



COMMUNITY SERVICES

POLICY AND PROCEDURE MANUAL			
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# MUNICIPAL ALCOHOL POLICY

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## MUNICIPAL ALCOHOL POLICY

### INTRODUCTION:

Norfolk County owns and manages facilities and property where alcohol consumption is not permitted and other facilities and property where alcohol consumption is permitted under the authority of a Special Occasion Permit. Norfolk County has developed this Municipal Alcohol Policy (Policy) in order to:

1. Promote a safe, responsible and enjoyable environment for those who use these facilities; and,
2. Prevent alcohol related problems that may arise from alcohol consumption within its facilities.

Problems arise with the irresponsible consumption of alcoholic beverages. These problems can affect not only the person or persons consuming alcohol, but other people who use the facilities and the general public. These problems may include:

- ↵ Injuries to drinkers or other individuals
- ↵ Vandalism and destruction of municipal property
- ↵ Police attending at municipal property
- ↵ Liability action arising from alcohol related injuries or deaths resulting in claims against the County
- ↵ Suspension or loss of alcohol permit privileges by the Alcohol and Gaming Commission of Ontario
- ↵ Possible increased insurance rates as a result of alcohol related incidents
- ↵ Loss of insurability should the insurer's risk assessment escalate
- ↵ Charges laid against the County under the Liquor License Act by the Alcohol and Gaming Commission of Ontario
- ↵ Loss of enjoyment by non-drinkers and responsible drinkers
- ↵ Complaints lodged by offended parties.

In most cases, these problems will not be attributable to moderate drinkers, or to those who respect the rules regarding alcohol consumption. It is believed that the majority of these problems arise from drinkers who engage in four specific drinking practices:

- ↵ Underage drinking
- ↵ Drinking in unlicensed areas
- ↵ Drinking to intoxication
- ↵ Driving while intoxicated

To the extent that these four drinking practices can be reduced, the likelihood of alcohol related problems may correspondingly diminish. For those individuals who do not engage in these targeted practices, the Policy will be minimally intrusive. It is not the intention of this Policy to stand in opposition to legal and responsible drinking.

# Norfolk County Municipal Alcohol Policy

## 1.0 DEFINITIONS

### Community Festivals

*Events that are designated by a resolution of the municipal council or delegated municipal official and conducted by a charity, non-profit corporation, organization or association for the advancement of charitable, educational, religious or community objects.*

### Closed events

*Events that are not open to all public and are by invitation such as weddings, christenings, anniversaries, funerals, showers, family reunions and birthday parties.*

### Designated Drivers

*Persons who abstain from drinking alcohol at an event and who will agree to drive other members of their party home safely.*

### Duty of Care

*The Supreme Court of Canada has imposed a general common duty on providers of alcohol to protect their intoxicated patrons or guests from harm.*

### Event Organizer / Sponsor (see Permit Holder)

*The individual who signs the application for a Special Occasion Permit to sell and/or serve alcohol.*

### Event Workers

*Individuals who serve or sell liquor or are involved in an alcohol event.*

### Extra-strength Drinks

*Drinks that contain alcohol in excess of the standard drink (see Standard Drink).*

### Facility Contract

*A rental agreement between the County and facility renters.*

### Fundraising Event

*Events held to raise funds where the applicant is a registered charity under the Income Tax Act (Canada) or non-profit corporation, organization or association, structured to promote charitable, educational, religious or community objects as per Special Occasion Permit application.*

### Light Beer

*Less than 5 per cent alcohol content by volume, usually 4 per cent.*

### Liquor Licensing Act

*Each province or territory has a liquor licence act, which outlines the laws regarding the sale and service of alcohol.*

### Municipal Alcohol Policy (MAP)

*A local policy option for municipalities to manage events held in municipally-owned facilities when alcohol is sold or served.*

## Norfolk County Municipal Alcohol Policy

### Occupier

*The Ontario Occupiers' Liability Act defines an occupier as anyone who controls the premises and has the power to admit or exclude entrants. Depending on the facts, several parties may be considered to be co-occupiers of a place.*

### Occupiers' Liability Act

*The Ontario Occupiers' Liability Act states that an occupier of premises owes a duty to take such care as in all the circumstances is reasonable to see that persons entering on the premises, and the property brought on the premises by those persons, are reasonably safe while on the premises. Under the Occupiers' Liability Act of Ontario, municipalities as owners/occupiers, have the duty to prevent foreseeable harm to anyone who enters or is in the facility.*

### Open Events

*Events open for the public to attend.*

### Outdoor Beer Garden

*An area within parkland or a parking lot that is specifically fenced and licensed to serve alcohol.*

### Outdoor Events

*Events which take place outdoors in an open space within a permanent (pavilion) or temporary (tent) structure.*

### Parkland

*Open space owned and/or operated by Norfolk County.*

### Parking Lots

*Areas owned by Norfolk County for the purpose of parking motor vehicles.*

### Permit Holder (see Event Organizer / Sponsor)

*The individual who signs the application for a Special Occasion Permit to sell and/or serve alcohol.*

### Significant Event

*Events with municipal, provincial, national or international significance. The municipal Council or delegated municipal official must designate events of municipal significance.*

### Special Occasion Permit

*A liquor license issued by the provincial licensing authority for one-time social events where alcohol will be sold or served.*

### Standard Drink

*= 12 oz. 5 per cent alcohol content Beer; or  
= 5 oz. 12 per cent Wine; or  
= 1 ½ oz. 40 per cent spirits*

### Type of Events

*Weddings, Showers, Dances, Barbeques, and any other event where alcohol will be served.*

## Norfolk County Municipal Alcohol Policy

### 2.0 PURPOSE OF THE POLICY

The Policy will ensure that clear, responsible guidelines are in place to assist in the prevention of alcohol related problems thereby allowing for the enjoyment of those who use County facilities. By reducing the potential for alcohol related problems, Norfolk County simultaneously seeks to reduce the users' loss of enjoyment of the facilities/events, reduce the risk of injury and death, and reduce the risk of liability actions.

