

MUNICIPAL ALCOHOL POLICY



Contract to be returned no later than _____.

IMPORTANT:

The rental is not confirmed until the following conditions listed below are met. Failure to meet the conditions below will render your booking as unconfirmed and allow other interested parties, who have met the conditions, to book in your place.

- Proof of insurance (if event includes sale of alcohol)
- Copy of special occasion permit (if event includes sale of alcohol)
- Damage deposit received
- Contract must be completed in full and approved
- These conditions have been met by the date indicated above

INSURANCE COVERAGE FOR EVENTS PROVIDING ALCOHOL is mandatory and must name The Township of Georgian Bay as co-insured.

This coverage can be purchased through your insurance provider. Tell them you need **“a certificate of insurance naming the Township as co-insured for a minimum liability of 5 million dollars liability coverage”**. The original certificate of insurance must be filed prior to the event in order to confirm your event. (see the rental contract cover page).

LIABILITY COVERAGE AMOUNT _____

NAME OF INSURANCE COMPANY _____

CONTACT NUMBER _____

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FOREWORD

The Township of Georgian Bay owns and operates facilities where alcohol consumption is not permitted and facilities where alcohol consumption is permitted under the authority of a Special Occasion Permit. The Township of Georgian Bay has developed an alcohol risk management policy in order to prevent alcohol related problems that arise from alcohol consumption within its facilities and to promote a **safe, enjoyable environment** for those who use our facilities.

A range of problems can arise from alcohol consumption. These problems can affect not only the consumers but other people who use the facilities. These problems include:

- vandalism and destruction of Municipal Property
- police being called to Municipal Property
- injuries to drinkers or other individuals
- liability action arising from alcohol related injuries or deaths
- increased insurance rates as a result of alcohol related incidents
- loss of insurability should the insurer's risk assessment escalate
- charges laid against the Township or the Special Occasion Permit holders under the Liquor License Act of Ontario
- suspension or loss of alcohol permit **PRIVILEGES** by the Liquor License Board of Ontario
- loss of enjoyment by non-drinkers and moderate drinkers
- withdrawal from use of facilities by people concerned about alcohol consumption
- loss of revenue due to reduced participation
- increased public concern about alcohol consumption
- projection of improper public perception of Municipal facilities by allowance of unregulated consumption of alcohol
- **unauthorized possession and consumption of alcohol**

In many instances, these problems will not be attributable to moderate drinkers or to those who respect the rules regarding alcohol consumption set forth by the Province of Ontario under the authority of the Liquor License Act of Ontario. The majority of these problems will arise from drinkers who engage in five specific drinking practices:

- drinking to intoxication
- drinking and driving
- under age drinking
- drinking in **prohibited areas**
- **unlawful possession** of alcohol in public facilities

To the extent that these five drinking practices can be reduced, the likelihood of alcohol related problems will correspondingly diminish. For those who do not engage in these targeted drinking practices, the policy will be **minimally intrusive**. The policy is not intended to stand in opposition to **legal and moderate** drinking.

PURPOSE OF THE POLICY

The alcohol risk management policy consists of a range of measures designed to prevent alcohol related problems and to increase the enjoyment of those who use the facilities. By reducing the potential for alcohol related problems, the Township of Georgian Bay concurrently reduces its risk of liability actions. In this context, policy measures introduce barriers which impede the adoption of the targeted drinking practices.

The policy is divided into four sections:

1. Designation of facilities where alcohol use is prohibited;
2. Designation of facilities where alcohol use is permitted;
3. Specification of conditions under which alcohol use is permitted;
4. Enforcement Procedures for violations of the policy.

SECTION 1. AREAS DESIGNATED WHERE ALCOHOL USE IS PROHIBITED

The consumption of alcoholic beverages is prohibited in the majority of parks, gardens, beaches, playgrounds, water fronts and facilities in the Township of Georgian Bay. The Township of Georgian Bay will not issue a letter of consent to any person or group for the possession or consumption of alcohol for any area or facility contained in **APPENDIX A**. The Township of Georgian Bay Council may change the designation of any site at its discretion. A complete list of these areas is contained in **APPENDIX A**. Users who seek permission to use these facilities will be asked to sign a form agreeing that people included in the activity or event will not consume alcohol (see **APPENDIX B**).

SECTION 2. AREAS DESIGNATED FOR CONDITIONAL USE OF ALCOHOL

The following facilities and areas are currently designated for alcohol use under the authority of a Special Occasion Permit.

