cheese and vegetables with dip.
- Event workers are to encourage patrons to consume food, no-alcohol and low alcohol beverages.
- No-alcohol drinks must be available at no charge or at a cost much lower than that of drinks containing alcohol.
- Where wine is provided with a meal, a no-alcohol substitute, such as ginger ale, sparkling fruit juice or punch, must be provided to ensure that children and abstainers are included in toasting the celebrants.

## 7.5 **Provision of Low-Alcohol Content Drinks**

To be eligible to rent a municipal facility, the sponsor must show to the satisfaction of the municipal representative that at least 35% of the available alcohol consists of low-alcohol beverages (e.g., 4% and 2.5% beer).

## **Section 7 Continued**

### **7.6 Redeeming Unused Tickets**

Unused tickets will be redeemed for cash on demand until closing time as identified on the SOP or the Municipal rental agreement, up to a maximum of four (4) tickets per person.

### **7.7 Safe Beverage Containers**

Keep all bottles within the bar area; service all drinks in disposable paper or plastic containers.

### **7.8 No Extra-Strength Drinks**

To be eligible to rent a municipal facility, the sponsor must agree that no extra-strength alcohol content drinks will be provided. Beer and coolers are not to exceed 7% alcohol content. Fortified wines are not permitted.

### **7.9 No Excessive Drinking Activities**

Practices that encourage increased consumption (i.e., oversize drinks, double shots, drinking contests, or volume discounts) are not permitted.

### **7.10 Alcohol Advertising**

In order to discourage promoting alcohol or brand names of events where children and youth are permitted, the Municipality reserves the right to limit some or all of this advertising. Signage shall be posted in accordance with Appendix E.

## **Section 8**

### **Enforcement Procedures and Policies**

#### **8.1 Facilities and Areas where alcohol is permitted.**

A violation of this policy occurs when the permit holder fails to comply with the conditions of the Liquor License Act of Ontario or the Municipal Alcohol Policy.

Infractions can be reported by:

- A participant at the event
- A member from the rental organization
- Applicable member of staff of the Municipality of Port Hope
- A member of Port Hope Police Services or OPP
- An inspector of the Liquor License Board of Ontario

#### **8.2 Enforcement Procedures**

8.2.1 Participants of an event may report an infraction to a member of the organizing group.

8.2.2 A member of the organizing group must inform the offending individual(s) of the policy violation and ask that it stop immediately. In the event this fails Municipal staff and/or police are to be called for enforcement.

8.2.3 A member of Municipal staff will inform the organizers of the event to stop the violation or they may close down the event. In the event this fails, call police for enforcement.

8.2.4 A police officer or Inspector from the Liquor License Board will intervene if they are on site or in response to a call from a staff member or group member. The attending individual(s) will be informed that they are in violation of the policy and be asked to stop. The attendee(s) or even the organizing group may be asked to leave the facility or area. Charges may be laid against the attending individual(s) under the Liquor License Act of Ontario.

8.2.5 Municipal staff shall document all relevant information on the applicable Accident/Incident Report forms.

#### **8.3 Penalties**

8.3.1 When the Permit holder has violated the Municipal policy, the group will be sent a registered letter advising of the violation and indicating that no further violations will be tolerated.

## **Section 8 Continued**

- 8.3.2 Should the Permit holder violate this policy within one year of receiving notice of their first violation, the organizers will be suspended from organized use of the Municipality of Port Hope facility or area for a period of one year. 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 Council of the Municipality of Port Hope.
- 8.3.3 An individual or organized group may appear as a delegation to Municipal Council to appeal their suspension or to have their privileges reinstated.

## **Section 9**

### **Enforcement Procedures and Penalties**

#### **9.1 Facilities and Areas where Alcohol is Prohibited**

A violation of this policy occurs when individuals consume alcohol in a Municipal facility or area where alcohol consumption is prohibited, or either facilities and areas identified as eligible for Alcohol use, but no Special Occasion Permit or permanent liquor license has been obtained.

Infractions can be reported by:

- A participant at the event
- A member from the rental group
- Applicable member of staff of the Municipality of Port Hope
- A member of the Port Hope Police Service or O.P.P.
- An inspector of the Liquor License Board of Ontario.

#### **9.2 Enforcement Procedures**

9.2.1 Participants of an event may report an infraction to a member of the organizing group.

9.2.2 A member of the organizing group must inform the attending individual(s) that Municipal policy prohibits alcohol consumption and ask that it stop. If this fails, contact Municipal staff and/or police for enforcement.

