



Municipal Alcohol Application

Please read the Municipal Alcohol Policy PR010 prior to completing this application

When you have completed the application please deliver it to

Parks and Recreation Department
192 Wellington Street
Woodstock, ON
N4S 3J3

Applicant Information (must be the permit holder)

<i>Last Name</i>		<i>First Name</i>	
<i>House #</i>	<i>Street Name (lot and concession if rural)</i>		<i>Unit # (if applicable)</i>
<i>City</i>	<i>Province</i>	<i>Postal Code</i>	
<i>Home Telephone #</i>		<i>Daytime Contact Telephone #</i>	
<i>e-mail address</i>			

Event Information

<i>Date of the Event</i> <input style="width: 150px; height: 20px;" type="text"/> <i>(if you have more than one date Please list on a separate page)</i>	<i>Time of the Event</i> <i>Start:</i> _____ <i>Finish:</i> _____
<i>Name of Premises where event is to be held</i> 	
<i>Street #</i>	<i>Street Name</i>
<input type="checkbox"/> Private Event (<i>invited guests only</i>) <i>Private Events are limited to invited guests only and may not be publicly advertised. The public cannot be admitted and there can be no intent to gain or profit directly or indirectly from the sale of alcohol at the event.</i>	
<i>Approximate number of invited guests</i> <input style="width: 150px; height: 20px;" type="text"/>	
<i>Please give a brief description of the event: (e.g. Wedding, birthday, anniversary)</i> <div style="border: 1px solid black; height: 60px; width: 100%;"></div>	

Public Event (*open to the public*)

Public Events are events that are open to the public. The event can be advertised, and fundraising from the sale of alcohol at the event is permitted. \$2,000,000.00 In public liability insurance with the City of Woodstock as additional insured and a cross liability clause holding the City Harmless must be provided prior to event.

Select one that applies to you:

Registered charity (under the *Income Tax Act (Canada)*)

Provide Charitable organization name

charitable organization registration number

Non-profit association or organization

Provide Name of the association or organization

Other (event of significance)

Please give a brief explanation

I have read and agree to the terms and condition the City of Woodstock Municipal Alcohol Policy and understand that other conditions or restrictions that may be imposed.

Date:

Signature: (*must be permit holder*)





CITY OF WOODSTOCK POLICY MANUAL

Effective Date: August 9, 2007 **Policy Number:** PR010

Amended: July 12, 2012 - Formerly CS017

Subject: **Municipal Alcohol Policy**

Authority: Approved by Council: August 9, 2007

STATEMENT OF PRINCIPLE

The City of Woodstock's purpose is to provide an optimum number of varieties of both passive and active leisure and cultural opportunities for all the citizens of Woodstock while protecting and enhancing Woodstock's natural heritage. In order to fulfill this purpose, the City must provide guidelines for staff and users of facilities to allow for the responsible use of alcohol, for the protection of property and municipal property for a safe and enjoyable experience.

OBJECTIVES

To provide appropriate and reasonable procedures and education to individuals or groups wishing to hold events in municipal recreation venues in order to encourage and enforce responsible drinking practices and adherence to the Liquor License Board of Ontario.

To reduce problems and liability associated with excessive alcohol use.

To provide a balance of opportunities for wet/dry functions and in order to ensure that consumer, abstainers, adults, youth and families will be adequately serviced and protected.

To respect the decision of citizens who do not drink alcohol and to encourage their participation by ensuring the provision of alternative, non-alcoholic drinks.

To be proactive in the reduction of incidents including injury and death through the implementation of a municipal alcohol policy.

To develop a municipal alcohol policy that is easy to read and understand in order to maximize its use and adherence.

ADMINISTRATION

SECTION #ONE - LOCATION OF FACILITIES

SPECIAL OCCASION PERMIT FACILITIES:

The following facilities and areas are designated as suitable for a Special Occasion Permit from the Liquor License Board of Ontario and agreeing to conditions as set out by the City of Woodstock.

