

APPENDICES TO ALCOHOL RISK MANAGEMENT POLICY

APPENDIX A SPORTS ACTIVITY AGREEMENT

Name of Team/Group/Organization _____
(Please Print)

Name of Contact Person _____
(Please
Print)

Name of Facility _____
(Please
Print)

In consideration of the Municipality of South Huron permitting our organization to use its facilities, it is hereby acknowledged and agreed that:

- 1) Alcohol cannot be consumed at the Municipal facilities.
- 2) The attached guidelines and requirements of this Agreement have been read and understood.
- 3) If any member of my organization is consuming alcohol at these facilities, a registered letter of warning will be issued advising of the Policy Violation and indicating that no further violations will be tolerated. Independent action can be taken by the Ontario Provincial Police (O.P.P.) at its discretion.
- 4) If any member of my organization violates the Policy within one year of receiving a warning, the whole group will be suspended from using any Municipal Facility or area for a period of one year.
- 5) Prior to the use of municipal facilities, I will provide the Municipal administration with the names and addresses of the team captains or others in a position of authority at the event in order that a brochure outlining the Policy can be forwarded to them.
- 6) As an event organizer, I will review the terms of this Agreement with the participants and I will explain that any violation of this Policy will not be permitted. It is understood that violation could result in independent action by the O.P.P. and future facility usage will be jeopardized.
- 7) My/Our organization agrees to indemnify and save harmless the Municipality of South Huron from all claims for injuries or losses of any kind whatsoever that may arise as a result of a breach of this agreement, the Municipal Alcohol Risk Management Policy, or as a result of my/our organization's negligence arising directly or indirectly from this event being held.

Name: _____

Signature: _____

Date: _____

**APPENDIX B
SPECIAL OCCASION PERMIT AGREEMENT**

Name of Team/Group/Organization _____
(Please Print)

Name of Contact Person _____
(Please
Print)

Name of Facility _____
(Please
Print)

In consideration of the Municipal permitting our organization to hold an event licensed for the sale of alcohol on Municipal premises, it is hereby agreed and acknowledged that:

- 1) I have received and reviewed a copy of the Municipal Alcohol Risk Management Policy.
- 2) I have read the attached guidelines and requirements of this Agreement.
- 3) The organization and I agree to adhere to the conditions of this Policy, the Liquor Licence Act of Ontario and terms of the Special Occasion Permit.
- 4) If an infraction of the Policy occurs, the Municipality will warn or suspend my organization from using the facilities for a period of one year.
- 5) The organization or I may be held liable for any injuries and/or damage arising from failure to adhere to the requirements of the Liquor Licence Act of Ontario, and the terms and conditions as outlined in this Permit.
- 6) The Ontario Provincial Police (O.P.P.) and Liquor Licence Board Inspectors can lay charges for infractions of the Liquor Licence Act of Ontario or other relevant legislation.
- 7) My organization will indemnify and save harmless the Municipality of South Huron from all claims for injuries or losses of any kind whatsoever that may arise as a result of our organization's negligence directly or indirectly with respect to this event being held.

Name: _____

Signature: _____

Date: _____

APPENDIX C

GUIDELINES FOR SPECIAL OCCASION PERMIT HOLDERS

As the contact person for a Special Occasion Permit, you must ensure that your organization is aware that it can be held liable for injuries and damages arising from breach of its agreement with the Municipality, the Alcohol Risk Management Policy and/or contravention of the Liquor Licence. 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 organization's risk of liability, the following guidelines shall be adopted.