The Township of Georgian Bay may change the designation of any site at its discretion.

2.1 Category: Facilities for Special Occasion Permits

Baxter Ward Community Centre	Port Severn Park
MacTier Memorial Arena	MacTier Ball Field
Honey Harbour Park and Park Landing	Arbour Park
Bressette Homestead	Gibson Ball Field

2.1 Category: Events Not Eligible for Special Occasion Permits

2.2.1 All events involving the majority of participants under the legal drinking age of 19 years of age shall not be eligible for a Special Occasions Permit.

SECTION 3. CONDITIONS FOR SPECIAL OCCASION PERMITS

Anyone who wishes to serve alcohol at a designated site must complete an agreement form that stipulates the conditions under which alcohol may be served (see **APPENDIX C**).

In addition, the responsible person must obtain a Special Occasion Permit from the Liquor License Board of Ontario. The Special Occasion Permit holder must ensure that all the conditions of the Liquor Licence Act and the Township of Georgian Bay are adhered to at the event. The Township of Georgian Bay reserves the right to refuse and applicant permission to run a licensed event on its property. All documentation (**Special Occasion Permit and Appendix C**) should be returned to the Township of Georgian Bay, Recreation and Facilities Coordinator a minimum of fourteen (14) days prior to the event. **It is the responsibility of the permit holder to obtain and be informed of the Liquor License Act.**

ALL SPECIAL OCCASION PERMIT HOLDERS ARE REQUIRED TO ADHERE TO THE FOLLOWING CONDITIONS:

3.1 Category: Control

- 3.1.1 The permit holder shall accept only an Age of Majority card, a photo Drivers License, a passport, a Birth Certificate with photo identification, or a photo Federal Firearms Certificate as identification for alcohol purchase or consumption.
- 3.1.2 The permit holder shall provide the Township of Georgian Bay with a list of the bartenders and servers two weeks prior to the event, and ensure that only those listed will serve alcohol. Changes in personnel because of unseen circumstances or illness must be authorized through and at the discretion of the Facility Manager.
- 3.1.3 The permit holder shall ensure that the bartenders and servers do not serve alcohol to underage, intoxicated, rowdy or unauthorized people at the event. Persons under the legal drinking age of nineteen (19) should not be admitted to an adult social event held on Township premises unless the event is a wedding, anniversary or birthday party, or family event. This requirement can be amended pending the approval of the Director of Operations or his designate. It is understood that under age participants will not be provided with or served alcohol directly or indirectly at the event.
- 3.1.4 The permit holder shall provide the Township of Georgian Bay with a list of the monitors, aged 19 or over, two weeks prior to the event. There will be at least 1 monitor per 100 participants and 1 monitor for each entrance and exit at the facility or area.
Monitors will supervise the event, encourage legal and moderate drinking behaviour and ensure that any problems that arise are dealt with appropriately.
- 3.1.5 The permit holder will be responsible for recognizing the need for assistance during the event, and requesting it from the appropriate Township of Georgian Bay staff.

- 3.1.6 Bartenders, servers, monitors, and the Special Occasion Permit Holder will wear visible (i.e. name tags, group/event shirts) identification, and will not consume alcohol while on duty or during breaks, nor will they be under the influence of any alcohol consumed before going on duty. The S.O.P. signatory is responsible to ensure compliance with provisions.
- 3.1.7 In order to be eligible for a facility rental for a Special Occasion Permit function, the permit holder must demonstrate to the satisfaction of the Recreation and Facilities Coordinator that 100% of the event supervisors serving alcohol must have attended a Smart Serve Training Course.
- Servers must be provided based on the following ratios:
- Indoor Special Occasion Permits - 1 Smart Trained Server for every 100 patrons
 - Outdoor Beer Tents - 1 Smart Trained Server for every bar location.
 - Festivals/Major Special events - 1 Smart Trained Server for every bar location.
- 3.1.8 The permit holder will post the Special Occasion Permit as well as the Township of Georgian Bay Permit in the bar location.
- 3.1.9 Servers are required for the full duration of the Special Occasion Permit until all alcohol has been safely secured and removed from the area.
- 3.1.10 The permit holder, if determined by the Township of Georgian Bay, shall submit a security /operational plan when the function is assessed as being high risk or a major event. Such a security/operational plan shall be approved by the Ontario Provincial Police, Township of Georgian Bay Fire Department, and the Liquor Control Board Inspector. All costs associated with the development and approval of the plan shall be paid by the permit holder.

