



# Corporate Policy

## 10. Recreation and Culture

### 10.1 Alcohol Management Policy

Approved by:	Council	on	July 6, 2005
Report No.:	P&R-03-15	Effective:	July 6, 2005
Reviewed:	N/A	Amended:	March 25, 2019
Next Review:	N/A	Note(s):	

#### **Purpose:**

The purpose of this policy is to provide a safe, enjoyable environment within our facilities for our users, and to minimize the risk of liability associated with alcohol-related events. This policy consists of a range of measures designed to prevent alcohol related problems, reduce the risk to the Township and the general public, and to assist in the reduction of risk for the Watford Optimist, Warwick Fireman's Association and providers of alcohol that rent our facilities.

#### **Scope:**

This policy applies to all users of Township of Warwick facilities.

#### **Principles:**

##### **1. BACKGROUND**

The Township of Warwick owns and operates facilities where the consumption of alcohol is permitted under the authority of a Permanent License or a Special Occasions Permit (SOP), and facilities where alcohol consumption is not permitted. This policy is being created to reduce our risk of liability and to outline the reasonable rules for alcohol consumption within facilities owned by the Municipality.

This policy applies to all groups, Watford Optimist, Warwick Fireman's Association and all providers of alcohol within our facilities.

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A range of problems can arise from the consumption of alcohol. These problems can affect not only the consumers, but also others who use our facilities.

These problems include:

- Vandalism
- Personal Injury
- Liability action and increase insurance premiums
- Loss of insurability should risk assessment escalate
- Charges against the Municipality, Watford Optimist, Warwick Fireman's Association under the Liquor License Act
- Complaints by offended parties
- Loss of revenue due to reduced participation
- Increased public concern regarding alcohol consumption.

The majority of these problems will arise from drinkers who engage in four specific drinking practices:

- Drinking to intoxication
- Drinking and Driving
- Underage Drinking
- Drinking in prohibited areas

This policy development is not intended to stand in opposition to responsible drinking.

## **2. AREAS DESIGNATED WHERE ALCOHOL IS PROHIBITED**

The Liquor License Act prohibits the consumption of alcohol in public places unless a Special Occasions Permit or permit is acquired. In accordance with the Liquor License Act, the consumption of Alcohol is prohibited in a majority of municipally owned facilities, with the exception of those specifically designated in Section 4.

Violators of this policy will face a variety of possible consequences from verbal and/or written warnings up to and including outright bans from any or all municipal facilities, depending on the infraction.

At any time, Council may change the list of buildings where Permanent License's or Special Occasion's Permits can be issued. Users who seek permission to use these facilities within the Permanent Licensed area or through a SOP will be asked to sign an agreement stipulating condition of use.

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## 3. FACILITIES WHERE PERMITS ARE PERMITTED

- Main Auditorium of Centennial Hall
- Warwick Hall
- Watford Arena Floor (When ice has been removed)
- Watford Arena Upstairs Hall
- Warwick Township Fire halls
- Ball Park Service Areas

## 4. AREAS NOT SUITABLE FOR ALCOHOL CONSUMPTION

- Arena Lobby
- Arena Seating area
- Dressing Rooms
- Ball Park Dugouts & Seating Areas
- Any other area not listed under Section #4

## DEFINITION OF PUBLIC AND PRIVATE EVENTS

**\*Public Event**” A public event is an event held where an admission is charged, the event is open to the public and the event is advertised.

\* The Township of Warwick has engaged the Optimist Club of Watford and the Warwick Fireman’s Association to handle the licensing and serving of alcohol at any public event where alcohol is being consumed.

**\* Private Event**” A private event is an event that is private, where there is no admission charge; the event is not open to the public and is not advertised.

\*For a private event where alcohol will be consumed, the Township of Warwick strongly recommends that the host contact the Optimist Club of Watford or the Warwick Fireman’s Association to handle licensing and serving of alcohol as they are well versed in the requirements of the Municipality and the Alcohol and Gaming Commission. However the host may make other arrangements provided they have the necessary licence and insurance and comply with all the conditions as outlined in the “Township of Warwick Alcohol Management Policy”. Failure to do so may result in the denial of alcohol at an event.

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## 5. SAFE TRANSPORTATION

Groups serving alcohol must implement a safe transportation strategy. This strategy should involve a designated driver program and alternate home transportation options to prevent intoxicated patrons from driving.

## 6. INSURANCE

It is mandatory that all licensed functions (public or private) must acquire liquor liability insurance with minimum 2 million dollar coverage for the event. Coverage can be purchased from the Municipality or is part of the Watford Optimist pricing package.

## 7. SECURITY/CONTROL

In order to be eligible for a facility rental that has alcohol, the Watford Optimist, Warwick Fireman's Association or Sponsor must demonstrate to the satisfaction of the Recreation Manager that there are sufficient controls in place to prevent, intoxicated or rowdy people from entering the event and that the intoxicated participants will be refused service and removed safely from the event.

