



**THE CORPORATION OF THE TOWN OF LASALLE
POLICY MANUAL**

POLICY MANUAL SECTION: Municipal Services – General	POLICY NUMBER: M-GEN-005
POLICY NAME: Municipal Alcohol Risk Management	AUTHORITY: 242/15
DATE APPROVED: June 23, 2015	DEPARTMENT RESPONSIBLE: CAO and Legal Counsel
REVISION DATES: Rescinds 7005/05 June 2019	REVIEW DATE: June 2021
STATUS: Active	

PURPOSE:

This Municipal Alcohol Risk Management Policy is intended to promote a safe, enjoyable environment for those who use the facilities referred to herein. By managing and enforcing this policy, the Town of LaSalle reduces the potential for alcohol related problems and reduces the risk of liability action.

POLICY STATEMENT:

The Town of LaSalle's Municipal Alcohol Risk Management Policy provides for responsible management practices at functions or events held at Town of LaSalle facilities, properties or areas where alcohol is available under the authority of a Special Occasion Permit or a Caterer's Endorsement.

SCOPE:

This policy is designed to meet the needs of the Corporation of the Town of LaSalle and shall be applied without prejudice to all Special Occasion Permit functions, events and activities hosted on, or within municipally owned properties.



POLICY:

SECTION 1: FACILITIES WHERE SPECIAL OCCASION PERMITS ARE PERMITTED

The following facilities have been designated by the Town of LaSalle as suitable facilities for Special Occasion Permit functions, providing that the event host obtains a Special Occasion Permit from the Alcohol and Gaming Commission of Ontario and agrees to all conditions as set out by the Town of LaSalle:

- Vollmer Culture and Recreation Complex
- Atrium at the Civic Centre
- Riverdance Building
- Brunet Park
- Gil Maure Park
- Front Road Park
- Vince Marcotte Park

No other Town-owned facility shall be used for Special Occasion Permit functions without the express written consent of the Town.

SECTION 2: CONDITIONS FOR SPECIAL OCCASION PERMITS

2.1 GETTING A SPECIAL OCCASION PERMIT/BOOKING FACILITY

- Anyone who is interested in serving alcohol at a particular site must complete an agreement form (**see APPENDIX A**) that stipulates the conditions under which alcohol may be served. In addition, the event host must obtain a Special Occasion Permit for any facility rental where alcohol will be served. This can be obtained from the Alcohol and Gaming Commission of Ontario.
- The Special Occasion Permit holder must ensure that all of the conditions of the *Liquor Licence Act*, R.S.O. 1990, c. L. 19, the *Smoke-Free Ontario Act*, S.O. 2017, c. 26, Sched. 3, and the Town of LaSalle are adhered to.
- The Town of LaSalle reserves the right to refuse any applicant permission to run a licenced event on its property, and may impose on the event any and all restrictions the Town deems appropriate.
- The Town of LaSalle may, in its sole discretion, direct the termination of a Special Occasion Event. The Town of LaSalle shall not be liable to the event host for any costs, damages, loss of profit or any other loss for terminating the event.
- Proof of the Special Occasion Permit must be presented to the **Director of Council Services and Clerk** at least two (2) weeks prior to the event.



- The Town of LaSalle reserves the right to require an event deposit in the amount of \$500.00 or 50% of the cost of the rental, whichever is less.

2.2 PRIVATE EVENTS

A private event is an event where only those persons who were invited to attend will be permitted entry to the events. Examples of private events include, but are not limited to, weddings, anniversary or birthday celebrations, bridal or baby showers, wine and cheese receptions and family gatherings. The Host of a private event where alcohol will be served must obtain a Special Occasion Permit, and must comply with all of the conditions imposed on that Permit.

In recognition of the fact that a number of requirements of this Policy may not be necessary or appropriate for a private event, the Town of LaSalle may waive compliance with some of the requirements of this Policy. It shall be the obligation of the Special Occasion Permit holder to comply with all of the requirements imposed by the Town of LaSalle for that private event.