### 3.0 AREAS DESIGNATED FOR CONDITIONAL USE OF ALCOHOL

The consumption of alcoholic beverages is prohibited in the majority of County-owned or controlled facilities and properties. Norfolk County Council may change the designation of any site at its discretion.

County facilities and property that are designated as suitable for Special Occasion Permit functions are listed in **Appendix "A"**. This list does not represent an exhaustive list of all properties and is a guideline only. Persons may apply for other sites not listed and approval may be granted at Council's discretion.

### 4.0 CERTIFICATION/ TRAINING - SMART SERVE PROGRAM

In order to allow the usage of a Norfolk County facility for a Special Occasion Permit function, the event sponsor must use bartenders, servers, alcohol ticket sellers, and door monitors with certification from a recognized Ontario-based server program. Caterers are required to have all personnel who have contact with the sale or service of alcohol trained under the Smart Serve Program.

When event workers are supplied by the facility renter, Smart Serve Program certification must be provided two (2) weeks prior to the event to the designated County staff (see **Appendix "C"**).

The Smart Serve Program has been developed by the Hospitality Industry Training Organization of Ontario, and is recognized by the Alcohol and Gaming Commission of Ontario. It introduces participants to the following topics:

#### Effects of Alcohol

- Standard drink
- Alcohol and the body
- Blood alcohol concentration and factors affecting it
- Signs of intoxication

#### Legal Issues

- The Liquor Licence Act
- Civil Liability

#### Maintaining a Safe and Enjoyable Atmosphere

- Age identification
- Controlling number of drinks served
- Managing the intoxicated person
- Establishing policies

## Norfolk County Municipal Alcohol Policy

The County, by requiring the presence of trained bartenders, servers, alcohol ticket sellers and door monitors at alcohol related events (**Appendix “B”**), is better able to manager the risk and responsibilities as the owner of the facility.

### 5.0 SAFE TRANSPORTATION STRATEGY

The risk of liability is especially high when an intoxicated driver leaves an alcohol related event. Safe transportation options are essential since the only way to sober up an intoxicated person is with time.

Event organizers are responsible for promoting safe transportation options for all drinking participants. Examples of safe transportation options:

- a) a designated driver selected from non-drinking participants at the event;
- b) inform participants through advertising of taxi service if available;
- c) transportation provided by the event sponsor;
- d) warning the intoxicated person that the police will be called should they attempt to get behind the wheel of a vehicle;
- e) if necessary, call the police.

### 6.0 STRATEGIES FOR PREVENTING PROBLEMS

The Event Sponsor must demonstrate that there are sufficient controls in place to prevent intoxicated or rowdy individuals from entering the event and that intoxicated or rowdy individuals will be refused service and safely escorted from the event.

In order to be eligible for a facility rental contract for a Special Occasion Permit function, the event sponsor must demonstrate that sufficient controls are in place to the satisfaction of the:

- General Manager, Community Services or designate(s), for events held in Facilities & Parks; or
- General Manager, Public Works and Environmental Services or designate(s) for events held on Streets or in Parking Lots; or
- General Manager, Planning and Economic Development or designate(s) for events held at Museums.

#### **Special Occasion Permit Holder Responsibilities**

- 6.1 A copy of Norfolk County’s Municipal Alcohol Policy must be provided to the Special Occasion Permit function applicant at the time of application and the applicant shall sign in the applicable spot that he/she has read, understands and agrees to comply with the rules stated herein (**Appendix “J”**).

## Norfolk County Municipal Alcohol Policy

- 6.2 The General Manager, Community Services or designate(s), for events held in Facilities & Parks; or  
the General Manager, Public Works and Environmental Services or designate(s) for events held on Streets or in Parking Lots; or  
the General Manager, Planning and Economic Development or designate(s) for events held at Museums,  
in conjunction with the O.P.P., have the right to determine whether security / police will be required to be present based upon the event type and estimated attendance (**Appendix “D”**). All costs will be the responsibility of the event organizer.
- 6.3 The Special Occasion Permit holder must assume responsibility for any incident or violation of the Policy that may endanger participants at the Special Occasion Permit function. All entrances and exits to the event must be adequately supervised (**Appendix “B”**).
- 6.4 The Special Occasion Permit holder shall be encouraged to acquire Smart Serve Program training.
- 6.5 The Special Occasion Permit holder or designate who shall be named on a form provided by the Registrar of Alcohol and Gaming Commission of Ontario, must be present for the duration of the entire event. The Special Occasion Permit must be submitted to the designated County department 2 weeks prior to the event. The form naming the designate must be posted with the Special Occasion Permit.
- 6.6 The Special Occasion Permit holder or designate is responsible for decision-making during the event, and therefore, must refrain from alcohol consumption while performing this role.
- 6.7 The Special Occasion Permit and levy receipt (for liquor sale events) must be posted and clearly visible during the entire time the event is in progress.
- 6.8 The Special Occasion Permit holder must follow the event worker ratio as outlined in **Appendix “B”**.
- 6.9 When event workers are supplied by the facility renter, the Special Occasion Permit holder must provide a list 2 weeks prior to the event of door monitors, bartenders, servers and alcohol ticket sellers with their proof of certification and that such list shall be posted with the group’s Special Occasion Permit (**Appendix “C”**).
- 6.10 All event workers must be of the age of majority, and where required, recognized as certified under a Smart Serve program. Age of majority for serving is 18 years old but for drinking alcoholic beverages it is 19 years old. This would exclude food catering and kitchen staff if not involved in the service of alcohol.
- 6.11 All event workers (door and floor monitors, bartenders, servers, alcohol ticket sellers etc.) must refrain from alcohol consumption during the event or until the workers shift is completed.
- 6.12 Depending on the type of event, all door and floor monitors, bartenders, servers and alcohol ticket sellers, acting in official capacity at the event, may be required to wear an I.D. name tag or some type of identification that states they are event workers, eg. T-shirts, or vests.

## Norfolk County Municipal Alcohol Policy

- 6.13 Event workers have the right to refuse admittance to persons who are underage or to an individual who appears intoxicated.
- 6.14 Event workers must know evacuation procedures and the location of entrance and exit accesses.
- 6.15 Event workers must have a method of counting attendees to ensure the permit and building capacity is not exceeded, eg. collect tickets, count clicker. It is the responsibility of the event sponsor to ensure that the building/attendance capacity is not exceeded during the event. If capacity is exceeded, Norfolk County staff shall close the event.

