

## **MUNICIPAL ALCOHOL POLICY (Recreation & Civic)**

### **POLICY STATEMENT**

The Town of Newmarket is committed to providing a safe and enjoyable environment for the facilities' and park's users. The goal of Newmarket's Municipal Alcohol Policy is to foster public health by reducing opportunities to engage in high-risk alcohol consumption and promoting responsibility and moderation for those users choosing to consume alcohol. In addition, the Town strives to avoid alcohol-related problems that could result in claims against the Corporation, community organizations, volunteers and participants.

### **A. SPECIAL OCCASION PERMIT EVENTS**

The following facilities and parks are considered suitable for Special Occasion Permit functions:

1. Ray Twinney Recreation Complex – Meeting Rooms, and Arena Floors
2. Newmarket Community Centre – Halls, Meeting Rooms and Arena Floors
3. Old Town Hall - Halls and Meeting Rooms.
4. Senior Meeting Place – Halls and Meeting Rooms.
5. Newmarket Theatre – Lobby
6. Art Ferguson Club House – Hall
7. Newmarket Town Hall – Council Chambers, Meeting Rooms and Lobby  
(Council Sanctioned Events only)
8. Hollingsworth Civic Arena – Arena Floor
9. Ray Twinney Recreation Complex Park
10. Newmarket Fairgrounds
11. George Richardson Park
12. Fairy Lake Park

The following **facilities** and **parks** are **not** suitable for Special Occasion Permit functions:

1. All municipal arena and pool change rooms
2. All municipal spectator seating areas and entrance lobbies
3. All recreation facility parking lots
4. All other municipal recreation & civic facilities unless specifically deemed eligible.

The following **events** are **not** eligible for Special Occasion Permits:

1. All Youth Events.
2. All Minor Sport Events, including banquets
3. All Street Parties.

## **B. RESPONSIBILITIES OF SPECIAL OCCASION PERMIT HOLDERS**

1. The permit holder shall obtain a Special Occasion Permit from the Liquor License Board of Ontario and show proof of this permit to the Town of Newmarket at least ten (10) days prior to the event. A copy of the Special Occasion Permit must be prominently posted in the facility throughout the event.
2. The permit holder shall be present at the event and shall be responsible for making decisions regarding its operation. The permit holder and all event helpers must refrain from consuming alcohol prior to and during the event. The permit holder is responsible for ensuring guests at the event are properly supervised and that no one consumes alcohol in an unauthorized location or to intoxication.
3. The permit holder and Town staff shall ensure the physical setting is safe for all participants.
4. The event sponsor must provide a list of event workers to the Manager, Marketing Research & Client Services, Parks, Recreation & Culture Services at least two (2) weeks prior to the event along with each worker's Server Intervention Program or Smart Serve Program registration number. At least 60% of all event staff on duty during the event must possess Server Intervention Program or Smart Serve training. Exemptions may be considered under the following conditions:
  - (a) the event is small, private function: or
  - (b) the event is a Town of Newmarket sanctioned event; and
  - (c) the permit holder has obtained written permission from the Manager, Marketing, Research & Client Services for the exemption at least one month prior to the event.

5. Unless exempted under Section 5 above, all events require a Floor Supervisor and/or Door Supervisor aged 19 years old or over, show shall wear highly visual identification. All entrances and exits must be supervised.
6. The permit holder must ensure that patrons behave in a safe and responsible manner.
7. Insurance

The Town strongly recommends that permit holders purchase event liability insurance (minimum \$1,000,000). The event sponsor/agent shall assume sole responsibility and liability for any personal injuries or property damage arising from or in any way related to the Special Occasion Permit event.

8. Safe Transportation

The permit holder assumes responsibility for promoting a safe transportation program for all drinking participants. Safe transportation shall include:

- (a) Identifying opportunities for safe transportation on event advertisements and invitations;
- (b) promoting police R.I.D.E. awareness through signage;
- (c) providing non-alcoholic drinks free of charge or at a reduced cost to all designated drivers.

Safe transportation programs do not exempt the permit holder from abiding with the LLBO Act prohibiting serving anyone to the point of intoxication or serving an intoxicated person.

### **C. RESPONSIBILITIES OF EVENT SERVERS**

1. Event Servers must possess an approved Ontario based Server Intervention Program or Smart Serve Certificate.
2. All bottles shall remain in the bar area. All drinks must be served in non-glass containers.
3. Low-alcohol and/or non-alcoholic beverages must be available. Servers are to encourage patrons to consumer food, low-alcohol beverages and non-alcohol beverages, in order to reduce the risk of intoxication and the rate of consumption.
4. Marketing practices, which encourage increased consumption, such as oversize drinks, volume discounts, "one price all you can drink" discounts, and liquor door prizes, etc. shall not be permitted.
5. There will be no last call. Liquor shall not be served during the last 45minutes of the Special Occasion Permit Event.

#### **D. RESPONSIBILITIES OF THE TOWN**

1. Town staff shall ensure the event venue is a safe physical setting for all participants.
2. The town shall prominently display the following sign in its Special Occasion Permit designated facilities, at either or both the facility entrance and bar area:

“Bartenders reserve the right to refuse service and are required by law not to serve an intoxicated person or any person to the point of intoxication.

