www.kitchener.ca

If you have any questions, please contact the facility you are renting.

The City of Kitchener contact centre can also be reached at 519-741-2345.

This publication is available in alternative format on request. Please call 519-741-2200 x7623.

TTY - 1-866-969-9994
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PURPOSE AND SCOPE

This Municipal Alcohol Policy (MAP) is intended to promote a safe, enjoyable environment taking into consideration the health and safety of participants and staff. This policy is in place to reduce alcohol-related problems such as injury, violence and liability which arise from alcohol consumption on municipal property.

Policy Objectives

- To provide procedures and education to individuals or groups wishing to hold events in and/or on municipally owned facilities/properties in order to ensure that all Liquor Licence Act of Ontario legislation that pertains to Special Occasion Permits or liquor licencing and the Municipal Alcohol Policy (MAP) are properly understood and strictly complied with.

- To ensure appropriate supervision and operation of Special Occasion Permits and liquor licenced events in order to protect the Event Organizers, the participating public, volunteers, the City of Kitchener and its staff from liability by providing education in prevention and intervention techniques and through effective management procedures.

- To encourage and reinforce responsible drinking practices for consumers through the development of operational procedures, controls, training and education, and to honour the decision of abstainers not to drink alcohol and encourage their participation by providing alternative, non-alcoholic drinks.
The Municipal Alcohol Policy (MAP) outlines various stipulations and controls on events involving alcohol, including: Special Occasion Permits (SOP), liquor licensed events under a caterer’s endorsement, and/or events in a municipally licenced facility in conjunction with the Alcohol and Gaming Commission of Ontario (AGCO).

The event organizer and/or designate is responsible for ensuring compliance with the Municipal Alcohol Policy (MAP), Liquor Licence Act of Ontario and Alcohol and Gaming Commission of Ontario (AGCO) policies and guidelines.

- See Section 1.2

As a condition of rental, the event organizer must have a Safe Transportation Strategy in effect.

- See Section 3.8
DEFINITIONS

Alcohol and Gaming Commission of Ontario (AGCO)
The Alcohol and Gaming Commission of Ontario (AGCO) is a Provincial agency, established February 23, 1998 under the Alcohol and Gaming Regulation and Public Protection Act, 1996. The Act gave the AGCO responsibility for the administration of the Liquor Licence Act and the Gaming Control Act, 1992. The AGCO is a regulatory agency that reports to the Ministry of the Attorney General. For more information go to www.agco.on.ca/en/about/index.aspx.

Caterer’s Endorsement
A liquor sales licence authorizing the applicant to sell and serve liquor for an event held on properties other than the properties to which the liquor sales licence applies.

Event
For the purposes of this policy, an event is any gathering held at a municipal facility or property at which alcohol will be served and/or sold. They may include weddings, showers, dances, barbecues, birthday parties and any other event where alcohol will be served. The duration of the event includes event set-up, operation and clean-up. Events involving alcohol may be in a licenced municipal facility or under a Special Occasion Permit (SOP).

Event Organizer
Any person, who is 19 years of age or over, seeking to hold an event that involves the sale and/or service of alcohol at municipal facilities/property. The Event Organizer (which term shall include the SOP permit holder and any designate) is responsible for the safety and sobriety of people attending the event as well as compliance with this Municipal Alcohol Policy and the Liquor Licence Act of Ontario and its
regulations at the event. **They assume all responsibility and liability for the entire operation of the event.** The Event Organizer **MUST** read and sign the *Event Organizer Checklist for Liquor Licensed Events* to indicate that they understand their responsibilities.

**Event Worker**

Any person, who serves or sells liquor, or is involved in an event where alcohol is served on municipal property. All event workers have a responsibility in the operation of the event and shall not consume or be under the influence of alcohol for the entire duration of the event. In addition to the Event Organizer and permit holder, event workers may include the following:

**Floor Supervisor**

A paid/volunteer person(s) appointed by the Event Organizer, who is over the age of 18 and who has satisfactorily proven to the Event Organizer that she/he will act in accordance with the MAP. A floor supervisor talks with participants, monitors patron behavior, monitors for intoxication and underage drinkers, responds to problems and complaints, assists door monitors when necessary, aids in the removal of intoxicated persons, arranges safe transportation.

**Door Monitor**

A paid/volunteer person(s) appointed by the Event Organizer, who is over the age of 18 and who has satisfactorily proven to the Event Organizer that she/he will act in accordance with the MAP. A door monitor checks identification and for signs of intoxication prior to entry, keeps out intoxicated and troublesome individuals, arranges for coat checking,
monitors for those showing signs of intoxication when leaving the event, arranges safe transportation.

