

Town of Minto
Municipal Alcohol Policy
For Permanent Liquor Licensed Events

Mission Statement:

The Town of Minto wants residents and visitors to enjoy the various facilities and parks. In order for the Town of Minto to ensure the health and safety of its participants, minimize risk and liability and to protect the municipal facilities, a Policy for the orderly use of alcohol during events and functions has been developed. The following document outlines these regulations.

Objectives:

1. To ensure proper operation and supervision of the Permanent Liquor Licensed events by providing education in prevention and intervention techniques and effective management procedures. This will lower the risk of liability to the Town of Minto.
2. To reinforce responsible drinking practices for consumers through appropriate operational procedures and controls.
3. To honour the decision of abstainers not to drink alcohol and to encourage their participation by providing alternative non alcoholic beverages.
4. To provide a balanced use of alcohol through Permanent Liquor Licensed events that alcohol becomes a responsible part of a social function rather than the reason for it.
5. To provide a balance of licensed and non-licensed programs to ensure that consumers, abstainers, adults, youth and families will be adequately serviced and protected.

Other:

The Town of Minto reserves the right to introduce other conditions from time to time at its discretion. The Town of Minto reserves the right entirely and at its discretion, to accept or reject any application for a licensed event on its property. Special Occasion's Permits are only allowed at municipally owned properties for homemade wine and must be approved by the Recreation Facilities Manager or designate. Notification will be made by the Town of Minto to A.G.C.O. for events that can capacitate over 1000 people.

Regulation 1

Municipal Facilities Eligible for Permanent Liquor Licensed Events:

The Town of Minto reserves the right to change capacities outlined in this section in the interest of public safety or as may be required by licensing authorities. Please contact the appropriate facility manager prior to your event to confirm the capacity of the facility. Staff and security are included in the occupancy load.

1. Palmerston & District Community Centre (Capacity in parenthesis)
 - a) Arena Ice Surface & Seating Area (1330)
 - b) Overflow Room (100)
 - c) Auditorium (299)
 - d) Lobby (53)
 - e) Dressing Room 1 (19)
 - f) Dressing Room 2 (16)
 - g) Dressing Room 3 (16)
 - h) Dressing Room 4 (19)
 - i) Dressing Room 5 (20)
 - j) Dressing Room 6 (22)
 - k) Dressing Room 7 (18)
 - l) Referee Room (5)
 - m) Curling Ice Surface (760)

2. Harriston-Minto Community Complex (Capacity in parenthesis)
 - a) Arena Ice Surface & Seating Area (1082)
 - b) Lobby (37)
 - c) Auditorium (299)
 - d) Dressing Room 1 (16)
 - e) Dressing Room 2 (16)
 - f) Dressing Room 3 (21)
 - g) Dressing Room 4 (21)
 - h) Referee Room (12)
 - i) Curling Ice Surface (449)

3. Clifford Arena (Capacity in parenthesis)
 - a) Arena Ice Surface & Seating Area (1003)
 - b) Lobby (77)
 - c) Meeting Room (38)
 - d) Dressing Rooms 1-4 (17)
 - e) Referee Room (6)

Regulation 2

Catering Endorsement:

1. Municipally owned facilities and parks may be licensed under the Permanent Liquor License “Catering Endorsement” with the approval of the Recreation Facilities Manager or designate.

Regulation 4

Signs:

1. Serving Practices

The Town of Minto will provide these signs to be placed in the bar area.

“It is against the Liquor Licence Act of Ontario for licensed establishments to serve customers to intoxication. For this reason servers in our facilities are required to obey the law and not serve anyone to intoxication. We are also pleased to offer non-alcohol beverages”.

2. No Last Call

A sign stating **“Last Call Will Not Be Announced”**, is to be placed in the bar area.

3. Individuals Under the Age of Majority

A sign stating **“Individuals under the Age of Majority are not permitted on the premises after 8p.m. unless preauthorized”**. See Regulation 5, section 4(a)(b) & (c). This sign will be posted in the bar and the main entrance.

4. Maximum Five Tickets

A sign stating **“A maximum of five (5) tickets will be sold at one time”**.

5. No Charge Bars (Give away bars paid by host)

“Only single drinks served”.

“Limit of two drinks served per person at one time”.

Regulation 5

Youth Admission to Public Adult Events:

1. Anyone who appears to be under the age of 25 will be required to show a government issued document with a photograph as identification before they are allowed into the event/facility.
2. Individuals under the age of majority will not be allowed to consume alcoholic beverages. Anyone serving individuals under the age of majority will be required to leave the event and will be charged by the appropriate authorities. People consuming alcohol under the age of majority will be required to leave the event, and will be charged by the appropriate authorities.
3. Individuals under the age of majority will not be allowed to attend any licensed area after 8:00p.m. Absolutely no minors will be allowed at Buck & Does.
4. Exceptions where youth may be admitted to licensed events include: (a) private functions (b) pre-authorized invitations (c) pre-authorized by the Recreation Facilities Manager or designate.

Rationale:

To ensure that persons under the age of majority do not consume alcohol.

