



Township of South-West Oxford

Corporate Policy Manual

Municipal Alcohol Policy	
Section: Corporate	Number: 01
Version: 1.0	Review Frequency: As Required
Approved by: Council	Approval Date: February 20 th , 2024
Application: This policy applies to all municipally-owned facilities and Township property.	
Notes: Original Text from By-law 46-2010 or amending By-laws (17-2013 & 48-2019)	

Purpose

The goal of this policy is to provide for managing the way in which alcohol is made available and consumed in events and functions held at municipally-owned facilities.

To be repealed: Original By-law: 46-2010, Amending By-laws: 17-2013 & 48-2019

Policy Statement

The Township of South-West Oxford is committed to promoting a safe, enjoyable environment and ensure the health and safety of participants, volunteers and staff. The Municipal Alcohol Policy (MAP) is in place to reduce alcohol-related incidents such as injury, violence, property damage and liability which may arise from alcohol consumption on municipal property.

Definitions

“Alcohol and Gaming Commission of Ontario (AGCO):” shall mean the Ministry responsible for administering the Liquor Licence Control Act and the Gaming Control Act, 1992. For more information - www.agco.on.ca/en/about/index.aspx

“Caterer’s Endorsement” shall mean a liquor sales licence authorizing the applicant to sell and serve liquor for an event held on premises other than the premises to which the liquor sales licence applies.

“Corporation” shall mean the Corporation of the Township of South-West Oxford.

“Event” shall mean any gathering held at a municipal facility at which alcohol will be served and/or sold. They may include weddings, showers, dances, barbeques, birthday parties and any other event where alcohol will be served. The duration of the event includes setup, operation and cleanup. Events involving alcohol may be in a licensed

municipal facility or under a Special Occasion Permit.

"Person" shall mean an individual, firm, corporation, association or partnership.

"Public Event" shall mean any event which is open to the public to attend and is conducted by a registered charity or not for profit entity or an event of municipal, provincial, national or international significance.

"Private Event" shall mean an event which is not open to the public.

"Outdoor Event" shall mean an event where any alcohol is consumed in an outdoor space (including pavilions or temporary structures).

"Event Organizer" shall mean 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 premises. The event organizer (which term shall include the SOP permit holder and any designate) are 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 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 (Appendix A) to indicate that they understand their responsibilities.

"Event Worker" shall mean 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:

- i. Floor supervisor: A Smart Serve trained 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 Municipal Alcohol Policy. 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, removes intoxicated persons, arranges safe transportation.
- ii. 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, keeps out intoxicated and troublesome individuals, arranges for coat checking, monitors for those showing signs of intoxication when leaving the event, arranges safe transportation.
- iii. 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 to include Smart Serve and/or the Server Intervention Program. A server accepts tickets for the purchase of alcoholic drinks, serves drinks, monitors for intoxication and underage drinkers, refuses service when patron appears to be intoxicated or near intoxication, offers a non-alcoholic substitute and co-ordinates with event staff.

- iv. 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 Municipal Alcohol Policy. 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, refunds tickets on request.
- v. Licensed Security: Security personnel monitoring entrances and patrolling licensed areas must be licensed under the Private Security and Investigative Services Act, to ensure the safety and security of the establishment, its employees and patrons. Licensed security may be required by the Township on a case-by-case basis. For more information go to - 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.
(<http://www.agco.on.ca/en/whatwedo/index.aspx>)

“Municipal Alcohol Policy” shall mean local policy for municipalities to manage events held at municipally-owned facilities and properties when alcohol is sold and/or served.

“Municipal Properties” shall mean all municipally owned or leased lands, buildings and structures.

“Municipal Representative” shall mean a Township of South-West Oxford staff or a designate who attends and monitors the event on behalf of the Township and ensures all components of the Municipal Alcohol Policy are met.

“Religious Function” shall mean a religious occasion and does not include events like a “stag and doe”, anniversaries or birthdays.

“Smart Serve” shall mean the Smart Serve training program offered by Smart Serve Ontario (<https://www.smartserve.ca>) which 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 only server training program that is recognized by the Alcohol and Gaming Commission of Ontario and approved by this policy.