### a) CONTROLS

- Completion of a License as provided by the Alcohol and Gaming Commission. A copy to be posted at the site of the function.
- Completion of a facility rental agreement.
- Completion of the Terms and Conditions of Operation.
- Ensure all Bartenders have obtained a Smart Service Certification and that bartenders have proof at the event.
- Have a minimum of 2 people at the door (must be 19 years of age or older). This allows staff to screen ID and to ensure underage, intoxicated, rowdy, or potentially troublesome patrons are not permitted entrance.
- Ensure that no one under the age of 19 is served alcohol and that Government issued photo identification is shown.
- Supervision of exits.
- Monitors and servers should refrain from drinking while they are working.
- Licence is posted in full view at the bar location.
- All monitors and workers shall be identified.
- Ensure that all exits are supervised.
- Ensure that food and non-alcoholic drinks are available at all times. The cost of non-alcoholic drinks must be significantly lower than alcoholic drinks.
- If tickets are purchased for drinks, refund unused tickets for cash on demand. and up to 30 minutes after the bar has closed. To do otherwise encourages increased consumption and intoxication.
- Do not contravene the Liquor License Act by serving minors, intoxicated persons, or by serving to intoxication. Ensure that serving staff know the signs of intoxication and are prepared to cut off patrons.

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- If an alcohol related violation occurs, act promptly to rectify the situation and restore adherence to the Liquor license Act. Whenever the Act is violated at your event, you are at risk of being charged and of having a liability action launched against you.
- Non Alcoholic beverages must be available for designated drivers free of charge.
- All prices charged for alcohol must comply with the Liquor License Act.
- All facilities must be vacated by 2 am unless otherwise negotiated.
- All workers are encouraged to wear identification.
- Practices which encourage increased consumption, such as oversize drink, drinking contests, drinking games, alcohol raffles and volume discounts are not permitted.
- Free drinks shall not be advertised.
- No last call is permitted at any function.

### **b) WATFORD ARENA FLOOR CONTROLS (Additional controls have been added for any event occurring on the Watford Arena Floor with alcohol)**

- Drink tickets may be purchased until 1 am.
- Alcoholic beverages will be served until 1:30 am.
- Refunds on unused tickets will be given up to 30 minutes after the bar is closed.
- Maximum of 5 drink tickets can be purchased at one time.
- Maximum of 2 drinks will be served to one customer at one time.
- Bartenders have the right to refuse service to anyone who is intoxicated.
- All alcohol events on the Watford Arena Floor (exception Stag & Does) require Two Paid Duty OPP Police Officers in attendance from 10 am until close at 2 am or four (4) or more professionally trained Security Personnel or Both it deemed necessary based on the size and nature of the event.
- All other events will be evaluated by the Recreation Manager to determine what security measures are required.

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## References:

- Liquor License Act

## Attachments:

- Appendix A – Checklist for Renters

## Roles:

### Accountable:

Parks and Recreation Manager

### Responsible:

Parks and Recreation staff and staff involved in facility rentals

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## AGREEMENT FORM FOR SPECIAL OCCASION PERMIT HOLDERS AND EVENT HOSTS

1. I have received and reviewed a copy of the Township of Warwick's Municipal Alcohol Policy
2. I have received and completed "Appendix A – Checklist for Renters" and returned it to the Township of Warwick office two weeks prior to my event.
3. I agree to adhere to the conditions of this Policy and the Liquor License Act of Ontario
4. I understand I can 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 present foreseeable harm in occurring.
5. I understand that Ontario Provincial Police and the Liquor License Board Inspectors can lay charges for infractions of the Liquor License Act of Ontario or other relevant legislation.

**NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

Appendix 'A'

**CHECKLIST FOR RENTERS**

**All materials to be supplied at least two weeks prior to event date:**

**Please complete in full, and return to the Township Office.**

Name of person and/or group sponsoring event:

\_\_\_\_\_

Date of event: \_\_\_\_\_ Event location: \_\_\_\_\_

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

\_\_\_\_\_

Has proof of insurance been provided: YES NO Date: \_\_\_\_\_

Has a Special Occasion Permit been provided? YES NO Date: \_\_\_\_\_

(Not applicable if event is run by the Watford Optimist Club)

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

a) If yes, what steps will be taken to identify them? \_\_\_\_\_

The safe transportations strategy (s) that will be used at this function are:

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

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

c) \_\_\_\_\_

Type of identification for event workers:

T-Shirts Vests Hats Other (Please specify) \_\_\_\_\_

**Bartenders (Mandatory if not using the Watford Optimist Club or Warwick Firemen)**

1) Name: \_\_\_\_\_ Certification #: \_\_\_\_\_

2) Name: \_\_\_\_\_ Certification #: \_\_\_\_\_

3) Name: \_\_\_\_\_ Certification #: \_\_\_\_\_

4) Name: \_\_\_\_\_ Certification #: \_\_\_\_\_

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

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

\_\_\_\_\_  
Signature Township of Warwick

\_\_\_\_\_  
Date