### **Beverage Serving Responsibilities**

- 6.16 The only acceptable form of identification for proof of age will be:
  - a valid Driver's License with photo
  - Canadian passport,
  - Canadian Citizenship Card with photo
  - A Canadian Armed Forces Identification,
  - Bring Your Identification (BYID) Card issued by the Liquor Control Board of OntarioPhoto Ontario Health Cards are not accepted forms of identification.
- 6.17 At all times, bottle or draft beer of a light variety shall be offered, and a sign indicating availability be posted with the Special Occasion Permit. Alcoholic beer or coolers of the standard 5.0% or less shall be emphasized as opposed to premium beers or wine coolers of greater alcoholic content.

**RATIONALE: Low alcohol content beverages MAY help prevent intoxication by providing responsible consumers with an opportunity to consume less alcohol and avoid becoming intoxicated although some consumers may consume more volume of the low alcohol content beverages resulting in intoxication anyway. A patron consuming a regular beer (at 5% alcohol) would have to 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 alcohol intake.**

- 6.18 There is to be no "Last Call" announced and no Happy Hours. For facilities, the bar area is to be closed by 1:00 a.m. and the alcohol must be removed from the facility by 1:45 a.m., in accordance with the Special Occasion Permit unless otherwise stated. Norfolk County reserves the right to restrict "sale hours" for Special Occasion Permit functions during hockey games, hockey tournaments, sporting events in arenas and parks, eg. Blue Line Club.
- 6.19 An event where alcohol tickets which do not identify the event sponsor are sold shall advertise that unused alcohol tickets can be returned during the event for cash. If alcohol tokens or alcohol tickets that identify the event sponsor are sold, cash will not be refunded as attendees will have the opportunity to use the tokens / tickets at another event sponsored by the same organization, eg. next Lions' function.

The time that the sale of alcohol will end will be posted.

**RATIONALE: This should prevent people from feeling cheated if they have not used all their tickets or tokens. If it is a fundraising event, its likely that attendees would not cash in their tickets but consider that they are making a donation to the event.**

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- 6.20 Non-alcoholic beverages and food shall be available at all times. Non-alcoholic beverages must be provided at a cost significantly lower than alcoholic beverages. An adequate supply of food must be available to persons attending the event. Snacks such as chips, peanuts or popcorn are not an acceptable substitute for this requirement.
- 6.21 If alcohol is to be given as a contest prize, it must be given in the form of a gift certificate.
- 6.22 Wherever practical, any beverage being served at a Special Occasion Permit function will be served in plastic or paper glasses unless otherwise discussed with the designated County contact. No beverage is to be served in glass containers, unless permission by the designated County contact is granted. It is strongly recommended to use different coloured plastic or paper glasses in order to distinguish between the alcohol and non-alcohol drinks.
- 6.23 No marketing practices which encourage increased consumption, i.e. oversized drinks, double shots, pitchers of beer, drinking contest, volume discounts (eg. \$3.00 each or 5 for \$14.00), will be permitted.
- 6.24 A limit of five (5) drink tickets will be permitted to be purchased by one person at any one time. In the event of weddings and banquets, bottles of wine will be allowed to be served. Please refer to the Low Risk Drinking Guidelines as provided in **Appendix "E"**.

**RATIONALE: Table consumption can be moderated by not selling rounds of large numbers of tickets – a strip of twenty, for example.**

- 6.25 A limit of two (2) drinks should be served to one person at any one time.
- RATIONALE: By limiting the number of drinks participants may purchase at one time the alcohol ticket sellers, floor monitors, bartenders and servers are provided with more opportunities to observe participants for signs of intoxication.**
- 6.26 The following are Signs that shall be posted at every event where alcohol is being served.

A sign shall be posted at the alcohol ticket sales table outlining the number of tickets sold per person, the sale ending time, unused alcohol tickets which do not identify the event sponsor may be returned for cash, unused alcohol tokens or tickets that identify the event sponsor may not be returned for cash but used at the next event sponsored by the same organization. (**Appendix "F"**)

A sign (**Appendix "G"**) shall be prominently posted at the bar and at the alcohol ticket-selling table reading as follows:

"We are pleased to offer non-alcoholic beverages. It is against the Liquor License Act of Ontario for licensed establishments to serve customers to intoxication. For this reason, bartenders and servers in our facilities are required to obey the law and not serve anyone to intoxication. A limit of 2 alcohol drinks will be served at any 1 time."

A sign (**Appendix "H"**) for Reduce Impaired Drivers Everywhere (R.I.D.E.) Program shall be prominently posted at the main exit.

**RATIONALE: This sign politely informs participants that police regularly conduct roadside sobriety spot-checks. As a result, drivers are aware of the threat that they could be stopped by police if they drink and then drive. It also supports the non-drinking and driving behaviour of law-abiding citizens.**

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### 7.0 REQUIREMENTS FOR OUTDOOR FACILITIES - BEER GARDEN

Beer Garden events held on County property have additional requirements. The following is directly related to the designated areas of the parkland or parking lot that has been licensed to sell beer. Interpretation of the requirements shall be clarified upon request for the permit holder by County staff.

- 7.1 It is recommended that an applicant forward a request for a tentative booking of the parkland/parking lot space sixty (60) days in advance. It takes approximately sixty (60) days to process the necessary documents for a beer garden, however, smaller community special events may require less time. Special Occasion Permits for a community festival or significant event will require a resolution from Norfolk County Council.
- 7.2 At least sixty (60) days prior to the event, the applicant must write to the Municipality, Police, Fire and Health Unit informing them of the event and identifying the date, time, location, expected attendance and the physical boundaries of their request. This should include a detailed map showing the dimensions of the area, including entrances, exists and fencing locations.

Requests must be completed in full, prior to the issuance of the permit and copies submitted to:

For Parkland / Parking Lots:	Community Services
For Road/Streets / Parking Lots:	Public Works & Environmental Services
For Museums:	Planning & Economic Development

- 7.3 On many County properties there are underground utilities. Before installing fencing, tents, poles or pegs, utility locates may be required. Please allow three (3) weeks to obtain locates.