PURPOSE:

The Special Occasion Permit holder and the facility owner need to be alerted to the potential liability and attendant responsibility to prevent participants from becoming intoxicated and protect them from foreseeable harm.

In order to provide a safe environment and control behaviour, event organizers must supervise entrances and exits. By controlling entry; underage, intoxicated, rowdy or unauthorized people can be prevented from entering an event. This will considerably reduce the likelihood of a problem occurring.

By providing the facility owner with a list of bartenders, servers and monitors, those who previously have over served, served minors and served intoxicated patrons, can be asked not to participate in the event.

3.2 Category: Sale of Alcohol

- 3.2.1 When tickets are sold for alcoholic beverages, tickets must be purchased from designated ticket sellers and no more than **4** tickets can be sold to any person at one time. No more than **2** drinks per person can be served at any one time. Any one drink can contain no more than **85 ml. (3 oz.)** of spirits. Discounts for volume purchases of tickets/drinks is **not allowed**.
- 3.2.2 Drinks must be served opened and/or poured with the exception of bottled wine during the dinner portion of such events as weddings, anniversaries and cultural and corporate socials.
- 3.2.3 A sign will be posted at the bar and at the ticket counter stating the law on serving to intoxication.
- 3.2.4 When tickets are not sold, each person will be limited to a serving of 2 drinks at a time.
- 3.2.5 Drinks will be sold only in plastic or wax-coated cups and will be limited to a single standard serving that is 12 ounces of a regular beer, 1 ½ ounces or less of spirits and 5 ounces or less of wine. The alcohol content of beer will not consist of more than 5%.
- 3.2.6 All ticket sales are to close one half hour prior to facility rental permit time. There will be no “last call” announced.
- 3.2.7 Designated Drivers should be provided with free or discounted non-alcoholic beverages.

PURPOSE:

By limiting the number of tickets or drinks participants can purchase at one time, the ticket sellers, monitors, bartenders and servers are provided with more opportunities to observe participants for signs of intoxication. Table consumption can be moderated by not selling rounds of large numbers of tickets (example- a strip of twenty tickets).

3.3 Category: Low Alcohol and Non-Alcoholic Options

- 3.3.1 The permit holder will ensure that 30% of the alcoholic beverages offered consist of low alcohol options. Non-alcoholic beverages will be available at a lower price than any alcoholic beverage.
- 3.3.2 A sign will be posted identifying the low alcohol and non-alcoholic beverages available at the event.

PURPOSE:

Low alcohol beverages help prevent intoxication by permitting responsible consumers with an opportunity to consume less alcohol and avoid becoming intoxicated.

Servers can provide a substitute drink for those nearing intoxication. A patron consuming a regular beer (at 5% alcohol) could drink two “extra light” beers (at 2.5% alcohol) to ingest the same amount of alcohol. Similarly, “light” beer (at 4% alcohol) represents a 20% reduction in alcoholic intake.

3.4 Category: Accountability

3.4.1 The permit holder will post the Special Occasion Permit in the bar area visible to the public.

3.5 Category: Safe Transportation

3.5.1 The permit holder will be responsible for promoting safe transportation options for all the drinking participants. Examples of safe transportation options are:

- 1) a designated driver selected from non-drinking participants at the event;
- 2) a designated driver provided by the sponsoring group
- 3) a taxi paid either by the sponsoring group or the participant
- 4) a chartered bus service provided by the sponsoring group

PURPOSE:

The risk of liability is high when an impaired driver leaves an alcohol related event. Event organizers must assume responsibility for promoting safe transportation for all drinking participants. Safe transportation options are essential since the only way to sober up an impaired person is with time.

COFFEE PROVIDED AT THE END OF THE EVENT ONLY TURNS A SLEEPY DRUNK INTO AN AWARE DRUNK AND STILL UNABLE TO DRIVE.

3.6 Category: Liability Insurance Requirements and Indemnification

3.6.1 The permit holder will provide evidence of Commercial General Liability insurance in the amount of \$5,000,000 per occurrence covering legal liability for bodily injury to or damage to property of others, in the form of a Certificate of Insurance. The Certificate must include:

- 1) The Township of Georgian Bay as an additional insured.
- 2) Cross liability/severability of interest clause.

A copy of the Liability Insurance Certificate must be provided to the Township of Georgian Bay, Parks and Recreation Department.