1. **Monitor the entrance** with at least one person, aged 19 or over. This allows staff to request 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. **Monitor each exit** with at least one person, aged 19 or over, or in smaller venues ensure the exits are visible to monitors. 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 paid transportation, either by friends of the intoxicant, or your organizing group eg. taxi. If these efforts fail, the police should be contacted.
3. **Provide adequate monitors** to supervise the event, encourage moderate drinking and ensure that any problems that arise are dealt with appropriately for the duration of the event.
4. **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. The Permit Holder will ensure that "high alcohol" beer (in excess of 5%) is not sold.
5. **In order to reduce the risk of intoxication**, 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.
6. **Refund unused drink tickets for cash on demand.** To do otherwise encourages increased consumption and intoxication.
7. **Ensure the facility is adequately lighted**, signs are visible and stairs are clear. As the occupier of the premises, your organization is required to ensure the physical setting is safe for both drinkers and non-drinkers. Your organization may be held liable if an accident occurs due to the physical set-up of the facility or area.
8. **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.
9. **Do not contravene the Liquor Licence Act** by serving minors, intoxicated patrons, or by serving to intoxication. Ensure that serving staff know the signs of intoxication and are prepared to cut off patrons.
10. **Support serving staff in adhering to the Liquor Licence Act** by allowing them the flexibility to offer discounts on food or non-alcoholic drinks. By allowing this discretion, staff can defuse potentially troublesome incidents when patrons should not be served more alcohol.
11. **If an alcohol-related violation occurs**, act promptly to rectify the situation and restore adherence to the Liquor Licence Act. Whenever the Act is violated at your event, you are at risk of being charged and having a legal action launched against you.

APPENDIX D
REQUIREMENTS FOR SPECIAL OCCASION PERMIT HOLDERS

- 1) (a) All permits shall include the statement “NO MINORS ALLOWED” unless approved otherwise at least two weeks in advance by the facility operator.
 - (b) All monitors are responsible to see that participants do not leave the facility with beer or liquor containers. Bartenders are responsible for enforcing the liquor regulations as set by the Liquor Control Board of Ontario. All bartenders are encouraged to be Server Intervention Program (S.I.P.) certified.
 - (c) The bar will close no later than the agreed time as per specific rental location and all lights will be turned on. Ticket sales will not be permitted beyond 30 minutes prior, and no “LAST CALL” will be permitted.
 - (d) All spirits, wine and beer must be removed from the tables by 30 minutes after bar closure time.
 - (e) All spirits, wine and beer must be removed from the facility by the Permit Holder immediately after the event unless an alternate arrangement is approved by management upon the issuing of the Permit. All spirits, wine and beer left in the facility are the responsibility of the Permit Holder.
 - (f) Persons must vacate the facility no later than 60 minutes after bar closure. If the building is not vacated by that time an additional charge of \$75.00 may be levied.
 - (g) The Permit Holder is responsible to see that alcohol is served and consumed only in areas designated in the liquor licence.
- 2) The Permit Holder will be responsible for providing and paying for (if required) the ticket taker and seller, and for crowd control and policing. Crowd control and policing will be at the discretion of the Huron County OPP Detachment Commander or his designate.
 - 3) The Permit Holder will be responsible for any damage to the facility and/or property during contracted times. The Municipality will be compensated in full and expenses will be invoiced to the Permit Holder.
 - 4) The Permit Holder will be responsible for all additional costs to the Municipality resulting from special setups or additional clean up that the Permit Holder fails to complete.
 - 5) The Permit Holder will provide the Municipality with proof of liability insurance, naming the Municipality of South Huron as co-insured.
 - 6) The Permit Holder understands that the Chief Building Official will determine maximum capacity for “beer tent” activities and Municipal facilities as well as establishing open emergency routes clearly marked on site. Fencing requirements depicting the number of exits, entrances and height and type of fencing must be submitted to the Chief Building Official for his/her approval prior to the event taking place.

- 7) The Municipality of South Huron Building Department requires a site plan of all tents and structures and applicable measurements. Section 8 of the Building Code Act pertaining to building permits applies to all tents that are:
 - a) more than 60 m (650 sq. ft.) in aggregate ground area (i.e., 20' x 32');
 - b) attached to a building; and
 - c) constructed less than 3 m from other structures.

- 8) Inspections through the Building Department must be arranged prior to the end of the last business day, prior to the day of event. A Permit Fee in accordance with the Fees By-Law for the Municipality is applicable.