SOUTHSIDE PARK (* means existing, ** means leased property)

- * A In between East and West Ball Diamonds
- * B Boathouse
- * C Bandshell
- * D Sportsfield
- ** E Pavilion
- ** F Woodstock Lawn Bowling Club
- ** G Woodstock Cricket Club

WOODSTOCK COMMUNITY COMPLEX

- Goff Hall
- Main Arena (Floor)
- 2nd Arena
- Hallway between Arenas
- Board Room - private
- Mezzanine/Lobby
- West End Main Pad

COMMUNITY COMPLEX GROUNDS

- Soccer/Ball Area

VICTORIA PARK

SUTHERLAND'S PARK

- Ball Area

WEST END PARK

- Ball Area

MARKET CENTRE

- Front Lobby - private
- Green Room - private
- Rehearsal Room - private

WOODSTOCK MUSEUM SQUARE

- Upper Floor - private
- Main Floor - private

WOODSTOCK ART GALLERY

- Upper/Lower Floor - private

SOUTHSIDE AQUATIC CENTRE

- Large Meeting Room
- Concession Area

CIVIC CENTRE ARENA

- Lobby Area
- Main Floor

Locations not listed may be directed to Council for consideration.

RATIONALE:

All Special Occasion Permit Sites must meet the requirements set out in the Liquor License Act.

SECTION #TWO - CONDITIONS FOR SPECIAL OCCASION PERMITS

Anyone who wishes to serve alcohol at a designated site must complete an agreement form that stipulates the condition under which alcohol may be served. In addition, the responsible person must obtain a Special Occasion Permit from the Liquor License Board of Ontario. The Special Occasion Permit holder must be an individual of the age of majority and resident within the County of Oxford for the period of at least 6 months preceding the date of the event. The City of Woodstock 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 ensure the safety of the participants.

All Special Occasion Permit holders are required to adhere to the conditions as outlined in the sections that follow:

SECTION #THREE - DEFINITIONS OF EVENTS

PRIVATE EVENTS:

- i) Private/invitation gatherings (under 100)
Example: showers, wine and cheese, small weddings
- ii) Private/Invitation Only Events:
Example: weddings, anniversaries, (over 100)
- iii) Private Outdoor Functions:
Example: wine and cheese reception, weddings

PUBLIC EVENTS:

- i) Events where the general public will be attending.
Example: Cowapolooza, Park Concert,
- ii) Beer Tents - outdoor events where the general public will be attending.
Example: Victoria Day Celebrations, Ball Tournaments.

SECTION #FOUR - CONTROLS PRIOR TO EVENT

The permit holder will provide the City with a list of Smart Serve Program trained people that will be working at the event at least fourteen days prior to the event.

The permit holder will ensure that the bartenders and servers do not serve alcohol to underage, intoxicated, rowdy or unauthorized people at the event.

RATIONALE:

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.

SECTION #FIVE - CONTROLS DURING EVENTS

MONITORS AND IDENTIFICATION

PUBLIC EVENTS:

- Entrance to Public Events will be monitored at all times by at least two people 19 years of age or older and acceptable identification will include photo identification such as:
 - Age of Majority
 - Ontario Drivers Licence
 - Passport
 - Military Cards with Photo
 - Drivers Licence for out of Province is acceptable if it includes a photo.
- Event workers must wear highly visible identification. Suggestions include shirts, hats, or badges.
- That in order to be eligible for a facility rental for special occasion function the Sponsor must demonstrate that the event controls will not put patrons in a situation that could cause harm to others and that the physical setting is safe for both drinkers and non-drinkers.
- The permit holder will ensure that all monitors will supervise the event, encourage legal and moderate drinking behaviour and ensure that any problems that arise are dealt with appropriately.
- The monitors, bartenders and servers will not consume alcohol during the event, nor will they be under the influence of any alcohol consumed before the event.
- The permit holder will be responsible for recognizing the need for assistance during the event, and requesting it from the appropriate City of Woodstock staff or security officer or Police.
- The Special Occasion Permit holder or his or her designate must attend the event and be responsible for making decisions regarding operation of the event. He or she must not consume alcohol while performing this role.

- The Municipality reserves the right to require the presence of police officer(s) for the duration of an event, the cost to be borne by the sponsoring group or individual.

RATIONALE:

The role of an on or off duty police officer(s) at an event is to generally keep the peace. It is still the responsibility of the event sponsors to ensure that all the necessary controls and precautions are taken to have a safe and enjoyable event.