If a tent or marquee is utilized, the applicant must also obtain a building permit from the Building & Bylaw Division prior to erecting (usually takes 1 – 2 weeks).

The following information must be shown on two sets of drawings submitted with the Building Permit Application for erection of a tent.

- 7.3.1 The site plan showing the location of the tent in relation to other buildings and other tents, and dimensions from lot lines, buildings or structures.
- 7.3.2 The tent must be no closer than 3 m to any fence or any flammable material.
- 7.3.3 Interior layout of tent and use of the tent, eg. tables, chairs, counters, other fixtures.
- 7.3.4 Location of fire extinguishers.
- 7.3.5 A letter or copy of test, re: conformance to CAN/ULC S-109 M – standard for flame spread rating (available from tent supplier).
- 7.3.6 If tent exceeds 225 m<sup>2</sup> (2,420 sq. ft.) plans shall be designed and stamped by a professional engineer.

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- 7.3.7 Confirmation of final inspection by a professional engineer shall be submitted to the Building Division prior to occupancy being permitted.
- 7.3.8 Confirmation of final inspection by the Electrical Safety Authority shall be submitted for any electrical equipment installed, temporary or otherwise, as required by the Ontario Electrical Safety Code.
- 7.4 All applications must adhere strictly to the Alcohol and Gaming Commission of Ontario regulations related to location and types of events, as well as to the policies of the municipality regarding the size of beer garden, setups, tables, washrooms, tents, fencing, recycling containers, distribution methods, garbage clean-up, supervision, noise by-law, parking and entrance and exit access.
- The appropriate departments may provide assistance upon all approvals being in place, to groups, addressing the physical “atmosphere of the grounds” being those items referred to above. There normally is a cost to the applicant for required services in terms of materials, supplies and labour prior to, during and after the event.
- 7.5 The applicant must adhere to the Ontario Fire Code, Norfolk County’s By-law 2003-98 (A By-law to Regulate the Setting of Fires) and any other current legislation.
- 7.6 Occupant load is to be posted if it exceeds 60 persons for outdoor events.
- 7.7 As required by the Special Occasion Permit, physical barriers (minimum 36 inches high) must be set in place whereby the group or organization can readily monitor patrons within the assigned area.
- 7.8 The applicant shall notify the Building & By-law Division, Fire & Rescue Services Division and the Haldimand-Norfolk Health Unit for all necessary inspections prior to occupancy and use of the structure.
- 7.9 Building Permit is to be posted and clearly visible during the entire time the tent is erected.
- 7.10 Concession Operations Within Fenced In Area –  
Food service must be provided within/surrounding the area designated for the Beer Garden. Where food is being sold, served or prepared at such events, a letter of permission is required from the Haldimand-Norfolk Health Unit. Requests for concession operations must be submitted by the Group with the original application and forwarded to the designated department.
- 7.11 Fire extinguishers must be provided in the cooking/serving area. The number of fire extinguishers will be determined in consultation with the Fire & Rescue Services Division. All exit aisles are to be kept clear.
- 7.12 County approval must be obtained in advance if the applicant wishes to charge admission fees to the grounds. Specific details on the reasons for the charges, expected income and rates must be submitted for approval.
- 7.13 When deemed necessary, security measures are to be implemented in consultation with Norfolk County and Police (**Appendix “D”**). Measures must be instituted for over night security to prevent against theft and vandalism,

## Norfolk County Municipal Alcohol Policy

### 8.0 POLICY VIOLATIONS PROCEDURES

Any individual or organization bringing alcohol on designated County properties must have a Special Occasion Permit and before obtaining a Special Occasion Permit must have prior approval of the County.

- 8.1 Event workers should be in a position to quickly detect intoxicated patrons.
- 8.2 In the case of patrons who are intoxicated to the point that they must be refused service, the Permit holder or designated event staff must implement their Safe Transportation Strategy (see Item 5.0)
- 8.3 The Police shall be notified in the event the person refuses to take advantage of the options to prevent them from driving by the event sponsor, bartenders, or Norfolk County staff on duty.
- 8.4 A violation occurs when the Special Occasion Permit holder fails to comply with any of the provisions of the Liquor License Act of Ontario or its regulations, or with any of the terms and conditions, or the Municipal Alcohol Policy.

A participant at the event, Norfolk County staff, a member of the Ontario Provincial Police, Norfolk County Fire & Rescue Services Division, Building Inspector, Municipal Law Enforcement officer and/or an Inspector of the Alcohol and Gaming Commission of Ontario can intervene when he/she encounters a violation of the Policy.

- 8.5 All violations must be reported to the designated municipal staff as soon as possible within 24 hours of the occurrence, or by the start of the next working day, and municipal staff must file an Incident Report.
- 8.6 A member of the organizing group, the Special Occasion Permit holder, or monitor may intervene by informing the offending individual(s) of the violation, and ask that it be stopped, or corrected. Members of the organizing group, the Special Occasion Permit holder and monitors are encouraged to intervene in this way because intervention at other levels could ultimately result in a loss of privileges and possible criminal charges.
- 8.7 Depending upon the severity of the violation, Norfolk County staff may request the organizers of the event to stop the violation, or the Police may close down the Special Occasion Permit portion of the event.

The organizers will not be reimbursed for any financial loss, which may be incurred as a result of this action. Should the organizers refuse to comply, staff may call the Police for enforcement. If an event becomes "out of control" and requires additional assistance from the Ontario Provincial Police or Norfolk County Fire & Rescue Services Division, the Special Event host will be responsible for the costs.

- 8.8 All violations will be reviewed by the appropriate General Manager or designate(s) who may terminate (no further rentals), suspend, or modify the rental privileges of the individual or organization.
- 8.9 Where the Special Occasion Permit holders have violated the Municipal Alcohol Policy, the event sponsoring organization will be sent a registered letter advising of the violation, and indicating that no further violations will be tolerated.