**Server/Bartender**
A paid/volunteer person(s) appointed by the Event Organizer, who is over the age of 18 and who has satisfactorily proven to the Event Organizer that she/he has been trained by a recognized alcohol server training course, namely Smart Serve Ontario program. A server accepts tickets for the purchase of alcoholic drinks, serves drinks, monitors for intoxication and underage drinkers, refuses service when a patron appears to be intoxicated or near intoxication, offers a non-alcoholic substitute and coordinates with event staff. This person will act in accordance with their training under such programs as the Smart Serve Ontario program.

**Ticket Seller**
A paid/volunteer person(s) appointed by the Event Organizer, who is over the age of 18 and who has satisfactorily proven to the Event Organizer that she/he will act in accordance with the MAP. A ticket seller sells alcohol tickets to a maximum of four per person per purchase, monitors for intoxication and underage drinkers, refuses sale to patrons at or near intoxication, and refunds tickets on request.

**Licenced Security**
Security personnel monitoring entrances and patrolling licenced areas must be licenced under the *Private Security and Investigative Services Act*, to ensure the safety and security of the establishment/property, its employees and patrons. For more information go to [www.agco.on.ca](http://www.agco.on.ca).
Liquor Licence Act
Each province or territory has a liquor licence act which outlines the laws regarding the sale and service of alcohol. See [www.agco.on.ca/en/whatwedo/index.aspx](http://www.agco.on.ca/en/whatwedo/index.aspx) for more information. It is the responsibility of the Event Organizer to know and understand this legislation.

Municipal Alcohol Policy (MAP)
A local policy for municipalities to manage events held at municipally-owned facilities and properties when alcohol is sold and/or served.

Municipal Properties
All municipally-owned or leased lands, buildings and structures. All assets, structures, buildings, outbuildings, lands to be defined as property.

Municipal Representative
City of Kitchener staff or a designate who attend the event on behalf of the City of Kitchener to monitor compliance of the Municipal Alcohol Policy.

Religious Function
Events that include a religious ceremony conducted by an officiant such as a priest, minister, Justice of the Peace, rabbi, etc. Examples include, but not limited to, weddings, bar mitzvahs, and baptisms. A religious function does not include events like a “stag and doe”, anniversaries or birthdays.

Smart Serve
The Smart Serve training program offered by Smart Serve Ontario ([www.smartserve.ca](http://www.smartserve.ca)) is designed to train staff and volunteers who work in areas where alcohol is sold and/or served, such as in bars, restaurants, banquet halls and other
public facilities. The Smart Serve Program is the mandatory server training program that is recognized by the AGCO and approved by this policy. Note that the AGCO still recognizes The Server Intervention Program certification issued prior to May 1995. This policy also recognizes this certification until December 31, 2020.

Special Occasion Permit (SOP)
A liquor licence issued by the Alcohol and Gaming Commission of Ontario for one-time social events where alcohol will be sold and/or served. All SOP’s are managed and controlled by the AGCO. There are three types of special occasions for which a permit may be issued:

**Private Event**
For events where only invited guests will attend. These events cannot be advertised and there can be no intent to gain or profit from the sale of alcohol at the event.

**Public Events**
For events that are open to the public. Public events can be advertised and allow for fundraising/profit from the sale of alcohol.

**Industry Promotional Events**
For events held to promote a manufacturer’s product(s) through sampling. There can be no intent to gain or profit from the sale of alcohol at the event.

All of these events as described above can be held indoor or outdoor (including pavilions or temporary structures). There are two classes of Special Occasion Permit (SOP):
Sale SOP
Issued when money is collected for the sale of alcohol either directly or indirectly. This could be through, for example, an admission charge to the event, when tickets for alcohol are sold to people attending the event, or when there is any pre-collection of money for the alcohol.

No Sale SOP
Issued when alcohol is served without charge or when there is no money collected for alcohol – either directly or indirectly – from guests.

For further information regarding types and classes of special occasion permits, please refer to the AGCO web site at this address: www.agco.on.ca.