- The Municipality reserves the right to require an "Event Deposit". Amount to be set out in the user agreement.

RATIONALE:

To assist with any extra costs to City from rental.

PRIVATE EVENTS:

- The permit holder will ensure that all monitors will supervise the event, encourage legal and moderate drinking behaviour for those consuming alcohol and ensure that any problems that arise are dealt with appropriately.
- The permit holder will be responsible for recognizing the need for assistance during the event, and requesting it from the appropriate City of Woodstock staff or security officers.
- The Special Occasion Permit holder or his or her designate must attend the event and be responsible for making decisions regarding operation of the event. He or she should not consume alcohol while performing this role.
- Any other person employed for the event shall not consume alcohol until his or her shift is done.
- The Municipality reserves the right to require an "Event Deposit". Amount to be set out in the user agreement.

RATIONALE:

To assist with any extra costs to City from rental.

- The Municipality reserves the right to require the presence of police officer(s) for the duration of an event, the cost to be borne by the sponsoring group or individual.

RATIONALE:

The role of an on or off duty police officer(s) at an event is to generally keep the peace. It is still the responsibility of the event sponsors to ensure that all the necessary controls and precautions are taken to have a safe and enjoyable event.

RATIO OF SMART SERVICE TRAINED EVENT WORKERS:

Number of Participants	Bartenders	Floor Supervisors	Door Supervisors	Ticket Sellers
Under 50	1	0	1	0
51 to 150	1	1	1	1
151 to 300	2	2	2	2
301 to 400	3	3	3	3
401 to 500	4	4	4	5
501 to 750	6	6	6	6
751 to 1,300	8	8	8	8

NOTE: If the event has an anticipated number of attendees over 1,300 ratios will be assessed through agreement between Oxford Community Police and the Director of Community Services.

It is important to monitor entrances and exits. Implementation of the Smart Serve training requirements will commence on July 1, 2007. The Community Services Department will help Citizens/Organizations with Training Programs in Smart Serve.

RATIONALE:

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, public 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.

YOUTH ADMITTANCE

To Adult Events:

It is recommended that, if minors are attending a public event, they be distinguished from other participants by a visible means, i.e. stamp, wrist band.

RATIONALE:

It is unlawful to allow anyone under the legal age to consume alcohol at your S.O.P. event. Reasonable precautions must be taken by event sponsors to ensure that this is being enforced.

Youth Events:

No alcohol will be permitted at youth events where the primary focus is on minor related activity during that event or function time. Examples of Youth Events are, Youth and Junior Hockey, Woodstock Figure Skating Club Competitions and Carnival, etc.

RATIONALE:

The main focus is youth, and the consumption of alcohol would not be appropriate in this setting. Non consumption by participating adults provides a positive example for young people. Since adults supervise and drive young people to and from these events alcohol consumption does not provide a positive example regarding drinking and driving.

MASQUERADE EVENTS:

Participants at Masquerade events must be prepared to unmask and identify themselves with acceptable photo ID; example Age of Majority, photo drivers licence, passport or Military photo ID.

BAR AREA CLOSURE & PREMISES VACATED

All outside areas 11:30 p.m.

Indoor facilities up to 1:00 a.m. with building to be vacated by 1:30 a.m.

Extended time may be granted subject to approval of Facility Manager and City Council.

SECTION SIX: CONSEQUENCES FOR FAILURE TO COMPLY WITH POLICY

Area Where Alcohol Is Permitted In Municipal Facilities

Any individual and/or groups who fail to comply with the municipal policy or the Liquor Licence Act of Ontario will be subject to the following consequences:

1. **Serious Incident:** Rental Privileges will be revoked immediately for any serious incidents. (i.e. Serving without a proper licence, loss of control of an event, total neglect of facility).
2. **First Offence:** Advise the group/team in writing that the next incident will result in rental privileges being revoked. This will be done by the Community Services Department Director. Where infractions are related to the Liquor Act a copy will be sent to the Liquor Licence Board of Ontario.
3. **Second Offence:** The Director of Community Services Department will advise the events sponsor/group or team in writing that the rental privileges have been revoked. Where infractions are related to the Liquor Licence Act, a copy will be sent to the Liquor Licence Board of Ontario

Area Where Alcohol Is Prohibited

The consumption of alcohol is prohibited in all public places such as parks, arenas, community and neighbourhood centres unless a Special Occasion Permit or licence for the facility has been obtained. (See Section 1 for facility listing)

Please see Enforcement of Procedures of Policy Violation.