PURPOSE:

The purpose of the liability insurance requirement is to ensure that the permit holder and the Township of Georgian Bay are financially protected against legal actions which might flow as a result of the event taking place. The indemnification undertaking provides additional financial protection to the Township of Georgian Bay in the event that the Township suffers other costs and expenses as a result of the event taking place.

3.7 Category: Other

- 3.7.1 The Township of Georgian Bay reserves the right to introduce other conditions in the future at its discretion.
- 3.7.2 Liquor may be sold or served under the authority of a Special Occasion Permit only where there is an adequate supply of food.
- 3.7.3 The sale, serving and consumption of alcohol shall be permitted within Municipal Parks and Facilities only under the strict guidelines of the Liquor Licensing Act, and the Township of Georgian Bay Municipal Alcohol Policy.

SECTION 4. ENFORCEMENT PROCEDURES FOR POLICY VIOLATION

4.1 Areas Where Alcohol is Prohibited

- 4.1.1 A violation of this policy occurs when individuals consume alcohol in a municipal facility or area where alcohol consumption is prohibited. Intervention can be initiated by a member of the group using the facility or area (if it is a group activity), a staff member of the Township of Georgian Bay, or a member of the Ontario Provincial Police.
- 4.1.2 A group member may intervene by informing the offending individual(s) that municipal policy prohibits alcohol consumption and asking that it stop. Group members should feel encouraged to intervene in this way because intervention at other levels could result in a loss of privileges.
- 4.1.3 A permit holder will intervene whenever he or she encounters a violation of the policy. Group members can ask that the consumption of alcohol stop, or they can ask the individual or organized group to leave the facility or area, depending on the circumstances and the nature of the violation (especially the potential for harm, for loss of enjoyment by non-drinkers, or for complaints). Should the individuals or group members fail to comply, the permit holder or staff can call the police for enforcement.
- 4.1.4 Where a member(s) or organized group(s) have 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.
- 4.1.5 Should members of an organized group violate the policy within one year of receiving notice of their first violation, the group will be suspended from organized use of any Township of Georgian Bay 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 Township of Georgian Bay Council. The Township reserves the right to refuse a permit application it feels has a potential for harm or injury.
- 4.1.6 A member or the Ontario Provincial Police may intervene in a violation of this policy on his or her own initiative or in response to a request either from a Township of Georgian Bay staff member or a member of the general public. The police officer may ask that the alcohol consumption stop, or can order the individuals or organized group to leave the facility or area. In addition, the officer may, at his or her discretion, lay charges against the offending individuals under the Liquor Licence Act of Ontario or any other relevant legislation.

4.2 Areas Where Alcohol is Permitted

- 4.2.1 A violation of this policy occurs when the Special Occasion Permit holders fail to comply with the conditions of the Liquor Licence Act of Ontario or the Municipal Alcohol Policy. Intervention can be initiated by a participant at the event, a Township of Georgian Bay staff member, a member of the Ontario Provincial Police, or an Inspector of the Liquor

Licence Board of Ontario.

- 4.2.2 A member of the organizing group or the designated monitor may intervene by informing the offending individual(s) of the policy violation and ask that it stop. Group members and monitors should feel encouraged to intervene in this way because intervention at other levels could result in a loss of privileges and legal charges.
- 4.2.3 A Township of Georgian Bay staff member (if present at the function) will intervene whenever he or she encounters a violation of the policy; however, responsibility still falls with the permit holder. Depending upon the severity of the policy infraction, Township of Georgian Bay staff may ask the organizers of the event to stop the violation or they may close down the event. Should the organizers fail to comply, the staff members may call the police for enforcement.
- 4.2.4 Where the Special Occasion Permit holders have violated the municipal policy, and have been confronted by a Township of Georgian Bay staff member, the group will be sent a registered letter advising of the violation, and indicating that no further violations will be tolerated.
- 4.2.5 Should the Special Occasion Permit holders violate the policy within one year of receiving notice of their first violation, the organizers will be suspended from organized use of a Township of Georgian Bay 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 Township of Georgian Bay Council.
- 4.2.6 A member of the Ontario Provincial Police, or an Inspector from the Liquor License Board of Ontario may intervene in a violation of this policy on his or her initiative, or in response to a request from either a Township of Georgian Bay staff member or a member of the general public. Depending upon the severity of the infraction, charges may be laid under the Liquor License Act of Ontario or any other relevant legislation.