Norfolk County and/or the Alcohol and Gaming Commission of Ontario may revoke the license for an event if there is a history of problems with the event.

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- 8.10 Should the Special Occasion Permit holder violate the Policy within one year of receiving notice of their first violation, the organizers or any person associated with the group, will be suspended from Special Occasion Permit privileges at all County facilities for a period of not less than one year. A registered letter will be sent to the Special Occasion Permit holder and event sponsoring organization advising of the suspension.
- 8.11 The Police or an Inspector of the Alcohol and Gaming Commission of Ontario may intervene in a violation of this Policy on his/her initiative, or in response to a request from either a County 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.

**RATIONALE: In order not to penalize other responsible organizations and individuals from using facilities, violators of this policy should be isolated and prevented from using County facilities in order to continue to reduce liability and risk exposure of Norfolk County. The Alcohol and Gaming Commission of Ontario has the authority to refuse to issue Special Occasion Permits for a particular facility if there has been evidence that the laws have been violated during an event.**

### 9.0 POLICY MONITORING AND REVISIONS

Norfolk County reserves the right to introduce other conditions from time to time at its discretion. This policy will be reviewed by Senior Management and staff at a minimum of every 2 years or after legislative changes. Policy revisions will be forwarded to Norfolk County Council for approval.

### 10.0 SPECIAL OCCASION PERMIT HOLDER AGREEMENT

Any approval given by Norfolk County for a Special Occasion Permit event will be conditional upon the event sponsor agreeing, in writing, to follow the Municipal Alcohol Policy (Appendix "J") and upon proof of a Special Occasion Permit being issued.

### 11.0 INSURANCE / SPECIAL OCCASION PERMIT

Individuals or groups sponsoring a Special Occasion Permit function at a County facility or event listed in the Municipal Alcohol Policy, must provide proof of the Special Occasion Permit and a Certificate of Insurance (**Appendix "I"** sample format only) to the appropriate municipal staff as listed, at least two (2) weeks prior to the event.

Event in a Facility &/or Park contact:

General Manager, Community Services or designate(s)

Event on a Street or Roadway or Parking Lot contact:

General Manager, Public Works & Environmental Services or designate(s)

Event in a Museum contact:

General Manager, Planning and Economic Development or designate(s)

The Certificate of Insurance must show that the event sponsor has a minimum of two million dollars (\$2,000,000) commercial general liability insurance coverage (must include a Host Liquor Liability endorsement), and that The Corporation of Norfolk County is named as an additional insured to this Policy.

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The actual insurance limits required may be increased at the discretion of Norfolk County should it be determined that the risk involved with the event dictates a higher limit of insurance.

A Permit holder will be required to enter into an Agreement agreeing to indemnify and save Norfolk County harmless from all claims arising from the Permit or event.

Any event taking place on Norfolk County property (parks, parkland, arenas, community centres, etc.) shall require the Permit Holder to enter into a Facility Rental Contract.

### **12.0 NORFOLK COUNTY FUNCTIONS**

The Municipal Alcohol Policy is to be included in Norfolk County Policy and Procedures Manual and circulated to all staff and Committees who organize and operate functions on behalf of Norfolk County where alcohol may be served, in order to ensure that those individuals involved in operating licensed events on behalf of Norfolk County are informed of the Municipal Alcohol Policy and their legal responsibilities.



**Appendix “A”**

**AREAS DESIGNATED FOR CONDITIONAL USE OF ALCOHOL UNDER SPECIAL OCCASION PERMITS**

The following facilities and park areas are designated as suitable for Special Occasion Permit functions subject to the Event Organizer obtaining a Special Occasion Permit from the L.C.B.O. and agreeing to the conditions as set out by the Municipal Alcohol Policy.

**RENTAL FACILITIES**

**(Facilities that are available for rent by the general public)**

Facility & Location	Designated Area
<b>COMMUNITY CENTRES</b>	
F630 Port Dover Lions Community Centre, 801 St. George Street	Hall Areas / Meeting Room
F638 Vittoria & District Community Centre, 17 Oakes Street	Hall Areas / Meeting Room
F637 Vittoria Town Hall, 1538 Old Brock Street	Hall Area
F629 Langton Community Centre, 28 Albert Street	Hall Areas / Meeting Room
F631 Port Rowan Community Centre, 14 College Avenue	Hall Areas / Meeting Room
F626 Courtland Community Centre, 51 Main Street	Hall Areas
F634 St. Williams Community Centre, 80 Queen Street West	Hall Area
F640 Waterford & District Lions Community Centre, 51 West Church St. W.	Hall Areas / Meeting Room
F636 Women's Institute Hall, 194 Teeter Street, Teeterville	Hall Areas / Parkland
F639 Charlotteville Community Hall, 1258 Road #10, Walsh	Hall Areas / Parkland
<b>ARENAS</b>	
F603 Simcoe Talbot Gardens Arena, 10 Talbot Street North	Arena Floors When Ice Is Out
F600 Delhi Arena & Community Centre, 144 Western Avenue	Upstairs Multi Purpose Room
F601 Langton Arena, 30 Albert Street	Upstairs Lounge
F602 Port Dover Arena, 809 St. George Street	Upstairs Lounge
F604 Waterford Arena, 32 Church Street East	Upstairs Lounge
<b>SIMCOE RECREATION COMPLEX, 182 South Drive</b>	
F641 Hall	Banquet Room
F605 Arena	Arena Floor When Ice Is Out
	Upstairs Arena Lounge
<b>MUSEUMS</b>	
F552 Port Dover Harbour Marine Museum, 44 Harbour Street	Upper & Lower Gallery
F554 Delhi Tobacco Museum & Heritage Centre, 200 Talbot Road	Lower Gallery, Kitchen
F555 Waterford Spruce Row Museum, 189 Nichol Street	Gallery, Meeting Room
F505 Norfolk Art Centre, 21 Lynnwood Avenue, Simcoe	Gallery, Halls,
	Designated Green Space