SECTION SEVEN: INSURANCE

- Groups hosting public events must provide at least \$2,000,000.00 in public liability insurance with the City of Woodstock as an additional insured and a cross liability clause holding the City harmless.
- Proof of above listed insurance must be provided to the City of Woodstock, Clerk's Office at least 48 hours prior to the event.

SECTION EIGHT: ALCOHOL SERVICE

- Low Alcoholic and Non Alcoholic Options. We encourage 25% of beer supplied to be "light" beer. Light Beer is defined as 3-4% alcohol content. Non-alcoholic beverages must be available throughout the event. No "High" alcohol beer (over 5% alcohol content) will be made available.

RATIONALE:

Low alcohol beverages reduce the consumption of absolute alcohol. 1 ½ oz. of spirits, 5 oz. table wine and 12 oz. 5% beer all contain equal amounts of pure alcohol. Low alcohol drinks reduce the likeliness of intoxication and reduce the likelihood of impaired driving. The availability of non-alcoholic drinks supports the designated driver program.

- All bottles will be retained in the bar area. For Public Events, all drinks will be served in disposable cups.

RATIONALE:

Safety, economics and clean-up will be facilitated if glass bottles are kept in the bar area.

- There will be no last call.

RATIONALE:

Avoids a rush at the bar for extra drinks at the end of the event.

- Marketing practices which encourage increased consumption will NOT be permitted i.e., oversized drinks, double shots, pitchers of beer, drinking contests, volume discounts on tickets, and events that include the bar with admission price.

RATIONALE:

Over consumption of drinks is to be discouraged. It is against the law to sell or supply liquor to any person who appears to be intoxicated.

- We recommend that tickets for both alcoholic and non alcoholic drinks be purchased from a designated ticket seller and redeemed at the bar. A maximum of 4 tickets per purchase will be allowed for alcoholic drinks at one time.

RATIONALE:

Limiting the number of tickets or drinks sold at one time slows the rate of consumption and allow monitors, servers and bartenders to observe participants for signs of intoxication. It is also good hygiene practice to keep the money apart from the bar.

- Unused tickets must be redeemable for cash at any time during the event.

RATIONALE:

This will discourage participants from using up all tickets at end of event.

- Food: Encourage consumption of food by persons attending the event, i.e., light meals. Items **NOT** considered food are snacks such as peanuts, potato chips and other salty items.

SECTION NINE: ADVERTISING & PURCHASE OF ALCOHOL

Advertising

Must abide by the regulations of the L.L.B.O.

Purchase of Alcohol

According to the Liquor Licence Act, (Unlawful Purchase - section 27 chap.19) no person shall purchase liquor except from a government store or from a person authorized by licence or permit to sell liquor.

SECTION TEN: SIGNS

Statement of Accountability

The following statement will appear on a sign located at the Main Exit:

City of Woodstock
Community Services Department
Responsible Alcohol Management

Anyone concerned about the operation of the event can direct their comments to the Community Services Department at Phone # 519-539-1291 or LLBO # 416-326-0450.

(Event Name)

(Event Sponsor)

The following sign will be displayed at the Bar indicating that it is illegal to serve anyone to intoxication. The sign shall read:

City of Woodstock
Community Services Department
Responsible Alcohol Management
Statement of Intoxication

It is against the law to serve anyone to intoxication and/or to serve someone who appears to be intoxicated. (Liquor Licence Act, Section 39, 1993). Servers in our facilities are required to obey the law.

We do not wish harm to any participants, nor do we wish them to harm others. People use our facilities for enjoyable social gatherings, and we are happy to provide this opportunity.

A maximum of 4 alcoholic beverages per person may be served at one time. Should you wish a non-alcoholic beverage request a soda pop, coffee or other alternative. Should you wish a smaller than standard portion of alcohol, request a low alcohol beer, wine or mixed drink.