“Special Occasion Permit (SOP)” shall mean 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. (http://www.agco.on.ca/en/services/permit_special_gpb.aspx)

“SOP Holder (Permit Holder)” shall mean 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 Township of South-West Oxford who is 19 years of age or older and who has satisfactorily proven to the special occasion permit holder that she/he will act in accordance with the Municipal Alcohol Policy. 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 Municipal Alcohol Policy 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.

“Standard Drink” The minimum price for a standard drink must be two dollars (\$ 2). The Liquor Licence Act of Ontario defines a standard drink as a serving of liquor by volume and type, as follows:

- i. 12 oz or 341 ml of beer with 5% alcohol; or
- ii. 5 oz or 142 ml of wine with 12% alcohol; or
- iii. 3 oz or 85 ml of fortified wine with 14.9 or more % alcohol; or
- iv. 1 oz or 29 ml of spirits with 40% alcohol

Scope

This policy applies to all Township owned facilities and premises that are used to host Special Occasion Permit events.

This Municipal Alcohol Policy outlines various stipulations and controls on events involving alcohol, including: Special Occasion Permits, liquor licensed events under a caterer's endorsement, and/or events in a municipally licensed facility. **The event organizer and/or designate are legally responsible for ensuring compliance with the Municipal Alcohol Policy, Liquor Licence Act of Ontario and Alcohol and Gaming Commission of Ontario policies and guidelines.**

Policy Details

1. Responsibilities

Township Responsibilities

Municipal representatives are responsible for ensuring that the event organizer and/or designate are provided with written information outlining the conditions of the Municipal Alcohol Policy and ensuring that they comply with the Township's Municipal Alcohol Policy, Liquor Licence Act of Ontario and its regulations at their event. Township of South-West Oxford representatives have the authority to enforce correction and/or to shut down an event on behalf of the Township and will have ultimate authority regarding decision-making on the part of the event organizer. **Any Township representatives monitoring a liquor-licensed event shall be Smart Serve trained and competent in facility procedures.**

Responsibilities of the Special Occasion Permit Holder

The special occasion permit holder is required to:

- Complete an 'application for a Special Occasion Permit' form to the Alcohol and Gaming Commission of Ontario and pay the applicable fee. This application must be completed at an LCBO SOP Service store or online. Applications need to be completed at least 2 weeks prior to a 'Private SOP', 30 days for a 'Public SOP' under 5000 people, and 60 days for a 'Public SOP' over 5000 people.
- Upon obtaining the required SOP, obtain the necessary rental agreement and policies from the Township.
- Sign and have witnessed the Agreement Form (Appendix A).
- Attend the event and ensure the operation is in accordance with the rules of the Liquor Licence and Control Act, applicable regulations, policy and procedures.
- Be on duty to ensure the physical setting is safe at all times. Any unsafe condition must be reported to the Township staff representative or designate and addressed appropriately. If permit holder has to leave, a designated back-up must sign the back of the permit to act as permit holder.
- Ensure that no-one under the age of 19 is served alcohol and that Government issued photo identification or identification in accordance with the Liquor Licence and Control Act is shown when requested.
- **Remain sober and accountable, and ensure that bartenders abstain from consuming alcohol.**
- In the event that attendees are able to walk around the event with alcohol, ensure that the event area where alcohol is being served from (i.e. bar) is secured on all

sides by a single fence or wall of a minimum of three feet in height, so that no unauthorized person can access any stored alcohol.

- During an approved outdoor special occasion permit event, fencing is required for the outdoor designated area. It shall be a double row of fencing, four feet high, with six feet between fences, and be securely erected. Or, alternatively, one six-foot-high fence. The cost and set up of fencing is the responsibility of the event organizer. Materials and labor can be obtained by the Township if required at an additional cost. Location of the designated beer garden is to be pre-approved by the Township's Chief Building Official, Works Superintendent or designate prior to the Township's rental agreement being finalized.
- Ensure the guests at the event are properly supervised and also ensure no one consumes alcohol in an unauthorized location.
- Ensure that all entrances and exits to the special occasion event are supervised at all times.
- Ensure that food and non-alcoholic drinks are available at all times. The cost of non-alcoholic drinks must be significantly lower than alcoholic drinks or offered at no charge (please see Section 5 in relation to designated drivers).
- The permit holder shall post the receipt for the liquor purchased, if any, in a conspicuous place on the premises to which the permit applies or shall keep it in a place where it is readily available for inspection in addition to the special occasion permit.
- Ensure that the maximum permitted occupancy of the facility is not exceeded at any time throughout the duration of the event.
- Ensure that attendees that purchase alcohol at the event are provided with tickets for each drink that is purchased for consumption in accordance with the related terms of this policy (preferably all in the same colour). The purpose of this requirement is to ensure that bartenders are able to track the number of drinks purchased, served and consumed by attendees.

