

SERVING OF ALCOHOLIC DRINKS

- An event worker should not serve anyone who is intoxicated or to the point of intoxication.
- An event worker should be available to ticket sellers who may require assistance in managing a person who is refused a sale.
- A limit should be put on the number of drinks that can be purchased at one time.
- Unused tickets should be redeemable for cash at any time during the event.
- Last call should not be announced.

VIOLATIONS OF THE POLICY

Individuals who fail to comply with either the Municipal Alcohol Policy or the L.L.B.O. Act, are subject to the following consequences:

- Denied access or entrance to any Township facility.
- Rental privileges may be revoked and no refund given.
- Function sponsors will be held responsible and must pay for any damages to the building, equipment or property during the contracted hours of rental or any additional time while in possession of the keys to the facility resulting from the actions of anyone associated with the rental.

CONTROL PROCEDURES

- The event sponsor will read and acknowledge the terms of the Municipal Alcohol Policy and carry out the event in strict compliance.
- Event workers should refrain from consuming alcohol before and while on duty.
- The event sponsor or designate must ensure that guests are properly supervised.
- The serves must ensure no one consumes alcohol in an unauthorized location.
- Event servers should have visible identification.



TOWNSHIP OF LEEDS AND THOUSAND ISLANDS

P.O box 129
1 Jessie St.
Lansdowne, ON
K0E 1L0

Phone: 613-659-2415
Fax: 613-659-3619
E-mail:
rec-dept@townshipleeds.on.ca

TOWNSHIP OF LEEDS AND THOUSAND ISLANDS

MUNICIPAL ALCOHOL POLICY

Recommendations for Liquor Licensed Events in the Township of Leeds and Thousand Islands Facilities.

MUNICIPAL ALCOHOL POLICY

The Township of Leeds and Thousand Islands has developed a policy for responsible management practice at functions, in which alcohol is served, in Municipally-owned facilities. The Township wishes to reduce and / or avoid alcohol related problems that could result in litigation being directed towards the Corporation, its staff, community organizations, volunteers and participants, in order that as many people as possible can enjoy our facilities in a manner that ensures the health and safety of the participants.

CHECK LIST FOR OBTAINING A SPECIAL OCCASION PERMIT

1. The event sponsor must obtain a Special Occasion Permit (S.O.P.) for any municipal facility rental where alcohol will be served. This can be obtained from the Liquor License Board of Ontario.
2. Proof of permit must be provided to the Recreation Coordinator at least (5) five days prior to the event.
3. The person who signs the S.O.P. application (or his/her designate) must attend the event and be responsible for making decisions regarding the operation of the event.
4. The S.O.P. will be posted and clearly visible during the operation of the event.
5. The event sponsor must submit a statement of a minimum of \$1, 000, 000 dollars in liability insurance coverage at least (5) five days prior to the event.
6. Proof of Smart Serve Certification must be provided to the Recreation Coordinator (5) five days prior to rental.

SERVERS

The required minimum number of event workers and ratio trained servers should be as follows:

All Facilities:

0 to 60 people—2 workers of which are smart serve certified.

Reception Halls:

60 to 200 people—3 workers whom are smart serve certified.

200-275 (maximum) - 4 works whom are smart serve certified.

UNDERAGE USERS

The event sponsor shall ensure that identification is inspected before any persons suspected to be under 19 years of age is served alcohol.



Responsible Serving keeps everyone safe.