**RENTAL FACILITIES** (continued)  
 (Facilities that are available for rent by the general public)

Facility & Location	Designated Area
<b>PARKS – SIMCOE</b>	Designated Green Space / Parking Lot
F846 Memorial Park, 273 Owen Street, Simcoe	
F845 Lions Park, 75 Davis Street East, Simcoe	Pavilion
F848 Wellington Park, Norfolk Street, Simcoe	
F849 Don Shay Park, Hunt Street, Simcoe	
F851 Colonel Stalker Park, 390 Cedar Street, Simcoe	
F852 Kinsmen Park, Talbot Street North, Simcoe	Pavilion
<b>PARKS – DELHI</b>	Designated Green Space / Parking Lot
F843 Benson/Hedges Park, Main Street of Delhi	Meeting Area
F853 Arena Park, 144 Western Avenue, Delhi	Pavilion
F832 Quance, 200 Talbot Street, Delhi	Pavilion
<b>PARKS– VITTORIA</b>	Designated Green Space / Parking Lot
F841 Thompson Park, 17 Oaks Blvd, Vittoria	Pavilion
<b>PARKS - WINDHAM CENTRE</b>	Designated Green Space / Parking Lot
F839 Win'del, 3178 Road #25, Windham Centre	Meeting Room/ Pavilion
<b>PARKS – LANGTON</b>	Designated Green Space / Parking Lot
F836 Picnic Pavilion, 30 Albert Street, Langton	Pavilion
<b>PARKS – PORT DOVER</b>	Designated Green Space / Parking Lot
F835 Lions Park, 809 St. George Street, Port Dover	Ball Diamond
F642 Kinsmen Park, Hamilton Plank Road, Port Dover	Scout Hall/ Kinsmen Hall / Ball Diamond
<b>PARKS - WATERFORD</b>	Designated Green Space / Parking Lot
F833 Arena Park, 32 Church Street East, Waterford	Ball Diamond
<b>PARKS - COURTLAND</b>	Designated Green Space / Parking Lot
F856 Courtland, Hwy #3	Pavilion
<b>PARKS - PORT ROWAN</b>	Designated Green Space / Parking Lot
F857 Lions Park, Front Street, Port Rowan	Pavilion
<b>PARKS - WALSINGHAM</b>	Designated Green Space / Parking Lot
F860 Walsingham Ball Park, 2070 Main Street, Walsingham	Pavilion
<b>PARKS - ST. WILLIAMS</b>	Designated Green Space / Parking Lot
F837 Lions Park, Queen Street East, St. Williams	Pavilion
<b>PARKS – TURKEY POINT</b>	Designated Green Space / Parking Lot
F861 Turkey Point Park, Road #10	Pavillion

# **MUNICIPAL USE FACILITIES**

**(Facilities Available for Norfolk County Departments /Boards /Associations functions only)**

Facility & Location	Designated Area
<b>GENERAL</b>	
F500 Simcoe Administration Offices, 50 Colborne Street.South	Comm Rm A /Council Chambers
F502 Simcoe Information Centre, 40 Colborne Street South	Meeting Room
F503 Delhi Administration Offices, 183 Main Street	Upstairs Lunch Room
F504 Langton Administration Offices, 22 Albert Street	Basement
F508 Community Services Offices, 95 Culver Street, Simcoe	Board Room
F526 Health Unit, 12 Gilbertson Drive, Simcoe	Meeting Rooms
<b>FIRE &amp; RESCUE / EMS</b>	
F774 Simcoe Fire Hall #1, 95 Culver Street	Meeting Room
F775 Port Dover Fire Hall #2 & EMS Base, 111 Nelson Street	Meeting Room
F776 Waterford Fire Hall #3 & EMS Base, 294 Main Street.South	Meeting Room
F777 Teeterville Fire Hall #4, 186 Teeter Street	Meeting Room
F778 Delhi Fire Hall #5, 104 Argyle Avenue	Meeting Room
F779 Courtland Fire Hall #6, Hwy.#3	Meeting Room
F780 Langton Fire Hall #7 & EMS Base, 18 Queen Street	Meeting Room
F781 Fairgrounds Fire Hall #8, 722 Road #28	Meeting Room
F782 Port Rowan Fire Hall #9, 35 Erie Avenue	Meeting Room
F783 St. Williams Fire Hall #10, 180 County Road 16	Meeting Room
F784 Vittoria Fire Hall #11, 1566 Brock Street	Meeting Room
<b>ADULT CENTRES</b>	
F633 Simcoe Seniors Centre, 90 Pond Street	Auditorium
F627 Delhi Senior Citizens Centre, 418 Queen Street	Auditorium
<b>MARINA</b>	
F800 Port Dover Marina, Dean Street	Pavilion
<b>LONG TERM CARE HOME</b>	
F528 Norview Lodge, 44 Rob Blake Way, Simcoe	All Areas
<b>LAWN BOWLING CLUB</b>	
F862 Clubhouse, Alligator/Kent Street North, Simcoe	Clubhouse
<b>MUSEUMS</b>	
F551 Eva Brook Donly Museum, 109 Norfolk Street South, Simcoe	Upper & Lower Gallery



**Appendix “B”**

**Event Workers Required**

**OPEN EVENTS**

– eg. Fundraisers, Buck & Does, Fish Fry, Dances, Banquets, etc.

Up to 50 PEOPLE	# Smart Serve Trained	# Not Smart Serve Trained
Location		
Door Monitors	-	-
Bartenders	1	-
Alcohol Ticket Sellers	1	-
Floor Monitor	-	-

201 - 250 PEOPLE	# Smart Serve Trained	# Not Smart Serve Trained
Location		
Door Monitors	1 / Entrance	1 / Entrance
Bartenders	2	-
Alcohol Ticket Sellers	1	-
Floor Monitor	-	2

51 - 100 PEOPLE	# Smart Serve Trained	# Not Smart Serve Trained
Location		
Door Monitors	-	-
Bartenders	1	-
Alcohol Ticket Sellers	1	-
Floor Monitor	-	1

251 - 300 PEOPLE	# Smart Serve Trained	# Not Smart Serve Trained
Location		
Door Monitors	1 / Entrance	1 / Entrance
Bartenders	3	-
Alcohol Ticket Sellers	1	-
Floor Monitor	-	2