2. Designation of Properties

The following municipal facilities and areas are 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 Alcohol and Gaming Commission of Ontario and agreeing to conditions as set out by the Township of South-West Oxford:

Brownsville Community Centre	292240 Culloden Line, Brownsville
Mount Elgin Community Centre	333204 Plank Line, Mount Elgin

Salford Community Hall	383908 Salford Road, Salford
Foldens Hall	374091 Foldens Line, Ingersoll
Dereham Centre Hall	312901 Dereham Line, Mount Elgin
Mount Elgin Park	333204 Plank Line, Mount Elgin
Salford Park	383908 Salford Road, Salford
Brownsville Park	292240 Culloden Line, Brownsville
Sweaburg Lions Park	474379 Dodge Line, Woodstock

The following municipal facilities are **not designated as suitable** for events involving alcohol unless special approval by Council is obtained:

- Athletic playing fields
- Parking lots
- Open, park areas, trails and woodlots; and
- Playground areas.

Alcoholic beverages are only allowed in facilities designated as being suitable for conducting a Special Occasion Permit function. Many of the areas noted as being unsuitable are considered by the Township to be inappropriate to provide approval for a permit issued by the Alcohol and Gaming Commission of Ontario.

The serving of alcohol shall not be permitted at any event where the focus of the event marketing is for youth under 19 years of age. The deciding factor for events involving alcohol will be determined by the focus of the events. Those events where the primary focus involves minors will not be allowed. Non-consumption by participating adults provides a positive example for young people.

3. **Mandatory Signage** *(to be provided by municipality)*

Statement of Intoxication

The Township will provide the following signage to all facilities permitted to host licensed events under the AGCO. The signs should be posted in the bar/kitchen areas:

“It is against the Liquor License and Control Act of Ontario and its regulations to serve any minors and customers to the point of intoxication. For this reason, servers working in our facilities are required to obey the law and not serve anyone to the point

of intoxication. Non-alcoholic beverages and food items are available. The event organizer and the facility owner are jointly responsible for the safety and sobriety of the people attending this event.”

Accountability

The following signage will be posted at the bar and main entrance of all Special Occasion Permit functions:

This sign is to inform all attendees where to direct concerns regarding the manner in which the function has been operated. This sign will name the organizer of the event and will include the name, address and emergency contact telephone number for the designated Township of South-West Oxford staff contact, the Ontario Provincial Police and the Alcohol and Gaming Commission of Ontario.

R.I.D.E Awareness/Safe Transportation

The following statement will appear on a wall sign located at the main exits of all facilities hosting a Special Occasion Permit event:

“The Ontario Provincial Police Reduce Impairment Drivers Everywhere (R.I.D.E.) look forward to personally thanking you at one of our R.I.D.E. spot check for leaving this event a sober driver.”

The OPP regularly conduct roadside sobriety spot-check. This sign ensures that drivers are aware of the possibility of apprehension should they be considered drinking and driving.

A sign must be posted at the bar and all exits of any facility hosting a Special Occasion Permit event indicating that safe transportation alternatives are available and include contact information for these alternatives.

Individuals and groups renting Township facility to host a Special Occasion Permit event are responsible to ensure that a safe transportation strategy has been implemented. Safe transportation options that may be considered include:

- A designated driver or other organized transportation provided by the individual or organization hosting the event.
- Designated Drivers Program – to be advertised at the event so that all patrons are aware this program is available. The designated drivers should be supplied with low cost or free soft drinks/coffee during the event.
- Impaired individuals will be driven home by a sober friend, and/or call a relative or taxi.
- A taxi paid either by the sponsoring group or the participant.

- Inform attendees about options for safe transportation by advertising available taxi services in the area.

The event organizers must decide which option(s) for Safe Transportation will be provided during their event and note this on the “Checklist for Renters”. Event organizers assume responsibility for promoting safe transportation for all patrons consuming alcohol.