SOP Holder (Permit Holder)
The individual who signs the application for a Special Occasion Permit to sell and/or serve alcohol. A special occasion permit holder can assign a designate. A designate is a person(s) appointed by the special occasion permit holder, and acceptable to the City of Kitchener who is over the age of 19 and who has satisfactorily proven to the special occasion permit holder that she/he will act in accordance with the MAP. The Event Organizer, the special occasion permit holder and/or designate are responsible for the safety and sobriety of people attending the event as well as compliance with the MAP and the Liquor Licence Act of Ontario and its regulations at the event. They assume responsibility and liability for the entire operation of the event.
POLICY CONTENT

1. Designation of Roles and Responsibilities

1.1 Role of Municipal Representatives

Municipal representatives are responsible for ensuring the Event Organizer and/or designate are provided with written information outlining the conditions of the MAP.

The City of Kitchener representatives have the authority to demand correction and/or to shut down an event on behalf of the City of Kitchener. The City of Kitchener has the final authority in direction when it comes to breaches under the policy and agreement of the Event Organizer. The City of Kitchener representatives monitoring a liquor-licenced event shall be Smart Serve trained and competent in facility operations.

1.2 Role of Event Organizer and/or Designate

Notwithstanding the roles outlined above, the Event Organizer and any designate is responsible for the conduct and management of the event, including, but not limited to:

- Complying with the MAP in addition to all applicable federal, provincial and municipal laws, policies, guidelines, regulations and by-laws, including, without limitation, the Liquor Licence Act of Ontario and its regulations

- Organizing, planning, set up and clean-up of the event

- Ensuring sufficient number of event workers

- Ensuring training of their designates and event workers (all of whom must be a minimum of 18 years of age or older)
• Posting the Special Occasion Permit (with any updates) in plain sight on the property to which the permit applies or keep it in a place where it is readily available for inspection

• Ensuring all alcohol is purchased from an authorized government retail store (e.g., LCBO, Beer Store) using the SOP as the guide for allowed amounts

• Ensuring alcohol sales and service including the choice of beverages comply with the Municipal Alcohol Policy

• Ensuring that no one consumes alcohol in unauthorized locations on the property

• Ensuring the safety and sobriety of people attending the event including those persons asked to leave to control the event

• Providing safe transportation options (e.g., designated drivers, taxis)

• Responding to emergencies

• **Must read, complete, sign and submit** the *Event Organizer Checklist for Liquor Licenced Events* to indicate their understanding of their responsibility for the event

• **Must provide a copy of the Special Occasion Permit** (if applicable) and any updates to the City of Kitchener at least 30 days prior to the start of the
event. Non-compliance may jeopardize your event from taking place.

- **Must ensure that all liquor, wine and beer are purchased with the SOP.** Proof of this must be provided at the event. Receipts need to have the SOP number on them. These purchase orders and levy receipts must match the amount of alcohol in the bar for the event and will be posted with the SOP. Non-compliance may jeopardize your event from taking place.

- **Must attend the event for the entire duration** including set-up prior to the event, clean-up after the event and be responsible for decisions regarding the actual operation of the event.

2. **Designation of Properties and Events**

2.1 **Designation of Suitable Properties**

The following municipal facilities/properties and areas are either licenced or designated as suitable for events involving alcohol subject to the Event Organizer obtaining a Special Occasion Permit or a liquor licence through a caterers’ endorsement issued by the AGCO and agreeing to conditions as set out by the City of Kitchener:

- Activa Sportsplex**
- Breithaupt Community Centre
- Bridgeport Community Centre
- Budd Park Indoor Soccer Facility
- Centreville Chicopee Community Centre
- Chandler Mowat Community Centre
- City Hall and Carl Zehr Square
- Country Hills Community Centre
- Don McLaren Arena**
- Doon Pioneer Park Community Centre
- Doon Valley Golf Course Clubhouse ***
- Downtown Community Centre
- Forest Heights Community Centre
- Grand River Arena**
- Grand River Recreation Complex
- Kingsdale Community Centre
- Kitchener Market
- Kitchener Memorial Auditorium Complex (KMAC)**
- Lions Arena**
- Lions Arena Community Hall
- Mill Courtland Community Centre
- Peter Hallman Ball Yard
- Queensmount Arena**
- Rockway Centre
- Rockway Golf Course Clubhouse***
- Sportsworld Arena**
- Stanley Park Community Centre
- Victoria Hills Community Centre
- Victoria Park Pavillion
- Williamsburg Dedication Centre

** Some in-house policies and guidelines apply
***No SOP allowed at the municipal golf courses, however, hall is licenced and available for rent.