No minor shall be served alcoholic beverages. You must be 19 years or older to consume alcohol. The only acceptable proof of age is an Age of Majority Card or Photo Driver’s License.

You are encouraged to participate in a safe transportation program”

#### **E. GENERAL CONTROLS**

1. At least one (1) Town staff person will attend all events involving Special Occasion Permits and shall have the authority to demand immediate compliance with the Town’s Municipal Alcohol Policy and/or shut down an event on behalf of the Town.

An exemption to Town staff presence may be granted under the following conditions:

- a. at least two (2) police officers are on duty at the event;
  - b. the event is held in a municipal park or facility that is not normally staffed;
  - c. the permit holder is recognized by the Town of Newmarket as a Community Service Organization; and
  - d. the permit holder has obtained written permission from the Director of Parks, Recreation and Culture for the exemption at least one month prior to the event.
2. The Town of Newmarket reserves the right to require the presence of at least two (2) police officers for the event, at the permit holder’s expense.
  3. The only acceptable forms of identification will be an Age of Majority Card or a Driver’s License with photo.
  4. Tickets must be purchased from a designated ticket seller and redeemed at the bar, maximum of six (6) tickets per purchase.
  5. Unused tickets are to be redeemed for cash on demand at any time during the event.

6. The amount of alcohol allowed for the Special Occasion Permit will be approved by Town staff at least ten (10) days prior to the event. Appropriate LLBO stickers must appear on all liquor brought into the facility or park.
7. At least 30% of all alcohol must be low-alcohol volume.
8. Non-alcoholic beverages must be available at either no cost or at a cost less than the least expensive alcoholic beverage.
9. The maximum quantity of alcohol permitted on site will be the equivalent of one (1) drink per adult per event hour to a limit of five (5) drinks per adult.
10. Permit holders must specifically indicate their quantity requests, i.e., wine bottle size (1L, 1.5L, etc.); liquor bottle size (40 oz., 26oz., etc.) and alcohol contents of all liquor, wine and beer. Standard alcohol contents are defined as:  
  
Beer – 5% alcohol  
Wine – 12% alcohol  
Spirits – 40% alcohol  
  
High alcohol beers above 5% alcohol are prohibited.

## **F. POLICY INFRACTIONS & CONSEQUENCES**

Adherence to the Town of Newmarket's Alcohol Policy for Community Facilities and Parks is critical to the safe and responsible use of alcohol. Violations of this policy will be dealt with immediately and appropriately.

1. Town staff will report any infraction of this policy through an incident report to the Director, Parks, Recreation & Culture Services. Examples may include alcohol use in unauthorized locations, actions that may place users or members of the public in danger, drinking under age, etc.
2. Consequences may range from a warning to the loss of future permitting privileges. The Director will report to Town Council on the severity of the consequences.
3. All infractions will be recorded for future reference. Repeated violations of the policy will result in the loss of permitting privileges.

## **FACILITY & SPECIAL OCCASION PERMIT APPLICATION PROCEDURES**

### **Stage I**

A request for a facility permit involving a Special Occasion Permit is received.

The potential client is advised of:

1. all permit rules and regulations;
2. the Municipal Alcohol Policy including the Server Intervention Program requirements;
3. requirement for a commitment deposit being 25% of permit costs, payable at booking time (ensures the permitted location is reserved until full payment is received);
4. requirement for a security deposit being a minimum of \$50.00 and maximum of \$250.00 based on the event, refundable following evaluation of the event and payable at booking time;
5. remittance deadline for balance owing and Special Occasion Permit (i.e., 10 days prior to the event).

### **Stage II**

The facility permit and security deposits are processed. One copy of the permit is forwarded to the appropriate Facility of Park Supervisor. The second copy is filed "pending" the remittance of the balance owing and receipt of Special Occasion Permit.

The client's request for liquor quantity is forwarded to the Director of Parks, Recreation and Culture or designate for approval.

### **Stage III**

At least 10 days prior to the event, the balance owing is processed and the Special Occasion Permit and Server Intervention Program certificates, as applicable are reviewed for accuracy. Failure to remit payment, Special Occasion Permit and/or Server Training Certificates will result in the cancellation of the permit.

The Agreement for the Municipal Alcohol Policy and the approved Quantity of Liquor Application are reviewed with the permit holder.

The permit holder signs the Agreement. Copies of all certificates/agreements are forwarded to the appropriate Facility or Park Supervisor.

**AGREEMENT FORM FOR SPECIAL OCCASION PERMIT HOLDER**

*I have received and reviewed a copy of the Town of Newmarket's Municipal Alcohol Policy for Community Facilities and Parks.*

*I shall adhere to the conditions of the policy and the Liquor Licence Act of Ontario.*

*If I or other individuals at the event fail to adhere to the Policy the Town will take the appropriate action. This action may include eviction, revoking of the Special Occasions Permit and notification of the local authorities.*

*I understand that I can be held liable for injuries and damages arising from failure to adhere to the Liquor Licence Act of Ontario.*

Permit Holder Name: \_\_\_\_\_  
PLEASE PRINT

Contact Name: \_\_\_\_\_  
PLEASE PRINT

Facility: \_\_\_\_\_

Event Date(s) & Times(s): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_