NOTE:

1. **TO QUALIFY AS A PRIVATE A PRIVATE EVENT, THERE MUST BE NO INTENTION TO GAIN OR PROFIT FROM THE SALE OF ALCOHOL AT THE EVENT, THE EVENT CANNOT BE ADVERTISED TO THE PUBLIC IN ANY WAY, AND TICKETS CANNOT BE SOLD TO GET INTO THE EVENT.**
2. **EVENTS SUCH AS STAGS OR STAG AND DOE PARTIES SHALL NOT BE PERMITTED ON ANY TOWN-OWNED FACILITY.**

2.3 DEVELOPING YOUR SAFETY AND SECURITY PLAN

A Safety and Security Plan must be developed and submitted to the LaSalle Police Service, the Fire Department, Building Department, Culture and Recreation Department and Public Works Department at least 4 weeks prior to the scheduled event. The elements of the Plan will provide information to these Departments about:

- Type of event being held.
- Expected number of people attending the event.
- Reason for the event.
- Number of adults that will be working at or supervising the event.
- The number of persons that are Smart Serve Certified, and where they will be stationed.
- Type of entertainment at and during the event.
- Audience composition (adults only, or adults and minors).
- The location of the alcohol service area, and its layout to prevent patrons from serving themselves.



- Location of the event.
- Confirmation from the Town of LaSalle that the facility has been booked for the event.

For events open to the public, the event host must have at least one meeting with a Town of LaSalle representative from each affected Department, and to obtain the approval from each Department as to the sufficiency of the Safety and Security Plan.

NOTE: For events open to the public, a security guard licenced under the *Private Security and Investigative Services Act, 2005*, S.O. 2005, c. 34, shall be posted at every entry and exit point during the entirety of the event.

SECTION 3: CONTROLS DURING EVENTS

3.1 CONTROLS FOR EVENTS SERVING ALCOHOL

- The Special Occasion Permit holder will accept only photo identification before allowing alcohol purchase or consumption. All photo identification must be current, issued by a government, and include the person's birthdate. Examples of acceptable identification include:
 - Driver's Licence
 - Passport
 - Canadian Citizenship Card
 - Permanent Resident Card (Canadian)
 - Military Card with photo
 - Secure Indian Status Card
 - LCBO BYID Card
 - Photo Card issued under the *Photo Card Act, 2008*, S.O. 2008, c. 17
- All workers and volunteers at the event shall be at least 19 years of age.
- Event workers must wear highly visible identification at all times. Suggestions include shirts, hats and/or badges that are easily seen.
- The Special Occasion Permit ("the Permit") holder will provide to the Town, 2 weeks prior to the event, a list of the Smart Serve Certified persons (bartenders, servers, monitors etc.) that will be working the event, together with a photo copy of each person's Smart Serve Card or computer readout. The Permit Holder must ensure that only persons who are Smart Serve Certified will serve alcohol.
- Those who have previously over-served, served minors and/or served intoxicated patrons will not be permitted to participate in the event.
- The Permit holder will ensure that the bartenders and servers do not serve alcohol to underage, intoxicated, rowdy or unauthorized people at the event.



- The Permit holder will provide the Town of LaSalle with a list of monitors who will monitor all of the entrance and exit points, sell tickets to allow the purchase of alcohol, or generally supervise the event, which list shall be provided 2 weeks prior to the event. All monitors must be Smart Serve Certified. Monitors will supervise the event, encourage legal and moderate drinking behaviour, and ensure that any problems that arise are dealt with efficiently and appropriately.
- The monitors, bartenders and servers will not consume alcohol or any other substance that may impair a person's judgment during the event, nor will they be under the influence of any such substance consumed before the event.
- The Permit holder will be responsible for recognizing the need for assistance during the event, and shall be responsible for obtaining such assistance.
- The Special Occasion Permit signatory must attend the entire event and be responsible for making decisions regarding the operation of the event. He or she must not consume alcohol before or at the event. In an emergency situation where the Permit signatory is unable to attend the event, the Permit signatory must designate, in writing, someone to attend the event and assume all responsibilities of the Permit signatory.
- The Special Occasion Permit must be available for inspection at any time.

3.2 CONTROLS FOR ALL EVENTS:

a) Youth Admittance (under 19 years of age)

Adult Events

- If minors are attending a public event, they must be distinguished from other participants by a visible means, for example by a hand stamp, while participants of drinking age be distinguished by a wrist band. It is unlawful to allow anyone under the legal age of 19 to consume alcohol at any Special Occasion Permit event. All necessary precautions must be taken by event hosts to ensure that this is being enforced.