For more information regarding these facilities/properties and any updates, please visit [www.kitchener.ca](http://www.kitchener.ca).
2.2 **Designation of Not Suitable Properties**

The following municipal facilities/properties and areas are **not licenced or not suitable** for an event involving alcohol. They include but not limited to:

- Breithaupt Centre pool area, viewing lounge, change rooms, solarium
- Cameron Heights Pool
- Dressing rooms in all community arenas and Kitchener Memorial Auditorium Complex (KMAC)
- Forest Heights Pool
- Harry Class Pool
- Idlewood Pool
- K-W Judo Gymnastics Training Centre
- Kiwanis Pool
- Lyle Hallman pool area and change rooms
- Williamsburg Community Centre
- Wilson Pool
- Athletic and playing fields
- Parking lots
- Spectator areas of arenas*
- Dressing rooms/change rooms
- Open park areas, trails and woodlots
- Playground areas
*except designated areas of KMAC

For more information regarding these facilities/properties and any updates, please visit [www.kitchener.ca](http://www.kitchener.ca).
2.3 Designation of Events
The serving of alcohol shall not be permitted at any events where the focus of the event marketing is for youth under 19 years of age.

3. Conditions for Events Involving Alcohol

3.1 Insurance
The Event Organizer must provide proof of insurance by way of submitting an original Certificate of Liability Insurance to the City of Kitchener before occupying municipal properties for the event to the satisfaction of the City of Kitchener. The Certificate of Liability Insurance must be in effect for date(s) where municipal property is being used or occupied by the Event Organizer including, without limitation, set-up and take-down. **Failure to provide proof of liability insurance will void the rental.** Limits and terms to be set by the sole discretion of the City of Kitchener depending on the risk and number of attendees. It is the responsibility of the Event Organizer to review all potential operations and exposures to determine if the coverage and limits noted below are sufficient to address all insurance related exposures presented for the event since the Event Organizer shall indemnify and save harmless the City of Kitchener.
3.2 Insurance for Rentals Up To & Including 500 People

The Certificate of Liability Insurance shall:

- Provide proof satisfactory to the City of Kitchener of a minimum of **two million dollars** general liability insurance issued by an insurance company that is licenced to carry on business in Ontario and which must, at a minimum, include the following:
  a) The Corporation of the City of Kitchener shown as an additional insurer to the policy
  b) Coverage for bodily injury and property damage liability
  c) Cross liability endorsement and severability of interests provision
  d) A liquor liability endorsement
  e) Tenants liability endorsement
  f) Products and completed operations liability
  g) Personal injury liability
  h) Advertiser’s liability
  i) Thirty (30) day notice of cancellation provision

- Show that coverage is in effect on the date(s) of the event

- Be delivered to the supervisor having operational jurisdiction at the event location at least 30 days prior to the start of the event to the satisfaction of the City of Kitchener. The following information must be provided:
  o Certificate of liability insurance showing coverages including alcohol
  o Policy number
  o Company name
  o Effective and expiry date
  o Amount of insurance coverage
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- An endorsement from the insurance company that they are aware of the Special Occasion Permit event and that coverage is in place including date and location of the event

### 3.3 Insurance for Rentals for More Than 500 People & All Outdoor Events

The Certificate of Liability Insurance satisfactory to the City of Kitchener shall include all the above requirements and proof of a minimum of **five million dollars** general liability insurance issued by an insurance company that is licenced to carry on business in Ontario.

The City of Kitchener reserves the right to amend the insurance and provisions required at any time at their sole discretion.

### 3.4 Advertising

All advertising must comply with the AGCO advertising policies and guidelines. AGCO policy states that a permit holder for a private event special occasion permit is not permitted to advertise or promote liquor or the availability of liquor.

At events where children and youth are allowed entry, the Event Organizer and/or designate shall not allow promotional advertising of alcoholic beverages’ names, brands or manufacturers.

### 3.5 Event Worker Training and Staffing Levels

Notwithstanding the roles outlined above, the Event Organizer is responsible to:

- Ensure event workers are in attendance and as needed to monitor, manage and control the event
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- Ensure event workers wear an identification (I.D.) name tag and/or clothing which are highly visible in a crowd so that they can be easily identified. (Provision of this identification and clothing is the responsibility of the Event Organizer and/or designate.) The type of identification worn by the event workers must be stated on the Checklist for Liquor Licenced Event Organizers form.

- Ensure the door monitors, floor supervisors, servers and themselves do not consume alcohol before, during or after the event is concluded, nor shall they be under the influence of any alcohol or other substance during the event.

- Ensure there are sufficient door monitors placed at all entrance and access points to ensure controls are properly managed. For any event that allows admittance to minors, additional door monitors may be required.