9.2.3 A Municipal staff member must inform offending individual(s) that Municipal policy prohibits alcohol consumption and ask that it stop immediately. Staff may request that the offender(s) or group leave the facility or property. If this fails, call police for enforcement.

9.2.4 A police officer will intervene if they are on site or in response to a call from a staff member or group member. The offending individual(s) will be informed that Municipal Policy prohibits alcohol consumption and be asked to stop. The offender(s) and perhaps the organizing group may be asked to leave the facility or area. Charges may be laid against the offending individual(s) under the Liquor License Act of Ontario.

9.2.5 Municipal staff shall document all relevant information on the applicable Accident/Incident Report Forms.



### 9.3 **Penalties**

9.3.1 When a member(s) or organized group(s) has violated the Municipal Alcohol policy the group will be sent a registered letter advising of the violation and indicating that no further violations will be tolerated.

## **Section 9 Continued**

- 9.3.2 Should member(s) of an organized group/team /individual violate the policy within one year of receiving notice of the first violation; the group will be suspended from organized use of the Municipality of Port Hope facility or area for a period of one (1) year. The violators will be subject to this penalty as deemed appropriate by the Municipality. 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 Council of the Municipality of Port Hope.
- 9.3.3 An individual or organized group may appear as a delegation to Council to appeal their suspension or to have their privileges reinstated.

## Appendix A

### MUNICIPALITY OF PORT HOPE

#### Application for Approval of Special Occasion Permits for **OUTDOOR LICENSED EVENT**

- (1) APPLICANT: \_\_\_\_\_  
Name of Organization
- \_\_\_\_\_
- Contact Person
- \_\_\_\_\_
- Address
- \_\_\_\_\_
- \_\_\_\_\_
- Telephone – Business and Residential (if applicable)

- (2) DATE/S OF EVENT: \_\_\_\_\_
- Time: From: \_\_\_\_\_
- Until: \_\_\_\_\_

- (3) LOCATION: \_\_\_\_\_

\* A plot plan indicating the location of the site, outline of fenced area (double fencing if required), entrance, washrooms, food booth area (if required), seating plan, number of picnic tables required, litter bins and lighting, **MUST BE ATTACHED** to this application when the application is submitted to the Clerk's Office.

- (4) **PRIOR** written approval of the **Chief of Police, the Fire Chief, the Health Unit, the Director of Parks, Recreation and Culture** and the **Chief Building Official** is required and **MUST BE ATTACHED TO THIS APPLICATION WHEN SUBMITTED TO THE CLERK'S OFFICE.**
- (5) Proof of **Liability Insurance** in an amount to be determined by the Municipality on an annual basis naming the Municipality of Port Hope as additional insurers, as well as containing a cross liability clause **MUST BE ATTACHED TO THIS APPLICATION WHEN SUBMITTED TO THE CLERK'S OFFICE.**



**Appendix A Continued**

- (6) I/We, \_\_\_\_\_ and \_\_\_\_\_  
acknowledge and agree that all applications are approved subject to the following conditions:
- (a) that persons who operate the function are fully aware of the regulations of the Liquor License Act as advised by the Chief of Police;
  - (b) that the organization provide adequately trained personnel and security who are also aware of all the regulations and responsibilities of operating such an event as advised by the Chief of Police;
  - (c) that previous experiences with that organization be considered when approving the event;
  - (d) that every application will require a deposit of \$100.00 which will be refunded if the site is cleaned and restored to the satisfaction of the Municipality;
  - (e) proper lighting to ensure all areas of service will be in full view;
  - (f) no overcrowding to be allowed;
  - (g) alcohol not to be removed from the service area (fenced area);
  - (h) washroom facilities to be available;
  - (i) minors not be on premises unless food is being served or allowed to remain on the premises; and
  - (j) persons in an intoxicated condition shall not be served or allowed to remain on the premises; and;
  - (k) there shall be a person on duty at the entry area to ensure proof of age requirements are followed.