Youth Events

- Youth events include events where the majority of attendees are less than 19 years of age.
- No alcohol will be permitted at youth events. As the main focus is youth, the consumption of alcohol would not be appropriate.



b) Masquerade Events

- Participants at Masquerade events must be prepared to unmask and identify themselves with acceptable photo ID.

SECTION 4: CONSEQUENCES FOR FAILURE TO COMPLY WITH POLICY

Any violation of this Policy, the *Liquor Licence Act* or any condition imposed on a Special Occasion Permit will be treated as a very serious matter. Any consequence or penalty for any such violation shall be in the sole discretion of the Town of LaSalle.

An Officer from the LaSalle Police Service, and/or an Inspector from the Alcohol and Gaming Commission of Ontario (AGCO) may also intervene, and may or may not lay charges against the offending individual(s), as he or she may deem appropriate.

SECTION 5: OTHER EVENT REQUIREMENTS

5.1 INSURANCE:

- Groups hosting events open to the public must provide proof of a minimum of \$5,000,000.00 per occurrence in public liability insurance, or such other amount as may be approved by the Town, with the Town of LaSalle listed as an Additional Named Insured, with a cross liability clause and a 30-day prior notice cancellation clause. Proof of this insurance must be provided to the Town of LaSalle at least 2 weeks prior to the event.

5.2 SIGNAGE:

Intoxication and Event Information

Required signage must be displayed at the bar area and at every entrance and exit point to the facility/event. Required signage is included in APPENDIX F.

5.3 SAFE TRANSPORTATION POLICY:

- The Permit holder is solely responsible for the safety of attendees at the event, and must ensure that no one becomes intoxicated.
- In the event a person becomes intoxicated at the event, the Permit holder(s) is/are responsible for promoting safe transportation options for all of the drinking participants. Suggested options for safe transportation, if required, include:



- Call the LaSalle Police to attend at the event to deal directly with the intoxicated person and to arrange for the appropriate transportation for that person.
- Call a responsible person who is a friend or relative of the intoxicated person to come to the event to pick up the intoxicated person.
- Have a designated driver program in effect. Provide identification for designated drivers, (for example, a wrist band of a different colour than drinking participants) and consider providing non-alcoholic beverages free of charge to the designated drivers.
- The risk of liability is high when an intoxicated driver leaves an alcohol related event. The Permit holder is solely responsible for promoting safe transportation for all drinking patrons. Safe transportation options are essential since the only way to sober up an intoxicated person is with time.

5.4 FENCING AND OTHER MATTERS:

The event host and/or Permit holder may be required to provide other things such as fencing, portable washroom facilities, lighting and other matters, depending on the nature and location of the event. The Town of LaSalle, in its sole discretion, may impose any one or more of these obligations as a condition of allowing the event to occur at a Town-owned facility.

RESPONSIBILITIES:

The Chief Administrative Officer and Legal Counsel will oversee this Policy.

POLICY REVIEW

This policy will be periodically reviewed and updated as required. This policy must be reviewed by the stated review date and approved by the responsible department.

REFERENCES AND RELATED DOCUMENTS:

None.

ATTACHMENTS:

Appendix A - F



APPENDIX A:

SPECIAL OCCASION PERMIT HOLDER AGREEMENT

Special Occasion Permit Number: _____

Name of Team/Group/Event: _____

Public or Private Event: _____

Name of Contact Person
and telephone number: _____

Name of Facility: _____

In consideration of the Town of LaSalle permitting me and/or my organization to hold an event licenced 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 Alcohol Risk Management Policy.
2. I have read and agree to the guidelines for Special Occasion Permit Holders (Appendix B).
3. I personally, and my organization, if applicable, agree to adhere to the conditions of this Policy, the *Liquor Licence Act*, and all conditions listed on the Special Occasion Permit. I have the authority to bind my organization.
4. I understand that if an infraction of the Policy occurs, the Town of LaSalle may warn or suspend me or my organization from using Town of LaSalle facilities.
5. I understand that I personally, and my organization, may be held liable for injuries and damages arising from failing to adhere to the *Liquor Licence Act*, from otherwise failing to take action that will prevent foreseeable harm from occurring, or from any negligent act or omission.
6. I understand that the LaSalle Police Service and/or a Alcohol and Gaming Commission of Ontario Inspector can lay charges for infractions of the *Liquor Licence Act* or other relevant legislation.
7. I/my organization agree(s) to indemnify and save harmless The Corporation of the Town of LaSalle from all claims for injuries or losses of any kind whatsoever that may arise as a result, directly or indirectly, of this event being held.