At any time during the event unused tickets may be redeemed for cash.

We support the R.I.D.E. program. The Oxford Community Police Service looks forward to personally thanking you for leaving this event a sober driver at one of their spot checks.

RATIONALE:

The sign serves as a reminder to the permit holder that while enforcement personnel may not be present the entire time, concerned participants will know where to lodge a complaint. This can facilitate early correction of potentially risky situations.

SECTION ELEVEN: SAFE TRANSPORTATION POLICY

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

- Having a designated driver program in effect.
- Providing identification for designated drivers and provide non-alcoholic beverages free of charge.
- Provide an alternative means of transportation for those who are suspected to be intoxicated, ie. call a friend, relative or taxi, call the police to warn or apprehend the driver who is suspected to be intoxicated.

RATIONALE:

The risk of liability is high when an intoxicated 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 intoxicated person is with time.

Coffee provided at the end of the evening only turns a sleepy drunk into a wide awake drunk who is still unsafe to drive.

SECTION TWELVE: TABLE TENTS: SOBER DRIVER SPOT CHECK

Recommend the use of the table tents to remind event participants about the importance of not drinking and driving. Table tents should have messages such as:

"All Citizens of Woodstock and Oxford County thank you for helping to Reduce Impaired Driving. The Oxford Community Police Service also look forward to personally thanking you at one of our spot checks for leaving this event sober."

ENFORCEMENT PROCEDURES FOR POLICY VIOLATION

AREAS WHERE ALCOHOL IS PERMITTED

- A member of the organizing group or the designated monitor may intervene by informing the offending individual(s) of the policy violation and that it cease. Group members and monitors should feel encouraged to intervene in this way because intervention at other levels could result in the loss of privileges and legal charges.
- A staff member with recognized authority in the City of Woodstock may take appropriate action where he or she discovers that the policy conditions are not being followed.
- Where a Special Occasion Permit holder has violated the municipal policy, and have been confronted by a City of Woodstock Staff member, the group will be sent a letter advising them of the violation and indicating that no further violation will be tolerated. At this time, the facility manager may, at his/her discretion, revoke user privileges for the organizing group, based upon the severity of the violation(s). [The organizing group will also forfeit the "Event Deposit", if applicable.] The organizing group will also be invoiced for any costs or damages.
- A member of the Oxford Community Police Service or LLBO Inspector may intervene in a violation of this policy on his or her initiative or in response to a request either from a City of Woodstock Staff member or member of the general public. Depending on the severity of the infraction, charges may be laid under the Liquor Licence Act of Ontario and/or any other relevant legislation.
- City of Woodstock Staff on duty or associated will be Smart Serve Trained.

AREA ALCOHOL IS PROHIBITED

Consequently Unlicensed Areas. This does not substitute L.L.B.O. Licensing.

- A group member may intervene by informing the offending individuals that municipal policy prohibits alcohol consumption and asking that it stop. Group members should feel encouraged to intervene, as intervention from any other level may result in the suspension of privileges for the group.
- A staff member with recognized authority in the City of Woodstock will intervene whenever he or she encounters a violation of the policy. Staff members can ask the individuals cease the consumption of alcohol or they can ask the individual or organized group to leave the facility area, depending on the circumstance and the nature of the violation (especially the potential for harm or loss of enjoyment by non-drinkers). Should the individual or group member fail to comply, the staff can call police for enforcement.
- When the member(s) or organized group/team have violated the municipal policy, and have been confronted by City of Woodstock staff, the group will be sent a letter advising of the violation, and indicating that no further violation will be tolerated. As well, the group may be invoiced for any and all damages and costs associated with the violation.
- Should members of an organized group/team violate the policy within one year of receiving notice of their first violation, the group may be suspended from organized use of City of Woodstock facilities and areas for a period of one year. A letter will be sent to their contact person advising of the suspension by the Director of Community Services Department.
- An individual or organized group may appeal to the Director of Community Services to have their privileges re-instated.

POLICY CHANGES AMENDMENTS

This policy may be subject to changes, amended or corrected, as laws or problems with implementation of the same are discovered.

The first review, June 1, 2009.