- Ensure there are sufficient floor supervisors assisting in managing a person who is refused sale, crowd control and de-escalations of violence.

- Ensure the entrance to the event is monitored by responsible person(s) meeting the age of majority requirements at all times. These persons shall further observe individuals that may be attempting to enter the facility/property that appear to be intoxicated or have a history of causing problems at events.

- Provide a list, at least 30 days prior to the event, of:
  a) All servers and proof of Smart Serve certification (including their certification numbers)
b) Security staff and security licence numbers

c) Proof of insurance satisfactory to the City of Kitchener

- As it relates to monitoring and serving of alcohol, ensure that all event workers are Smart Serve trained and recommend they have de-escalation of violence training.

- Relative to alcohol service areas, minimum event worker numbers are required on an event worker versus guest ratio basis as described in the table “Guest to Event Worker Ratios”. This includes the provision of both police and/or licenced security.

The City of Kitchener in consultation with the Event Organizer and representative(s) of the Alcohol & Gaming Commission of Ontario (AGCO) representative (if applicable) reserves the right to adjust the minimum number or types of event workers based on assessed level of risk and past history on an event-by-event basis.
### 3.5.1 Guest to Event Worker Ratios

<table>
<thead>
<tr>
<th>Number of Guests</th>
<th>Bartenders</th>
<th>*Door Monitors</th>
<th>**Floor Supervisors</th>
<th>Ticket Sellers</th>
<th>Licenced Security Workers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to and including 100</td>
<td>1</td>
<td>Monitor at each access point</td>
<td>1</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>101 to 200</td>
<td>2</td>
<td>Monitor at each access point</td>
<td>2 (+1 for outdoor events)</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>201 to 300</td>
<td>2</td>
<td>Monitor at each access point</td>
<td>3 (+1 for outdoor events)</td>
<td>2</td>
<td>1 for outdoor events</td>
</tr>
<tr>
<td>301 to 400</td>
<td>3</td>
<td>Monitor at each access point</td>
<td>3 (+1 for outdoor events)</td>
<td>2</td>
<td>1 for outdoor events</td>
</tr>
<tr>
<td>401 to 500</td>
<td>3</td>
<td>Monitor at each access point</td>
<td>4 (+1 for outdoor events)</td>
<td>2</td>
<td>1 (+1 for outdoor events)</td>
</tr>
<tr>
<td>501 to 600</td>
<td>4</td>
<td>Monitor at each access point</td>
<td>5 (+2 for outdoor events)</td>
<td>3</td>
<td>1 (+1 for outdoor events)</td>
</tr>
<tr>
<td>601 to 700</td>
<td>4</td>
<td>Monitor at each access point</td>
<td>6 (+2 for outdoor events)</td>
<td>3</td>
<td>2 *** (+1 for outdoor events)</td>
</tr>
<tr>
<td>701 to 800</td>
<td>5</td>
<td>Monitor at each access point</td>
<td>7 (+2 for outdoor events)</td>
<td>3</td>
<td>2 *** (+1 for outdoor events)</td>
</tr>
</tbody>
</table>
### Minimum Number of Event Workers

<table>
<thead>
<tr>
<th>Number of Guests</th>
<th>Bartenders</th>
<th><em>Door Monitors</em></th>
<th><strong>Floor Supervisors</strong></th>
<th>Ticket Sellers</th>
<th>Licenced Security Workers</th>
</tr>
</thead>
<tbody>
<tr>
<td>801 to 900</td>
<td>5</td>
<td>Monitor at each access point</td>
<td>7 (+2 for outdoor events)</td>
<td>4</td>
<td>3 *** (+1 for outdoor events)</td>
</tr>
<tr>
<td>901 to 1,000</td>
<td>6</td>
<td>Monitor at each access point</td>
<td>8 (+2 for outdoor events)</td>
<td>4</td>
<td>3 *** (+1 for outdoor events)</td>
</tr>
</tbody>
</table>

* All access points to the licenced area must be monitored. Each venue will require a varying number of door monitors depending on the layout of the venue.

** The Event Organizer or official designate can be a floor supervisor.

*** For events over 600 guests, at least 50% of the required licenced security workers shall be paid duty police officers.

For every additional 150 guests over 1,000, an additional bartender and an additional floor monitor are required. For every additional 300 guests over 1,000, an additional ticket seller is required. For every additional 200 guests over 1,000, an additional licenced security worker is required. Amendments for these requirements are at the sole discretion of the City of Kitchener.