Date: _____



Name (Print):

Position:

APPENDIX B:

REQUIREMENTS FOR SPECIAL OCCASION PERMIT HOLDERS

As the holder of a Special Occasion Permit, you and your group can be held liable for, among other things, injuries and damages arising from failing to adhere to the *Liquor Licence Act*, including 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 group's risk of liability, the following guidelines must be adopted.

1. Monitor the entrance with at least one person aged 19 or over. This allows staff to screen for identification and to ensure underage, intoxicated, rowdy or potentially troublesome patrons are not allowed entrance.
2. Monitor each exit with at least one person aged 19 or over. 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 a taxi paid by either your group or the participants. If these efforts fail, staff may attempt to detain impaired drivers and call the police.
3. Provide adequate monitors to supervise the event, encourage legal and 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.
5. In order to reduce the risk of intoxication, you must not serve oversize drinks, double shots of spirits, or beer in pitchers. Do not allow drinking contests, volume discounts, or other marketing practices that encourage increased alcohol consumption. No person shall be served more than two (2) drinks at any one time.
6. If tickets are sold for alcoholic drinks, a maximum of four (4) tickets per person may be sold, unless the Town of LaSalle provides a special exemption for the sale of a higher number of tickets. Unused tickets must be refunded for cash on demand, which refunds shall be made available for at least fifteen (15) minutes after the bar has closed to serving alcohol.
7. Ensure the facility is adequately lighted, signs are visible and stairs are clear. As the occupier of the premises, your group is required to ensure the physical setting is safe



for both drinkers and non-drinkers. Your group may be held liable if an accident occurs due to the physical set-up of the facility or area.

8. Do not contravene the *Liquor Licence Act* by serving minors, intoxicated patrons, or by serving to intoxication. Ensure that all staff and volunteers know the signs of intoxication and are prepared to cut off patrons. You may wish to offer discounts on food or non-alcoholic beverages.
9. If any 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 of having a liability action launched against you.
10. All bartenders are responsible to see that no beer/liquor bottles be allowed to leave the bar facility for consumption. Bartenders are responsible for enforcing the liquor regulations as set by the *Liquor Licence Act*. All bartenders, servers and monitors must be Smart Serve Certified.
11. The bar will close no later than 12:00 a.m. and all lights will be turned on. Ticket sales will not be permitted beyond 11:30 p.m., and no "LAST CALL" will be permitted.
12. All spirits, wine and beer must be removed from the tables by 12:45 a.m.
13. All spirits, wine and beer must be removed from the facility immediately after 12:45 a.m. All spirits, wine and beer left in the facility are the responsibility of the event host.
14. Persons must vacate the facility no later than 1:00 a.m. If the building is not vacated by 1:00 a.m., an additional charge may be levied.
15. No alcohol shall be served or consumed outside of any areas designated by the Special Occasion Permit.
16. You are responsible for providing and paying for (if required) the ticket taker and seller, and for crowd control and policing as determined by the approved Safety and Security Plan.
17. You are responsible to clean up the facilities used. This will include the wiping of tables, counter tops, washing and drying of any utensils used and the removal of all decorations. You must supply all detergent, tea towels, dish cloths, etc., necessary for proper kitchen clean up.
18. You are responsible for any damage to the facility and/or property during contracted times.
19. You are responsible for all additional costs the Town of LaSalle incurs resulting from special set-ups, or additional clean-up resulting from incomplete clean-up, which costs will be billed to you.



20. Food services to be offered at special events must be approved by the Windsor-Essex County Health Unit.
21. All bartenders, servers, monitors and volunteers must be aware of the signs of intoxication, which may include:
 - Fumbling
 - Decreased motor control
 - Slurred speech
 - Red eyes
 - Decreased alertness
 - Noticeably shallow breathing
 - Talking too fast or too slow
 - Change in speech volume
 - Sleepiness or tiredness
 - Excess sweating
 - Stumbling or weaving

NOTE: If any patron shows one (1) or two (2) of the above signs, that patron must be monitored carefully.