101 - 150 PEOPLE	# Smart Serve Trained	# Not Smart Serve Trained
Location		
Door Monitors	1 / Entrance	-
Bartenders	2	-
Alcohol Ticket Sellers	1	-
Floor Monitor	-	1

301 - 600 PEOPLE	# Smart Serve Trained	# Not Smart Serve Trained
Location		
Door Monitors	1 / Entrance	1 / Entrance
Bartenders	4	-
Alcohol Ticket Sellers	2	-
Floor Monitor	-	3

151 - 200 PEOPLE	# Smart Serve Trained	# Not Smart Serve Trained
Location		
Door Monitors	1 / Entrance	-
Bartenders	2	-
Alcohol Ticket Sellers	1	-
Floor Monitor	-	1

601 – 1,000 PEOPLE	# Smart Serve Trained	# Not Smart Serve Trained
Location		
Door Monitors	1 / Entrance	1 / Entrance
Bartenders	6	-
Alcohol Ticket Sellers	2	-
Floor Monitor	-	4

These are the minimum standards and may be increased if required.

If deemed necessary to hire security, the Permit Holder has a choice of Police or security firm.

Norfolk County Municipal Alcohol Policy



**Event Workers Required** (continued)

**CLOSED EVENT**

– eg. Weddings, christenings, anniversaries, funerals, showers, family reunions, birthday parties, etc.

1 to 250 People - No floor monitors are required unless patrons are not visible to Bartenders during the event.

If Closed Event is selling alcohol, ticket sellers would follow Open Event requirements.

Up to 50 PEOPLE	#	#
Location	Smart Serve Trained	Not Smart Serve Trained
Door Monitors	-	-
Bartenders	1	-
Alcohol Ticket Sellers	-	-
Floor Monitor	-	-

201 - 250 PEOPLE	#	#
Location	Smart Serve Trained	Not Smart Serve Trained
Door Monitors	-	-
Bartenders	2	-
Alcohol Ticket Sellers	-	-
Floor Monitor	-	-

51 - 100 PEOPLE	#	#
Location	Smart Serve Trained	Not Smart Serve Trained
Door Monitors	-	-
Bartenders	1	-
Alcohol Ticket Sellers	-	-
Floor Monitor	-	-

251 - 300 PEOPLE	#	#
Location	Smart Serve Trained	Not Smart Serve Trained
Door Monitors	-	-
Bartenders	3	-
Alcohol Ticket Sellers	-	-
Floor Monitor	-	1

101 - 150 PEOPLE	#	#
Location	Smart Serve Trained	Not Smart Serve Trained
Door Monitors	-	-
Bartenders	2	-
Alcohol Ticket Sellers	-	-
Floor Monitor	-	-

301 - 600 PEOPLE	#	#
Location	Smart Serve Trained	Not Smart Serve Trained
Door Monitors	-	-
Bartenders	4	-
Alcohol Ticket Sellers	-	-
Floor Monitor	-	2

151 - 200 PEOPLE	#	#
Location	Smart Serve Trained	Not Smart Serve Trained
Door Monitors	-	-
Bartenders	2	-
Alcohol Ticket Sellers	-	-
Floor Monitor	-	-

These are the minimum standards and may be increased if required.

If deemed necessary to hire security, the Permit Holder has a choice of Police or security firm.



Appendix "C"

SPECIAL OCCASION PERMIT HOLDER & CERTIFIED OR TRAINED EVENT WORKERS

SPECIAL OCCASION PERMIT HOLDER AND/OR DESIGNATE(S):

CERTIFICATION NUMBER

(Please Print)

(Please Print)

CERTIFIED OR TRAINED EVENT WORKERS: (DOOR MONITORS/BARTENDERS/SERVERS/ALCOHOL TICKET SELLERS) (Please Print)

- 1.
2.
3.
4.
5.
6.
7.
8.
9.
10.

Note:

To be submitted two (2) weeks prior to the event \* and also posted with the Special Occasion Permit at bar locations.

\* When event workers are supplied by the facility renter



**Appendix “D”**

**REQUIREMENTS FOR PRESENCE OF SECURITY/ POLICE**

**OPEN EVENTS**

- eg. Fundraisers, Buck & Does, Fish Fries, Dances, Banquets, etc.

<b>Number of Attendees</b>	<b>Security Personnel</b>		<b>Police Officers</b>	<b>Comment</b>
1 – 375	2*	<u>or</u>	2*	When deemed necessary to hire security, the Permit Holder has a choice of police or security firm
376 – 500	3*	<u>or</u>	2*	When deemed necessary to hire security, Norfolk County and Norfolk County OPP decides whether police and/or a security firm will be hired
Over 500	To be determined by the Alcohol and Gaming Commission of Ontario			

\* Norfolk County and the Alcohol and Gaming Commission of Ontario will increase security/police requirements should the event have a history indicating a need for increased security.

**CLOSED EVENTS**

- eg. Weddings, christenings, anniversaries, funerals, showers, family reunions, birthday parties, etc.

<b>Number of Attendees</b>	<b>Security Personnel</b>	<b>Police Officers</b>
376 – 500	To be determined by Norfolk County and the Ontario Provincial Police when deemed necessary to hire security.	
Over 500	To be determined by the Alcohol & Gaming Commission of Ontario when deemed necessary to hire security.	



**Appendix “E”**

**LOW RISK DRINKING GUIDELINES**

For the facts on alcohol and health, or to find out about the Low-Risk Drinking Guidelines Campaign, visit [www.lrdg.net](http://www.lrdg.net).

Low-risk drinking is about moderation. The Low-Risk Drinking Guidelines were developed by a team of medical and social researchers from the University of Toronto and the Centre for Addiction and Mental Health. The Low-Risk Drinking Guidelines are for people of legal drinking age.

1 Standard Drink = 13.6 grams of alcohol =

<b>0</b>	<b>Zero drinks</b> = lowest risk of an alcohol-related problem
<b>2</b>	No more than <b>2 standard drinks</b> on any one day
<b>9</b>	<b>Women:</b> up to <b>9 standard drinks</b> a week
<b>14</b>	<b>Men:</b> up to <b>14 standard drinks</b> a week

wine	spirits	beer
		
5 oz/142 mL of wine (12% alcohol)	1.5 oz/43 mL of spirits (40% alcohol)	12 oz/341 mL of regular strength beer (5% alcohol)

Higher alcohol beers and coolers have more alcohol than one standard drink.