**For all outdoor events and all events with more than 1,000 guests**, an operational plan must be developed with the AGCO and the City of Kitchener in order to ensure that all aspects of public safety are addressed (including ambulance, fire, security, traffic management plan, etc.).
The operational plan must be submitted to the City of Kitchener at least 30 days prior to the event (e.g., ambulance, fire, security, etc.).

All costs associated with preparing and complying with security and operational plans shall be borne by the Event Organizer and/or designate unless otherwise agreed upon in writing by the Event Organizer and the City of Kitchener representative.

Required licenced security or paid duty police officers for any events are the responsibility of the Event Organizer and all costs associated therewith shall be borne by the Event Organizer.

All costs unless agreed upon in writing by the City of Kitchener will be borne by the Event Organizer.

### 3.6 Enforcement Procedures

If drunkenness, riotous, quarrelsome, violent, and aggressive and/or disorderly conduct or unlawful gaming is observed at the event, the Event Organizer and their event workers shall:

- First ask the offending person to leave, and
- If the individual refuses to leave, call the police, and
- Seek any necessary assistance to maintain control and management of the event and ensure the safety and protection of persons, including event workers.
- Ensure the safety of those removed from the event who are intoxicated.
The Event Organizer or event workers will notify the police if they observe signs that a situation is getting out of control.

3.7 Prevention Strategies – Selling, Serving, Types of Drinks

The following controls and prevention strategies related to selling and serving alcohol shall be in place in conjunction with the AGCO requirements:

I. Alcohol shall not be served to anyone under the age of 19 (minors). Minors are not allowed to consume alcohol on the property. Outdoor public events which allow admittance to minors must implement a wrist band policy or have a fenced licenced area where alcohol is only served to and consumed by those 19 years of age and older. Additional floor monitors are recommended if alcohol is being served in the presence of minors. For multiple day events, wrist bands need to be different colours for each day. Obtaining a wrist band does not prevent servers from asking for identification if they feel it is warranted.

II. Alcohol shall not be served to anyone who may appear intoxicated. No person shall be served to the point of intoxication. No person shall have or consume liquor if they become intoxicated.

III. Closing time is 1:00 a.m. unless different within the terms of the agreement or the SOP. The sale and service of alcohol must be within the bar hours based on the start and finish times listed on the original SOP. On New Year’s Eve, the bar may remain open until 2:00 a.m. as listed on the original SOP. Ticket sales shall end an hour prior to the end of the
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licenced period of the event. Alcohol service shall cease at least 45 minutes prior to the end of the licenced period of the event. All alcohol and its containers (which include empty cups/glasses) shall be cleared away no more than 45 minutes after the end of the licenced event as listed on the SOP.

IV. Last call shall not be announced.

V. Drink tickets may be required depending on the event type, size and other event factors. Ticket sales for alcohol shall be limited to four tickets at one time per person. Unused tickets for alcoholic beverages can be redeemed at any time during the event.

VI. Alcohol service shall be limited to two drinks per person at one time.

VII. Alcohol cannot be left available for self-serving.

VIII. It is recommended that drinks be served in soft plastic cups. For formal dinner settings, glass vessels may be used for serving/consuming alcohol. Glass must be removed at the conclusion of the dinner.

IX. All outdoor licenced areas are required to have a barrier at least 0.9 metres high. Higher barriers and additional criteria may be required at the discretion of the City of Kitchener in consultation with representatives of the AGCO.

The following controls and prevention strategies related to types of available drinks shall be in place:
I. Event workers are to encourage patrons to consume food which will be present at the event, non-alcohol and low alcohol beverages.

II. As suggested by the AGCO, non-alcohol or low alcohol beverage options should be available at no charge or at a cost much lower than that of drinks containing alcohol.

III. It is recommended that identified designated drivers receive free or lesser cost non-alcoholic drinks such as coffee, pop, or juice.

IV. It is recommended that low-alcohol beverages (e.g., 4% and 2.5% beer) be made available at all events.

V. Beer products must be within 8% alcohol content, wine products within 14% alcohol content and spirits within 40% alcohol content.

VI. Pre-made alcoholic drinks, such as jello shooters and punches, spiked watermelon, etc. are NOT allowed.

VII. Food must be available at all times and not be removed until the bar closes. Food available is not satisfied by snack foods such as chips, peanuts, popcorn.

