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CORPORATION OF THE MUNICIPALITY OF CLARINGTON  
*COMMUNITY HALL POLICIES AND PROCEDURES*

**SUBJECT: *Municipal Alcohol Policy***

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The Municipality of Clarington (Municipality) is committed to providing a safe, secure and enjoyable environment for the patrons and staff of its buildings, its residents and visitors, by ensuring all special occasion permit related functions within municipally owned properties are properly managed in accordance with the requirements of the Ontario *Occupiers' Liability Act* and the Ontario *Liquor License Act*, as well as the Alcohol Gaming Commission of Ontario (AGCO) Legislation.

**1. Policy Statement:**

This policy is designed to meet the needs of the Municipality and shall be applied without prejudice to all special occasion permit functions, events and activities hosted on or within municipally owned properties.

**2. Goal:**

- a) To ensure the effective management, supervision and operation of special occasion permit events within municipally owned properties.
- b) To reduce the risk of alcohol related issues and special occasion social events.
- c) To protect the Municipality, its staff, community organizations, volunteers and participants from liabilities associated with special occasion permit events.
- d) To educate volunteers who operate our community buildings, special occasion Permit Holders, patrons and the general public of the alcohol related risks and legal liabilities affiliated with special events.

**3. Objectives:**

- a) To provide clear operational procedures to manage all possible risks associated with the consumption of alcohol in accordance with the requirements of the Ontario *Occupiers' Liability Act* and in compliance with the Ontario *Liquor License Act*.
- b) To educate and train staff, volunteers, groups and special occasion Permit Holders with the knowledge and skills required to effectively manage events and enforce policy.

**4. Policy:**

- a) No person under the legal provincial drinking age shall be permitted admission or entry to a special occasion permit except in the case of family social events.
- b) In the case of a licensed function, or for special community events, or entertainment venues a person under the legal, provincial drinking age may be permitted admission to enter designated areas provided they are accompanied by a parent or a guardian.
- c) No more than two tickets per person may be redeemed at a time. Bartenders will limit the number of redeemable drinks purchased at any one time for a maximum of two per a person.
- d) There will be no "Last Call" announcement prior to bar closing.
- e) The Permit Holder shall comply with all regulatory agencies having jurisdiction including Region Health Emergency and Fire Services By Laws, etc.
- f) All alcohol brought into the building or property under a special occasion permit must have appropriate AGCO stickers affixed.
- g) The Permit Holder shall provide 30% of the alcohol, for the sale of consumption at the event, as low alcohol in nature.
- h) The Permit Holder or identified designate must be in attendance for the complete duration of the event.
- i) Alcohol may only be served by individuals who are trained and certified by Smart Serve Ontario. Servers must have their valid certificate on hand during the event.
- j) There must be one certified Smart Serve server for every 75 persons in attendance of the event.
- k) Non-alcoholic beverages and prepared foods must be available at all events.
- l) Permit Holders and event workers shall not consume alcohol before, and or during the event.
- m) The only acceptable forms of identification will be an Ontario Photo Card, Valid Driver's License, with photo, Valid Passport or Military Card.



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- n) The Permit Holder shall not permit participants to engage in any activity that places themselves or others at risk of harm or injury.
- o) Marketing practises which encourage increased consumption such as oversized drinks, drinking contests, volume discounts and party like activities are not permitted.
- p) At one half hour prior to bar closing time all ticket sales shall cease and the Permit Holder will refund persons for unused alcohol beverage tickets.
- q) All Permit Holders will sign a Standard Operating Procedure Permit Holder Agreement.
- r) Signage should be considered for display in prominent spaces advising the public of the following:

Dear Patrons:

Servers are required by law not to serve anyone who is intoxicated, or appears to be intoxicated, or to a point of intoxication.

Alcoholic beverages, coffee, soft drinks and food items are available during the permit hours.

- s) No alcohol will be served after 1:00 a.m.
- t) The Standard Operating Procedure must be posted in the Bar Area.
- u) All alcohol must be removed 45 minutes after the bar is closed.
- v) Pricing of alcohol will not change during the event.
- w) The Permit Holder must:
  - I. provide security sufficient to ensure that unauthorized persons do not attend the event
  - II. ensure that conditions of the permit are observed; and
  - III. ensure that requirements of the *Liquor License Act* are observed.

**I acknowledge that I have read and understand the above alcohol policy for which applies to this permit and will adhere to these conditions.**

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Client / Permit Holder Signature

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Date