Outdoor Functions/Events

If the Special Occasion Permit event is taking place outdoors, the event organizer is responsible for obtaining the necessary and portable versions of the above signage from the Township and placing them in conspicuous locations for the duration of the event. “No alcohol beyond this point” must be posted in areas in which alcohol is not permitted. Should a tent be used for an event and is greater than 600 sq feet, a building permit is required.

4. Event Workers/Server Training

All workers at a Special Occasion Permit event that are related to alcohol sales, service or monitoring must be Smart Serve trained. A minimum of two bartenders are required for any special occasion permit event. One (1) additional floor/door monitor is required for events hosting over 150 attendees. All Buck and Does require one (1) additional door monitor and one (1) additional floor monitor.

Event staff must be appropriately identified using some method of visual identification (i.e. t-shirts, hats, vest, etc.). A schedule of event staff, their roles and the hours that they will be on duty must be provided to the Township (booking agent) prior to the event. Event staff, while on duty, are not permitted to consume alcohol while working at the event.

All controls and service must be in compliance with the provisions of the Liquor Licence and Control Act of Ontario and its regulations:

- All entrance and exits to the event must be monitored by at least one responsible person meeting the legal drinking age requirement.
- Only identification bearing a photograph, and issued by the Province of Ontario, the Government of Canada or photographic identification issued by another Province, State or Country shall be accepted as a bona-fide proof of age.
- The holder of the Special Occasion Permit and the person renting the facility are responsible to ensure that the event is properly supervised and will provide enough staff to fulfill this obligation.
- In the event of a masquerade party taking place in any premise owned by the

Township of South-West Oxford the permit holder is responsible to check ALL patrons I.D. to ensure they are of appropriate age. Any person under the legal drinking age will not be allowed into a masquerade event.

- The type of identification to be worn by event workers must be stated in the “Checklist For Renters” form. See Appendix “A”.
- All entertainment within the facility shall cease at 1:00 a.m.
- All signs of consumption and service of alcohol including empty glasses shall be removed from sight in a prompt and orderly fashion, but no later than 45 minutes after the permit ends.
- To assist municipal staff and ensure that no incidents occur within the premises, the facility must be vacated by 2:00 a.m. Event attendees must vacate the premises by 1:30 a.m., and event organizers must leave the premises by 2:00 a.m. **A \$100.00 surcharge will be charged to the event organizer every hour that the facility is not vacated.**
- Failure to comply with the above requirements may result in disqualification of the renter, permittee, or related organization from future rental of any municipal facility and, where appropriate, police authorities may be contacted and appropriate charges laid.

5. Alcohol Services

Control of Alcohol Services

- A maximum of **2 drinks/tickets** may be served to an individual at any one time. **Alcohol shall not be left available for self-service – any other food products containing alcohol or cannabis are not permitted.**
- Non-alcoholic beverages shall be made available. The event organizer/permit holder must ensure that only standard drinks will be served. A standard drink is: 12 oz. 5% beer; 5 oz. 12% wine; 1 ½ oz. 40% spirits. No extra strength beer shall be provided (i.e. beer that has greater than 5% alcohol).
- The permit holder shall allow the redemption of unused tickets for cash at any time during the event.
- Bartenders reserve the right to refuse service and the permit holder has the right to refuse admittance to persons who are underage, or to an individual who appears intoxicated.
- **There will be no “last call” announced.** Hours of operation of the bar must be posted.
- Alcohol can only be sold and/or served during the hours that are stated on the permit.
- All signs of sale and service must be cleared within 45 minutes of the end time

stated on the permit. This includes the removal of all partially consumed and empty bottles, and glasses that contain(ed) alcohol.

- Non-alcoholic beverages must be provided for designated drivers free of charge.
- All prices charged for alcohol must comply with the Liquor Licence and Control Act. No drink shall be provided at a cost lower than \$2 per drink under a permit to sell alcohol.
- Permit holders or municipal staff on duty will call police to report a driver who is suspected of being impaired.
- All facilities must be vacated by 2:00 a.m. unless otherwise negotiated and approved with the Township staff. If a later closing time is pre-approved, the closing time will be adjusted accordingly. **A \$100 surcharge will be applied every hour that the facility is not vacated.**
- All event workers must wear a form of identification as supplied by the event sponsor/permit holder.
- Marketing practices which encourage increased consumption, such as oversize drinks, double shots or spirits, drinking contests, and volume discounts **are not permitted**.
- Free alcoholic drinks shall not be advertised.
- All drinks to be served in plastic or paper cups and all bottles/cans to be retained in the bar area. For formal occasions, glass can be used until 10:00 p.m. Non-breakable containers can be used after 10:00 p.m. Bottles will be permitted on tables for weddings and other formal events at the discretion of the Township staff/booking agent approving the event.
- Sufficient food shall be available and served throughout the duration of the event.