VIII. Homemade alcohol shall not be allowed at any SOP function, with the exception of homemade wine or beer at a religious function listed under a NO SALE reception permit, as defined by the AGCO. Where wine is provided with a meal, a non-alcoholic substitute such as water, pop or juice must be provided to ensure that children and abstainers are included in toasting the celebrants.
IX. No persons shall be allowed to bring in their own alcohol to the event or allowed to pour their own alcoholic drinks.

X. Alcohol shall not be offered as a prize in a contest. A lottery licence is required if raffling alcohol (charities only). Gift cards for the LCBO are allowed as an exception.

XI. Marketing practices which encourage increased consumption of alcohol (e.g., oversized drinks, double shots, pitchers, drinking contests, jello shooters, volume discounts) are not permitted.

XII. For fundraising and raffles, games of skill are permitted but games of chance are not permitted subject to AGCO regulations.

3.8 Safe Transportation
Event Organizers are responsible to take the necessary steps to reduce the possibility of impaired driving. As a condition of rental, the Event Organizer must have a Safe Transportation Strategy in effect. Elements of a Safe Transportation Strategy could potentially include but are not limited to:

- Providing non-alcoholic beverages either at no charge or at a cost much lower than that of drinks containing alcohol

- Providing alternate means of transportation for those who are suspected to be intoxicated (i.e., call a friend, ride sharing program, relative or taxi)
• Calling police if someone who is suspected to be impaired cannot be convinced to use alternate transportation

• Providing a designated driver program which encourages and identifies designated driver

• Advertise to guests the options for safe transportation

The designated driver program and relevant local taxi phone numbers must be prominently posted. Alternate means of transportation shall be provided for all those suspected to be intoxicated. All advertising (e.g., posters, media) for the event should indicate that a designated driver program is in effect.

3.9 Signage
During events where alcohol is served, the following signage, which is approved by the City of Kitchener, shall be displayed in prominent locations:

Signage at one or more prominent places in the licenced/bar area:

<table>
<thead>
<tr>
<th>If there is an emergency</th>
<th>CALL 9-1-1</th>
</tr>
</thead>
<tbody>
<tr>
<td>For a non-emergency, please call</td>
<td>For a non-emergency, please call</td>
</tr>
<tr>
<td>Waterloo Regional Police at 519-653-7700</td>
<td>Waterloo Regional Police at 519-653-7700</td>
</tr>
<tr>
<td>You are at:</td>
<td>You are at:</td>
</tr>
<tr>
<td>[Insert name and address of facility]</td>
<td>[Insert name and address of facility]</td>
</tr>
</tbody>
</table>
Signage at one or more prominent places in the licenced/bar area:

Please drink responsibly.
- Bartenders reserve the right to refuse service
- Bartenders cannot serve alcohol to anyone who is intoxicated or appears to be at the point of intoxication
- Bartenders cannot serve alcohol to anyone under 19 years of age – proper I.D. must be presented to event staff when requested
- You can only be served a maximum of two alcoholic drinks at any one time
- You may redeem unused tickets for cash anytime during the event
- There will be no “LAST CALL”

Thank you for not drinking and driving
[Insert phone numbers of local cab companies.]

The R.I.D.E. program is in effect in our community
Use a designated driver or call a friend, ride sharing program, relative or taxi

Signage at one or more prominent places in the licenced/bar area:

- Sandy’s Law sign is mandatory per the Liquor Licence Act of Ontario

Warning:
Drinking alcohol during pregnancy can cause birth defects and brain damage to your baby
Signage to be posted at the boundaries of the licenced/bar area:

**NO ALCOHOL**

beyond this point

Thank you for not drinking and driving

[Insert phone numbers of local cab companies.]

The R.I.D.E. program is in effect in our community

Use a designated driver or call a friend, ride sharing program, relative or taxi

Other signs to be posted in one or more prominent places in the licenced/bar area but are not mandatory:

- ‘What is a standard drink?’ sign
- Low Risk Drinking Guidelines sign

The Event Organizer shall post the Special Occasion Permit (SOP) (with any updates) in plain view on the property to which the permit applies or shall keep it in a place where it is readily available for inspection.

4. Infractions and Violations

4.1 Duty to Report

The Event Organizer has the **duty to report** to the municipal representative issues with details of any incident that:

- The Event Organizer and/or designate are aware of or have been made aware of any Liquor Licence Act of Ontario or MAP violations
• Where an AGCO inspector under the *Liquor Licence Act of Ontario* has reported any incident or violation

• Involves bodily injury or property damage

Police shall be informed by the Event Organizer and/or designate as appropriate. Reports shall be made no later than two days after the conclusion of the event, but shall be made immediately when repairs or other action is required to make municipal property secure or safe for use. The City of Kitchener representative may report any infraction of this policy to the Police and/or AGCO whenever they believe such action is required.