Signed in the presence of:

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Title/Position

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Title/Position

**Appendix B**  
**SPECIAL OCCASION PERMIT HOLDER AGREEMENT**

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

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

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

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

In consideration of the Municipality permitting 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 a copy of the Municipal Alcohol Risk Management Policy.
- 2) I have read and understood the guidelines of said 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 the Policy occurs, the Municipality of Port Hope may warn or suspend my organization from using the facilities for a period of one year.
- 5) I understand that I personally, and 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 Port Hope Police Services, Ontario Provincial Police and a Liquor License Board Inspector can lay charges for infractions of the Liquor License Act of Ontario or other relevant legislation.
- 7) My organization agrees to indemnify and save harmless the Corporation of the Municipality of Port Hope from all claims for injuries or losses of any kind whatsoever that may arise as a result directly or indirectly of this event being held.

8) Please indicate if minors will be permitted to attend this function: YES \_\_\_  
NO \_\_\_

Signature \_\_\_\_\_ Position \_\_\_\_\_  
Organization Representative

---

**OFFICE USE:**

**Agreement executed and received by:** \_\_\_\_\_

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

## **Appendix C**

### **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.



## Appendix D

### GUEST RATIOS - MINIMUM REQUIREMENTS

The following criteria are to be followed regarding the minimum ratios of certified staff/volunteer to Guests attending events in municipal facilities where alcohol is served.

Number of Participants	Bartenders	Floor Supervisors	Door Supervisors	Ticket Sellers
Under 25	1 (1*)	0	1	0
25 to 50	1 (1*)	0 (1*)	1 (1*)	**
51 to 100	2 (1*)	1 (1*)	1 (1*)	**
101 to 200	2 (1*)	1 (1*)	1 (1*)	1 (1*)
201 to 300	3 (1*)	2 (1*)	2 (1*)	1 (1*)
301 to 400	3 (1*)	3 (1*)	3 (2*)	2 (1*)
401 to 500	4 (1*)	4 (2*)	4 (2*)	3 (2*)
501 to 750	6 (1*)	5 (3*)	5 (2*)	4 (3*)
751 to 1300	7 (1*)	6 (4*)	6 (4*)	4 (3*)

**\* Indicates minimum number that must be Smart Serve Ontario certified.**

**\*\* At the discretion of applicable Municipal staff**

## Appendix E

### Signs

The following signs shall be prominently displayed in designated facilities, in sizes suitable to the facility and space to be used.

#### Statement on Intoxication

The following statement will appear on a wall sign placed in the bar areas and at the entrance of the licensed area. It shall be the responsibility of the Municipality to provide this signage.

Port Hope strives to provide recreation facilities for all members of the community to enjoy. We honour the rights of everyone, including those who choose to abstain, and welcome their participation in our social events.

Servers are required by law not to serve anyone who is or appears to be intoxicated or to serve anyone to the point of intoxication.

Low-alcohol beverages, coffee, soft drinks, and food items are available.

#### Sober Driver Spot Check

A wall sign is to be located at the main exits of the licensed area. It shall be the responsibility of the Municipality to provide this signage.

The Port Hope Police and Ontario Provincial Police thank you for helping to reduce impaired driving everywhere in Port Hope. We look forward to personally thanking you at one of our roadside spot checks for leaving this event as a **Sober Driver**.

#### Accountability

The sponsor will post a sign at main exits of the licensed area and in bar areas stating the name of the sponsor, the event license holder, and the address and telephone number of the Ontario Provincial Police. A blank sign format shall be provided to the sponsor by the Municipality.

### Municipality of Port Hope Special Event

Name of Permit holder and rental group: \_\_\_\_\_

Ontario Provincial Police: 1-888-310-1122

Port Hope Police Service: 905-885-8123

Port Hope Municipal Offices: 905-885-4544

Alcohol and Gaming Commission of Ontario: 1-800-522-2876

## Appendix E Continued

### No “Last Call”

A sign will be located at the entrance to the halls in facilities designated as eligible for a Special Occasion Permit, indicating that there will be no last call before the closing of the bar.

There will be no “LAST CALL”.

### Alcohol-free Areas

Problem areas in municipal facilities and parks, except those designated as eligible for licensed alcohol events, will be clearly posted.

Alcohol is not permitted in this area.

Signs must be posted at all exits and entrances to licensed area.

No alcohol beyond this point.

### Alcohol Ticket Sales

A sign must be posted 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.

### 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 Licensed event.

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

Signs must be posted on all exits and entrances to licensed area.

## **Appendix E Continued**

### **Designated Drivers**

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 our Designated Drivers and thank them for their contribution to the health and safety of their friends and the community. In recognition of your contribution, we are pleased to offer you free coffee and soft drinks.