6. Controls During the Event

The **event organizer and/or designate is responsible for** the conduct and management of the event, including, but not limited to:

- Compliance with the Municipal Alcohol Policy in addition to all applicable federal, provincial and municipal laws, policies, guidelines, regulations and by-laws;
- Organization, planning, set up and clean-up of the event;
- Sufficient number of event workers and bartenders in accordance with Section 4 above;
- Training of their designates and other event workers (all of whom must be 18 years of age or older);

- If applicable, posting the Special Occasion Permit (with any updates) in plain sight on the premises to which the permit applies or keep it in a place where it is readily available for inspection;
- Alcohol sales and service including the choice of beverages to avoid the supply of fortified or extra strength drinks (see *Standard Drink* definition);
- Ensuring that no one consumes alcohol in unauthorized locations;
- The safety and sobriety of people attending the event including those persons asked to leave to control the event;
- Safe transportation options (e.g., designated drivers, taxis);
- Response to emergencies;
- The event organizer must read and sign the Checklist for Liquor Licensed Event Organizers (Appendix A) to indicate that they understand their responsibilities;
- The event organizer must provide a copy of the Special Occasion Permit (if applicable) and any updates to the booking agent prior to the start of the event;
- **The event organizer and/or designate must attend the event for the entire duration** including clean-up after the event and be responsible for decisions regarding the actual operation of the event;
- The event organizer and the Township of South-West Oxford must ensure the physical setting is safe at all times;
- Advertising and posters which promote the use of alcohol are prohibited in all municipal facilities; and
- The event organizer shall provide security sufficient to ensure that unauthorized persons do not attend the event and to ensure that the conditions of the special occasion permit and requirements of the Act are observed. Event organizers shall consider the nature of the event, the size of the premises, and the age and number of persons attending the event. Security requirements will be determined on a case-by-case basis in consultation with Township staff or designate. At least one Township staff representative or designate with the authority to demand corrective action or to shut down an event on before the Township will be available throughout the duration of all Special Occasion Permit Events. **Please Note: The Township of South-West Oxford reserves the right to request the presence of a licensed security officer (on a case-by-case basis) for the duration of an event, the cost of which will be borne by the event organizer/renter.**

7. Insurance

The event organizer must submit an original certificate of insurance to the Township representative (booking agent) at least fourteen (14) days prior to the event. The certificate of insurance shall include proof of a minimum of five (5) million dollars in commercial general liability insurance or special event liability insurance. The

certificate of insurance must be in effect for the date(s) when the municipal premises are being used or occupied by the event organizer including, without limitation, the time period for set-up and take-down. Failure to provide the proof of insurance will void the rental of the facility or premises.

The certificate of insurance provided to the municipal representative must include the following:

- Policy number
- Company name and broker contact information
- Expiry date
- Coverage type and amount of Insurance coverage
- The Corporation of the Township of South-West Oxford shown as an additional insured to the Policy
- Coverage for bodily injury and property damage liability
- A Liquor Liability endorsement
- Tenants Liability endorsement
- Products and Completed Operations Liability
- Personal Injury Liability
- Advertiser's Liability
- Cross Liability and Severability of Interest Provision
- 30 Day Notice of Cancellation Provision

The sponsor and event organizer shall indemnify and save harmless the Corporation of the Township of South-West Oxford from any and all claims, in connection with the holding of an event involving the servicing of alcohol at Township facilities and premises. Such claims include, but are not limited to, demands, causes of action, losses, costs or damages that the Township of South-West Oxford would otherwise suffer, include or be liable for, resulting from the sponsors', event workers', and agents' performance, actions, negligent acts or omissions.