4.3 Policy Deviations and Amendments

- 4.3.1 The Director of Operations or his designate who has operational jurisdiction over the facilities, shall have authority to approve minor deviations to the M.A.P., based on technical grounds, on an event-by-event basis.

Authority to approve permanent minor amendments will be at the discretion and approval of the Director of Operations.

Any additions or changes to M.A.P. will be recommended to Council for approval.

Authority to waive or revise various other minor deviations, which are noted within the M.A.P. document, is granted to the Director of Operations or his designate having operational jurisdiction over the facilities.

It is important that you fully understand all the policies outlined in this document.

If there is any information that you do not clearly understand in this policy, please contact us at (705) 538-2337 or (705) 538-2702.

APPENDIX A

AREAS WHERE ALCOHOL IS PROHIBITED

Any Township of Georgian Bay Facility or area which is not under the authority of a Special Occasion Permit.

AREAS WHERE SPECIAL OCCASION PERMITS ARE NOT PERMITTED

MacTier Arena Dressing Rooms and Referee's Room.	Regatta Beach
Kilty's Dock and Launch	Bloody Bay
Twelve Mile Bay Wharf	MacTier Beach
Minor's Bay Municipal Dock and Parking Lot	Ticknor Park
Six Mile Lake Dock and Parking Lot	Six Mile Lake Courts
Minor's Bay Municipal Dock and Parking Lot	Galla Lake
Gibson Lake Dock	Muskoka Mills
Wauwautosa Dock	Musky Bay Water Access
Huron Trails	Big Chute Park
Jenmac Park	

APPENDIX B

**TOWNSHIP OF GEORGIAN BAY FACILITIES AND RECREATION
SPORTS ACTIVITY AGREEMENT**

Name of Organization _____

Contact Name _____

Address _____

Phone _____ Fax _____ Email _____

CERTIFICATION

1. I understand that alcohol cannot be consumed in Georgian Bay Township facilities, arena, and areas except in compliance with the Liquor License Act of Ontario and the municipal Alcohol Risk Management Policy.
2. I understand that if any member of my team is consuming alcohol in these facilities, arena and areas, a registered letter of warning will be issued advising of the policy violation and indicating that no further violations will be tolerated. The ONTARIO PROVINCIAL POLICE, at its discretion, can take independent action.
3. I understand that if any member of my team violates the policy within one year of receiving a warning, our group will be suspended from using any Georgian Bay Township facility, arena or area for a period of one year.
4. At any time during the rental period, the renter must allow unrestricted room access to facilities staff and the Ontario Provincial Police.

Signature: _____ Date _____

OFFICE USE

Agreement received by: _____ Date: _____

APPENDIX C

SPECIAL OCCASION PERMIT HOLDER AGREEMENT

Name of Team/Group: _____

Name of Contact Person: _____

Certification:

1. I have received and reviewed a copy of the Township of Georgian Bay, Municipal Alcohol Policy.
2. I have read the guidelines on the reverse of this agreement.
3. I agree to adhere to the conditions of this Policy and the Liquor License Act of Ontario.
4. I understand that if an infraction of the Policy occurs, the Township of Georgian Bay may warn or suspend my organization from using the facilities for a period of one year.
5. 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 prevent foreseeable harm from occurring.
6. I understand that the 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. I agree to satisfy the liability insurance requirements as per the Township of Georgian Bay, Municipal Alcohol Policy

Signature: _____ Date: _____

OFFICE USE

Agreement received by: _____ Date: _____

APPENDIX D

GUIDELINES OF SPECIAL OCCASION PERMIT HOLDERS

As the contact person for a Special Occasion Permit, your group can be held liable, among other things, for injuries and damages arising from failing to adhere to the Liquor Licence Act of Ontario. These conditions include serving someone to intoxication, serving someone who is already intoxicated, serving minors, and failing to prevent impaired individuals from driving. In order to help reduce your group's risk of liability, the following guidelines should be adopted.