4.2 Failure to Comply and Penalties

Where there has been a failure to comply with the *Liquor Licence Act of Ontario*, the Police or the AGCO inspector may intervene for enforcement purposes and may, at their discretion or other authority, terminate the event. The City of Kitchener may similarly cancel, intervene or terminate the event for violations of the Municipal Alcohol Policy.

It remains the responsibility of the Event Organizer and/or designate to manage the event and to take appropriate actions, including ending the event, vacating municipal property, maintaining insurance, any conditions of insurance, and providing safe transportation options.

Regardless of the reason for termination of the event, the City of Kitchener will not be responsible for any compensation to the Event Organizer and/or designate or affected persons of their resulting financial or other losses.
The City of Kitchener shall subsequently inform the Event Organizer and/or designate and any organization they represent, via registered letter, that there has been a violation of the policy and any imposed consequences or penalties.

Additional short term and longer term penalties for failure to comply may include, but are not limited to:

- Loss of privilege to hold an event involving alcohol in a municipal property or facility
- Loss of any future use or rental of any or all municipal properties
- Individual ban or suspension of persons involved in the infractions from any or all municipal properties for any term
- Loss of rental deposit (if applicable) or other monies owed
5. **Policy Review**

The Municipal Alcohol Policy (MAP) shall undergo a regular review based on change within the industry standards and shall be updated as required.

The City of Kitchener reserves the right to make discretionary changes to this Municipal Alcohol Policy (MAP) at any time, and will advise the Event Organizer and/or designate of any such changes prior to the event.

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On behalf of The City of Kitchener, we wish you a successful and enjoyable event. Please drink responsibly. Thank you for not drinking and driving.
Appendix A - Event Organizer Checklist for Liquor Licenced Events

The checklist (to be provided separately) must be signed and submitted to the City of Kitchener with all supporting information, at least **30 days** before the event. See the Municipal Alcohol Policy (MAP) for additional information. The following list provides the information required.

1. Name of Event: __________________________
2. Location of Event: ________________________
3. Date and Time of Event: ___________________
4. Estimated Attendance: ____________________
5. Will persons under 19 years of age be attending this event? Yes ☐ No ☐

6. Name of Event Organizer (the person and/or group sponsoring/hosting this event): _______________
   Phone: ___________ Cell: __________________

7. Name of Special Occasion Permit (SOP) holder (if applicable) and all official designates:
   SOP Holder Name: _________________________
   Phone: ___________ Cell: __________________
   Official Designates:
   Name: _________________________________
   Phone: _______________ Cell: _______________
8. A copy of the SOP permit has been provided?
   Yes ☐  Date Received: _______

9. Proof of liability insurance has been provided?
   Yes ☐  Date Received:_____

10. The safe transportation strategies that will be used at this licenced event are:
   a) __________________________________________
   b) __________________________________________
   c) __________________________________________

11. Type of identification for event workers (please describe):
    ____________________________________________

12. List the names and certification numbers of the Smart Serve trained event workers for this licenced event:
   Name                  Certification Number
   ____________________________________  ______________________
   (Proof of certification may be required.)

13. List the names and security licence numbers for security staff for this event:
   Name                  Security Licence Number
   ______________________  ______________________
   (Proof of certification must be available on request.)
14. The undersigned (Event Organizer) has received the Municipal Alcohol Policy (MAP) and has read and understood the information and requirements contained therein. Yes □

Please note that if there is anything that you do not understand with respect to this policy it is your responsibility to contact the appropriate City of Kitchener staff (Phone: ____________) to obtain clarification and understanding prior to signing this Event Organizer checklist.

*By signing this Event Organizer Checklist for Liquor Licenced Events, the undersigned hereby agrees, on behalf of itself/himself/herself and on behalf of its/his/her partners, employees, volunteers, agents, executors, administrators and assigns, as the case may be, to comply with all of the obligations, terms and conditions of the Municipal Alcohol Policy (MAP) of the City of Kitchener.*

Signed at _____________ Ontario this ____ day of ________________, 20__.
Name of Corporate Event Organizer (print)
On behalf of: ____________________________________________

Signature of Corporate Event Organizer
Title: __________________________________________________

I have the authority to bind the corporation.

OR

Name of Individual Event Organizer (print)

Signature of Individual Event Organizer

Name of Witness (print)

Signature of Witness