8. Commercial Liquor License Applications

The Council of the Township of South-West Oxford shall only recommend approval of liquor license applications and events of municipal significance on the condition that the applicant develop an operating policy similar to the Township's Municipal Alcohol Policy and provide Smart Serve trained event workers and bartenders.

Complaint Process

All complaints in relation to the Township's Municipal Alcohol Policy shall be directed to the Chief Administrative Officer for investigation and consideration.

Compliance

If the Township's Municipal Alcohol Policy is violated, or any law is broken, there will be consequences for the renter, up to and including withdrawal of privileges to hold future events at municipal facilities or properties. Municipal staff may at their discretion close down the event immediately and/or refuse to permit future facility rentals to the event organizers.

A violation is deemed to occur when the Special Occasion Permit holder fails to comply with the conditions of the Liquor Licence and Control Act and its regulations, or the Township's Municipal Alcohol Policy.

Intervention may be initiated by the Township of South-West Oxford staff or designate, event staff, a member of the Ontario Provincial Police, or AGCO Inspector. As a member of the organizing group, the permit holder is encouraged to intervene by informing the offending individuals of the policy violation and ask that it stop.

Contravention of the Municipal Alcohol Policy and Procedures may result in prohibition of future use of Municipal facilities and property.

Policy Review

A copy of this policy shall be provided to all members of Township Hall and Park Committee as information and awareness.

This policy shall be reviewed on an annual basis or as when is otherwise required due to changing legislative requirements. Any proposed future recommended changes shall be brought forward by staff for Council's consideration and approval.

Appendix 'A'

Township of South-West Oxford Municipal Alcohol Policy

Agreement and Checklist for Renters

Special Occasion Permit Holder Agreement:

1. I have received and reviewed a copy of the Township of South-West Oxford's "Municipal Alcohol Policy and Procedure" (attached).
2. I understand that I must adhere to the conditions of the Municipal Alcohol Policy and Procedure, and the Liquor Licence Act of Ontario and its Regulations.
3. I understand that if I or other individuals at the event fail to adhere to the Township of South-West Oxford's "Municipal Alcohol Policy and Procedures", Township staff will take the appropriate action. This action may include eviction, revoking of the Special Occasion Permit and the notification of Police or Alcohol Gaming Commission of Ontario Authorities.
4. I understand that I can be held liable for injuries and damages arising from failure to adhere to the Liquor Licence Act of Ontario.
5. I understand that the Ontario Provincial Police may lay charges for infractions of the Liquor Licence Act and its regulations.

Signed below to acknowledge agreement with the above statements:

Date of Event:	
Event Location:	
Name (Renter/Event Organizer):	
Signature:	
Date:	
Township Staff or Designate Signature:	

Checklist for Renters:

Note: To be completed by the renter and provided to Township staff or agent a minimum of 14 days prior to the event.

1. Will persons under 19 years of age be attending this event? Yes No

2. How will persons under 19 years of age be identified (i.e. stamps, arm band, etc.)?

3. Name of the person and/or group sponsoring this event (please include telephone number and email address)?

4. Type of identification to be worn for event workers:

5. Has a schedule of all event workers been provided to the Township/booking agent? Yes No

6. Has required proof of Special Occasion Permit be provided? Yes No

7. Has required proof of Insurance been provided? Yes No

8. The safe transportation strategy(ies) that will be used at this function are (please check all that will be used):
 - Arranged Transportation for Guests (i.e. limo, taxi or bus service)
 - Designated Driver Program
 - Driven home by friend, relative or taxi service
 - Will inform patrons of available taxi service
 - Other, please explain _____

9. Non-alcoholic beverages available at no charge to designated drivers Yes No

10. Will food items be available for guests/attendees? Yes No

11. The name and certification number of our Smart Serve trained event workers are (please note that the Township maintains a contact list of Smart Serve trained individuals that are available locally and if needed for your event):

Name:	Smart Serve Certification Number:	Event Role:

12. Is security being utilized at the event? Yes No

13. How will the number of guests/attendees be counted to ensure the maximum is not exceeded (i.e. tickets, clicker at the door)?

Signed below to acknowledge agreement with the above statements:

I have reviewed the Township’s Municipal Alcohol Policy and I understand all policy requirements and regulations.

Date of Event:	
Event Location:	
Name (Renter/Event Organizer):	
Signature:	
Date:	
Township Staff or Designate Signature:	