1. Monitor the main entrance with two people, aged 19 or over. This allows staff to screen for identification and to ensure underage, intoxicated, rowdy, or potentially troublesome patrons are not allowed entrance. It is easier to prevent problems if such people are not admitted to your event.
2. Cover each exit (fire exits not included) with an additional monitor, aged 19 or over. This allows you to take reasonable steps to prevent impaired people from driving. These reasonable steps can include using a designated driver either from the non-drinking participants at the event or from your group of helpers. Alternatively, it can consist of a taxi paid by either your group or the participants. The Facilities Department strongly recommends groups provide **BUS** service at licensed events. If these efforts fail, staff may attempt to detain impaired drivers and call the police.
3. In order to reduce the levels of intoxication and the rate of consumption, staff should encourage patrons to consume food, low alcohol beverages, and non-alcoholic beverages.
4. In order to reduce the risk of intoxication, try to avoid serving oversized drinks, double shots of spirits, or beer in pitchers. Do not allow drinking contests, volume discounts, or other marketing practices which encourage increased alcohol consumption.
5. If tickets are purchased for drinks, refund unused tickets for cash on demand. To do otherwise encourages increased consumption and intoxication.
6. Ensure the facility is adequately lighted, signs are visible, and stairs are clear. As the occupier of the premises, your group is required to ensure the physical setting is safe for both drinkers and non-drinkers. Your group may be held liable if an accident occurs due to the physical set-up of the facility or area.
7. Prevent patrons from engaging in activities that can harm themselves or others. As the organizer, you must take reasonable steps to prevent foreseeable harm whether patrons are intoxicated or not.
8. Do not contravene the Liquor License Act of Ontario by serving minors, intoxicated patrons, by serving to intoxication or supplying alcohol in any of the before mentioned

offences. Ensure that serving staff know the signs of intoxication and are prepared to cut off patrons.

9. Support serving staff in adhering to the Liquor License Act of Ontario by allowing them the flexibility to offer discounts on food or non-alcoholic drinks. By allowing this discretionary power, staff can defuse potentially troublesome incidents when patrons should not be served any more alcohol.
10. If an alcohol-related violation occurs, act promptly to rectify the situation and restore adherence to the Liquor License Act of Ontario. Whenever the Act is violated at your event, you are at risk of being charged and of having a liability action launched against you.
11. All monitors, servers, bartenders and ticket sellers should refrain from consuming alcohol while on duty and therefore must not be intoxicated or impaired while on duty.

APPENDIX F

REQUIRED SIGNAGE AND IDENTIFICATION

All signs must be in plain view and easily seen by those attending the event.

SIGN #1

At All Serving Areas/Entrances to Event

Persons under 19 years of age are not permitted to purchase or consume alcoholic beverages, under the Liquor License Act of Ontario. Photo identification proof of age must be shown upon request.

Servers have the right to refuse alcohol service. They are required by law not to serve an intoxicated person or to serve anyone to the point of intoxication.

The Township of Georgian Bay, Municipal Alcohol Policy applies to this event. If you have concerns about the serving of alcohol, please speak to the event organizer.

Please ask a server or monitor if you require transportation home.

DON'T DRINK AND DRIVE!

SIGN #2

At Ticket Sale Areas

PRICE LIST	
BOTTLED BEER (12 OZ)	\$
WINE (5 OZ)	\$
LIQUOR (1 OZ)	\$
SOFT DRINKS	\$
BOTTLED WATER	\$
COFFEE OR TEA	\$
Limit: 2 alcoholic drinks per purchase.	
All unused tickets are redeemable for purchase price (maximum refund of two tickets per person)	
Alcohol service ends at _____ (No later than 1:00 a.m.)	
NO LAST CALL!!!	

APPENDIX G

BARTENDER AND MONITOR LIST

To be posted in the bar with the Special Occasion Permit as well as provided to the Township of Georgian Bay, Parks and Recreation Department

_____ will be the **Special Occasion Permit holder for the event**
on _____ in the _____ (name of facility)

The following persons have been employed as bartenders and monitors. These persons have had the opportunity to read the Township of Georgian Bay, Municipal Alcohol Policy and understand their responsibilities. **They will carry their Smart Serve card on their person while serving at the event.**

BARTENDERS:

MONITORS:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

OFFICE USE

Bartender/Monitor List Received by: _____ Date: _____

ACKNOWLEDGEMENTS

Tony Brenner, University of Western Ontario
The Ontario Recreational Facilities Association
Rebecca Russel, Facilities Librarian, ORFA
Recreation and Parks, City of Guelph
Terry Piche, Town of Chapleau
Town of Parry Sound
Jacques Begin, Tourism, Recreation and Special Programs, Town of Mattawa
Culture, Parks and Recreation Department, Town of Huntsville
Town of Richmond Hill, Community Services Department