If you don't already drink, don't start for health reasons.

If you do drink, avoid getting intoxicated or drunk. Wait at least one hour between drinks. Have something to eat.

Drink non-alcoholic beverages, such as water, soft drinks or fruit juice.

**Tips for following these Guidelines**

- Know what a standard drink is.
- Keep track of how much you drink – daily and weekly.
- Never drink and drive / or ride with a driver who has been drinking.
- Don't start drinking for health reasons. To keep you heart healthy, eat better, exercise more and don't smoke.
- Don't drink if you are pregnant or are planning to become pregnant.
- Be a responsible host – encourage your guests to follow these guidelines.
- Talk to your kids about alcohol.
- Find out about programs and policies that support low-risk drinking.



**NO MORE THAN 5 TICKETS / TOKENS  
PER PURCHASE, PER PERSON.  
TICKET / TOKEN SALES END  
ONE-HALF (1/2) HOUR  
BEFORE EVENT CLOSING.**

**UNUSED ALCOHOL TICKETS WHICH DO  
NOT IDENTIFY THE EVENT SPONSOR  
MAY BE RETURNED FOR CASH.**

**UNUSED ALCOHOL TOKENS OR  
TICKETS THAT IDENTIFY THE EVENT  
SPONSOR MAY NOT BE RETURNED FOR  
CASH BUT USED AT THE NEXT EVENT  
BY THIS ORGANIZATION.**



**WE ARE PLEASED TO OFFER  
NON-ALCOHOLIC BEVERAGES.**

**IT IS AGAINST THE  
LIQUOR LICENSE ACT OF ONTARIO  
TO SERVE ANYONE TO INTOXICATION.**

**FOR THIS REASON,  
BARTENDERS / SERVERS IN OUR  
FACILITIES ARE REQUIRED TO OBEY  
THE LAW AND NOT SERVE ANYONE  
TO INTOXICATION.**

**A LIMIT OF 2 ALCOHOL DRINKS WILL  
BE SERVED AT ANY 1 TIME.**



## **R.I.D.E. Program**

**THE LOCAL DETACHMENT OF THE  
ONTARIO PROVINCIAL POLICE  
"REDUCE IMPAIRED DRIVER  
EVERYWHERE (R.I.D.E.)"  
PROGRAM THANKS YOU  
FOR HELPING TO REDUCE  
IMPAIRED DRIVING EVERYWHERE  
IN NORFOLK COUNTY.**

**WE LOOK FORWARD TO  
PERSONALLY THANKING YOU  
AT ONE OF OUR SPOT-CHECKS  
FOR LEAVING THIS EVENT  
A SOBER DRIVER.**



**SAMPLE FORMAT ONLY**  
**CERTIFICATE IS ISSUED BY INSURANCE COMPANY  
 OR BROKER**

**CERTIFICATE OF INSURANCE**

**INSURED:** \_\_\_\_\_

**PROJECT/EVENT:** \_\_\_\_\_

INSURANCE AS DESCRIBED HEREIN HAS BEEN ARRANGED ON BEHALF OF THE INSURED NAMED HEREIN UNDER THE FOLLOWING POLICY(IES); AND MORE FULLY DESCRIBED IN SAID POLICY(IES), AND ANY ENDORSEMENTS ATTACHED HERETO.

INSURER	TYPE OF POLICY	POLICY NO.	TERM		LIMITS OF LIABILITY (INCLUSIVE OF BODILY INJURY AND PROPERTY DAMAGE)
			EFFECTIVE DATE	EXPIRY DATE	
Subscription Policy	Commercial General Liability Including Host Liquor Liability				
	Automobile				
	Other Insurance				

**ADDITIONAL INSURED:**

Only with respect to the above and arising out of the Named Insured operations is the following named added to the policy as an additional insured. The addition of such Insured shall not increase the Limits of Liability as shown above.

**THE CORPORATION OF NORFOLK COUNTY**

This certificate is only a summary of the insurance provided under the Master Policy(ies) and constitutes a statement of the facts as of the date of insurance and are so represented only to the addressee.

\_\_\_\_\_  
 Signature of Broker \_\_\_\_\_  
 Date

NAME OF BROKER: \_\_\_\_\_ PHONE: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_



Appendix "J"

NORFOLK COUNTY
SPECIAL OCCASION PERMIT HOLDER AGREEMENT

NAME OF ORGANIZATION: \_\_\_\_\_
(Please Print)

NAME OF PERMIT HOLDER: \_\_\_\_\_
(Please Print)

SPECIAL OCCASION PERMIT NUMBER: \_\_\_\_\_

CERTIFICATION:

- 1. The Permit holder has received and reviewed a copy of Norfolk County's Municipal Alcohol Policy.
2. The Permit holder understands and agrees to adhere to the terms and conditions of Norfolk County's Municipal Alcohol Policy and the provisions of the Liquor License Act of Ontario and the regulations thereunder.
3. The Permit holder understands that if an infraction of the Municipal Alcohol Policy occurs, Norfolk County may warn or suspend the organization from Special Occasion Permit privileges at County facilities for one year, or more than one year.
4. The Permit holder understands that he/she can be held liable for injuries and damage arising from failure to adhere to the Liquor License Act of Ontario, or from otherwise failing to take action that will prevent foreseeable harm from occurring.
5. The Permit holder understands that the Police and/or Liquor License Inspector can lay charges for infractions of the Liquor License Act of Ontario or other relevant legislation. Assistants to the Fire Marshall can lay charges for failing to comply with the Ontario Fire Code. The Alcohol and Gaming Commission will also lay charges for failing to comply with any other legislation.

SIGNATURE: \_\_\_\_\_ Phone: \_\_\_\_\_
Permit Holder

Address: \_\_\_\_\_

\*\*\*\*\*

OFFICE USE ONLY

Agreement received by: \_\_\_\_\_ Date: \_\_\_\_\_
Day/Month/Year