If a patron displays three (3) or more of the above signs, service of alcohol to this patron must stop immediately.



APPENDIX C:
**GUEST TO EVENT WORKER RATIO FOR PUBLIC EVENTS
 ON MUNICIPALLY OWNED PROPERTY**

NOTE: *These numbers may increase at the discretion of the LaSalle Police and the Town of LaSalle.*

# of Guests	Bartenders (all to be Smart Serve Certified) (minimum)	# of Floor Monitors (minimum)	# of Door Monitors	# of Uniformed Police
Up to 100	2	3	Monitor at each access point	All prospective users will be required to submit a detailed security plan to LaSalle Police Services 4 weeks prior to the event for their approval.
101-200	2	6	Monitor at each access point	
201-300	2	9	Monitor at each access point	
301-400	3	12	Monitor at each access point	
401-500	3	15	Monitor at each access point	
501+	To be determined	To be determined	Monitor at each access point	



APPENDIX D:

VOLUNTEER JOB DESCRIPTIONS AND RESPONSIBILITIES

Permit Holder:

Signs the alcohol permit, is the general manager of the event and assumes responsibility and liability for the operation of the event.

Event Host:

She/he must attend the event, ensure that adequate Smart Serve Certified staff are available, co-ordinate and help staff, ask for help from security if necessary.

Bartenders or Servers:

Accept tickets for the purchase of alcohol drinks, serve drinks, monitor for intoxication, refuse service when patron appears to be intoxicated or near intoxication and offer no-alcohol substitutes. Must be Smart Serve Certified.

Floor Monitor:

Chats with participants, monitors patron behaviour, monitors for intoxication, responds to problems and complaints, refuses service, removes intoxicated persons, suggest safe transportation alternatives. Must be Smart Serve Certified.

Door Monitor:

Checks identification and for signs of intoxication, keeps out intoxicated and troublesome individuals, monitors for those showing signs of intoxication when leaving the event, recommends safe transportation options, and arranges for coat checking. Must be Smart Serve Certified.

Ticket Seller:

Sells tickets to purchase alcoholic beverages, monitors for intoxication, refuses sale to patrons at or near intoxication, refunds tickets on request. Must be Smart Serve Certified.

Security:

Patrols the room, scans for potential trouble, notifies event staff and Permit holder of potential incidents, helps event staff in handling disturbances, and shall be stationed at entrances or



exists to the event. All security personnel shall be licenced as a security guard under the *Private Security and Investigative Services Act, 2005*.



APPENDIX E:

SPECIAL OCCASION PERMIT HOLDER CONTACT LIST

Department of Culture & Recreation:	5950 Malden Rd. LaSalle, ON N9H 1S4 (519) 969-7770 EXT. 4105
LaSalle Police Department:	1880 Normandy Street LaSalle, ON N9H 1P8 (519) 969-5210
LaSalle Fire Department:	1900 Normandy Street LaSalle, ON N9H 1P8 (519) 966-0744
LaSalle Building Department:	5950 Malden Rd. LaSalle, ON N9H 1S4 (519) 969-7770 EXT. 1245
Windsor-Essex County Health Unit:	1005 Ouellette Avenue Windsor, ON N9A 4J8 (519) 258-2146
Alcohol and Gaming Commission of Ontario:	1-800-522-2876 www.agco.ca



**APPENDIX F:
REQUIRED SIGNAGE**

Must be displayed at the bar area and at every entrance and exit point to the facility/event

**Town of LaSalle
Responsible Alcohol Management**

It is against the law to serve anyone under 19 years of age, to serve anyone to intoxication and/or to serve someone who appears to be intoxicated. Servers in our facilities are required to obey the law.

Intoxication is not permitted to occur on this premise at any time, whether service occurred on this premises or elsewhere.

Intoxicated persons shall be removed from this event and facility.

Proper ID must be presented to Event Staff when requested.

A maximum of two (2) alcoholic beverages per person may be served at one time.

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

We support the R.I.D.E. program.

**Town of LaSalle
Responsible Alcohol Management**

Name of Permit Holder & Rental Group: _____

LaSalle Police/Fire Services: **519-969-5210**

Alcohol and Gaming Commission of Ontario: **1-800-522-2876**