Regulation 6

Alcohol Service:

1. Control of alcohol service
 - a. All drinks are to be served in plastic or paper cups and all bottles to be retained in the bar area.
 - b. No last call will be announced.
 - c. A maximum of 5 tickets may be sold at one time.
 - d. No beverages (alcoholic or non-alcoholic) are to leave the licensed area.
 - e. All bartenders, ticket sellers, security and floor monitors will not consume any alcohol while on duty.
 - f. Absolutely no shooters will be allowed.
 - g. The Town of Minto will provide a minimum of one bartender for all licensed events.
2. Providing food

Ensuring that light meals are available, if required, for sale to patrons on the premises is the responsibility of the customer.

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Regulation 7

Profit Sharing:

1. All customers using the Town of Minto liquor license and charging full bar ticket price will receive a 20% profit share on gross sales.
2. The customer must supply or pay for a smart serve trained ticket seller.

Regulation 8

Service Club Grant:

1. Service Clubs and other pre-approved groups will receive a 25% Town of Minto grant. Other groups that are not on the list may apply to the Finance and Personnel Committee 60 days prior to their event, if approved, will receive a 25% Town of Minto grant.
2. The total bar sales dollar value will be used to determine the 25% grant.
3. The Town of Minto will supply one bar staff supervisor and the Service Club must supply the additional smart served trained bar support staff at a rate of one per hundred based on the number of people attending their event.

Regulation 9

Controls Prior to Events:

Renters of municipal facilities will be required to understand the Municipal Alcohol Policy prior to renting.

1. A copy of the Municipal Alcohol Policy will be available from the Town of Minto staff person or designate at the time of booking. If any questions or concerns arise from this Policy contact the Recreation Facilities Manager or designate for clarification.

Rationale:

The above is to ensure that there is no misunderstanding of the regulations contained in the Municipal Alcohol Policy.

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Regulation 10

Controls During Licensed Events:

All controls and service must be consistent with the provision of the Liquor Licence Act of Ontario and its regulations.

1. In the event of a masquerade party taking place in any premise owned by the Town of Minto all patrons must be checked prior to entering for proper identification to ensure they are of the appropriate age. Any person under the age of majority will not be allowed into a masquerade event.
2. Patrons at an all day outdoor events are required to vacate the premises from 7:00p.m. until 8:00p.m. Individuals under the age of majority will not be allowed to attend any licensed area after 8:00p.m. as per Regulation 5, Section 4.
3. Patrons are not allowed on the dance floor with drinks.
4. Patrons will not be allowed to congregate in groups near the bar area, the entrance, the exits, or the dance floor.
5. The bar area within the premises shall be closed no later than 2:00a.m. and no service of alcoholic beverages will be allowed after this time.
6. All entertainment within the facility shall cease at 2:00a.m.
7. All signs of consumption of alcohol and all signs of service of alcohol (including empty glasses) shall be removed from sight by 2:45a.m.
8. To assist Town of Minto staff and ensure that no incidents occur within the premises, the facility must be vacated by patrons by 3:00a.m.
9. The only exception to the 2:00a.m. closing time would be on New Year's Eve, when the closing time could be extended until 3:00a.m.
10. Distribution of any form of alcoholic beverage beyond what is purchased and served from behind the bar is illegal and therefore prohibited. This includes wedding favours, prizes, etc.
11. Town of Minto staff, at their sole discretion, may cease the sale and service of alcohol at any time in the interest of public safety.

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Regulation 11

Security Requirements at Specific Events:

The following requires “paid off-duty” police officers or a licensed private security company as per schedule.

Indoor Licensed Events	Staffing Requirements
0-100 people	0 officers/private security
100-359 people	Minimum 2 officers/private security
Arena/Curling Club Floors	Discretion of Recreation Facilities Manager or Designate

Outdoor Events	Staffing Requirements
0-100 people	0 officers/private security
100-400 people	Minimum 2 officers/private security
400-1,000 people	Minimum 4 officers/private security

Time period required – 9:00p.m. to 2:00a.m.

The only acceptable security will be “paid off-duty” police officers and/or a licensed private security company. Security is mandatory unless written approval by the Recreation Facilities Manager or designate. The only licensed events that do not require security are private functions (*not open to the public/by invitation only*).

Regulation 12

Alcohol Event Support Staff Policy

Bartenders

- All liquor drinks are to be pre-poured behind the bard and served in plastic cups
- All beer is to be served in a plastic cup, and the bottle is to be retained for deposit
- Only single shot drinks are to be served
- Bartenders are to ensure that underage, intoxicated, rowdy, and unauthorized people are not served alcohol
- Bartenders are not to consume alcohol prior to or during service
- All bartenders must be trained in Smart Serve
- No last call is to be announced, and service from the bar must stop no later than 2:00a.m.

Ticket Sellers

- A minimum of two Smart Serve trained people shall be present to sell liquor tickets at all times
- A maximum of five liquor tickets may be sold at one time
- Ticket sellers are not to consume alcohol prior to, or during ticket sales
- Ticket sellers are to ensure that underage, intoxicated, rowdy, and unauthorized people are not sold liquor tickets
- Unused tickets may be redeemed for a cash refund as late as 15 minutes after the bar closes

Security

- Event security is to ensure that the Municipal Alcohol Policy is adhered to at all times
- Event security is to ensure that alcoholic beverages stay within the licensed area
- Event security will check to ensure people entering a licensed area possess a valid picture identification and are of legal drinking age
- Event security are not to consume alcohol prior to, or during the event
- Event security shall assist in ensuring that the bar and music is shut down not later than 2:00a.m.
- Event security shall stay and help make sure all participants have left the facility safely