

3) Language regarding “last Call”:

No Last Call:

- a) A sign will be located in facilities designated eligible for a Special Occasion Permit, indicating that there will be no last call before the closing of the bar. The Township will provide a sign to be posted in an appropriate place in the facility.
- b) Entertainers/Dee Jay will be informed that there is to be no last call.
- c) Bar area to close as per Township approved facility use permit.
- d) All entertainment to be completed as per approved facility use permit.
- e) Facilities must be vacated 45 minutes after the bar is shut down.

4) Numbers and Ratios of event workers:

- a) Event to be monitored by not less than two people nineteen (19) years of age or older and at least one from list of Server-trained workers provided to the Recreation Director and/or Event Sponsor.
- b) A floor supervisor and event workers must be available to ticket sellers who require assistance in managing a person or persons who are refused to be sold tickets due to being intoxicated or causing a disturbance.

5) Liability Insurance coverage:

S.O.P. function organizers must obtain a minimum of 1,000,000 dollars in liability insurance and proof must be provided to the Township at least 14 days prior to event.

6) List of Servers with Certificate Numbers:

In order to be eligible to rent a municipal facility, an S.O.P. function sponsor must demonstrate to the satisfaction of the Township that at least 50% of the event servers, door supervisors, and floor supervisors have attended or taken a Server Intervention Course or the Smart Serve Program.

The Special Occasion Permit signee must ensure that servers, door and floor monitors are instructed in their responsibilities prior to a S.O.P. function.

7) Paper vs. Glass cups or bottles:

All bottles retained within the bar area; all drinks served in paper/plastic cups.

8) Explicit language regarding what constitutes a “private function”:

A private function will be limited to invitation only events such as: weddings, anniversaries and small (less than 30 attendees) wine and cheese functions.

9) Special Occasion Permit Facilities:

The following areas and facilities are currently designated for alcohol use under authority of a special Occasion Permit.

- a) That the W.J. Henderson Recreation Centre, Amherstview and Odessa Community Halls, Willie Pratt Sports Field, J. Earl Burt Memorial Park, Kilminster Park, the Township Municipal Office Building, Amherst Island Community Centre, Amherstview and Odessa Fire Halls Meeting Rooms be designated as suitable facilities for the use of Special Occasion Permit functions; and
- b) That all other Township owned or leased facilities be considered on an individual basis to host S.O.P. functions.

10) Signage - Appendix “A”

- a) Statement of Intoxication
That signs be displayed indicating that it is illegal to serve participants in/or to a state of intoxication (a state of drunkenness). The signs should read: The Province and the Liquor Licence Act of Ontario state that:

It is against the law for licensed establishments to serve customers in/or to intoxication.

Further, Loyalist Township does not wish harm upon any participant, nor do we wish them to harm others. For this reason, servers in our facilities are required to obey the law and not to serve anyone in/or to intoxication. We believe that people use our facilities for enjoyable social gatherings, and we are happy to provide this opportunity.

Should you wish a non-alcoholic “breather” round, request a soda pop, coffee or other alternative. Should you wish a smaller than usual portion of alcohol, request a low alcohol beer, wine or mixed drink.

- b) R.I.D.E. Awareness

The signs should indicate that the local police forces' **REDUCE IMPAIRED DRIVERS EVERYWHERE (R.I.D.E.)** program is active in the Kingston area.

- c) **Accountability**
That in addition to naming the sponsor of an event, the sign will include the address and phone numbers of the Township Office, Ontario Provincial Police Detachment, and the Liquor Licence Board of Ontario.

11) PENALTY

That individuals and/or groups violating Township policy and procedures and/or the Liquor Licence Act be suspended. Future rentals to penalized individuals or groups will depend on them demonstrating to the Township that all rules will be followed at future S.O.P. functions.

12) Low Alcohol/Non-Alcoholic Drinks/Food:

That in order to be eligible for a facility rental for a special occasion function, the sponsor must have a sufficient quantity of low alcoholic drinks, coffee, and soft drinks available, at all times, to the public.

An adequate supply of food must be available to those attending the S.O.P. function.

13) Safe Transportation:

That only individuals, groups, or organizations implementing safe transportation strategies, such as promoting a designated driver program, alternate home transportation options or other similar programs to prevent intoxicated participants from driving, be permitted rental/use privileges for special occasion permit functions.

14) Control:

That in order to be eligible for a facility rental for a special occasion function, the sponsor* must demonstrate to the satisfaction of the Township that there are sufficient controls in place to prevent intoxicated or rowdy people from entering the event and that the intoxicated participant will be refused service and removed safely from the event. These controls will include:

- a) accepting only age of majority card, a photo driver's licence, or a passport as identification for serving or being served alcohol;
- b) having all exits supervised;
- c) having floor monitors;
- d) using only monitors that are nineteen years of age or older;
- e) using only monitors and servers that are prepared not to consume alcohol during the event;

- f) providing the list of monitors, servers and door supervisors to the Director of Parks and Recreation prior to the S.O.P. function. The list is to be posted beside the permit.

15) Insurance:

That the individuals* or groups sponsoring an S.O.P. event in a Township facility or in a Township park or playing field show proof to the Township at least two weeks prior to the event that they have secured a minimum of \$1,000,000 in liability insurance and that Loyalist Township has been named as co-insured.

16) Promotion of Policy:

That the Parks and Recreation Department to orient all community user groups of the "Management of Alcohol in Loyalist Township Facilities" policy requirements and promote the policy to the community at large.

- Closed private functions (such as weddings, anniversaries, etc.) are exempted from the Smart Serve training.

Note: They are, however, to be informed and encouraged by the Township staff at time of rental to voluntarily utilize any of the above list of controls since they are not exempt from being responsible for the safety and sobriety of participants.

APPENDIX "A"

Management of Alcohol

STATEMENT OF INTOXICATION

The Province and the Liquor Licence Act of Ontario state that:

It is against the law for licensed establishments to serve customers in/or to intoxication.

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R.I.D.E. AWARENESS

The local police forces' **REDUCE IMPAIRED DRIVERS EVERYWHERE (R.I.D.E.)** program is active in the Kingston area.

ACCOUNTABILITY

Function Sponsor -

Loyalist Township Office -
263 Main Street, Odessa, Ontario

(613) 386-7351

Ontario Provincial Police (Amherstview Detachment)

1-888-310-1122

Liquor Licence Board of Ontario -
55 Lakeshore Blvd. E., Toronto

(416) 326-0431

Revision No. _ Date _____

Minute No. _____