



Municipal Alcohol Policy Organizer Checklist

Before Event:

- Submit signed copy of *Municipal Alcohol Policy* to City including the following pages:
 - Organizer to sign Appendix A and Appendix B including security guard licence numbers and bar tender Smart Serve certificate numbers
 - Security company to sign Appendix C (Buck and Does only)
- Provide insurance (see 4.4 of Alcohol Policy for specifics)

During Event:

- Special Occasion Permit (SOP) or Catering Endorsement must be readily available
- List of all servers and security must be readily available
- Receipts for alcohol must be made available, per AGCO regulations

Permit Holder Role and Responsibility:

- Assume responsibility and liability for the entire operation of the event**
- Comply with the *Liquor Licence Act*, R.S.O. 1990, Chapter L.19 the Regulations and all provisions within the City of Stratford's *Municipal Alcohol Policy P.3.5*
- Must not consume alcohol and shall remain on-site for duration of event
- Oversee staff supervision of event, encourage legal and moderate drinking behaviour and ensure that any problems that arise are dealt with appropriately
- Responsible for recognizing the need for and requesting the assistance of appropriate City of Stratford staff or security officer or City of Stratford Police Services in the event of problem patrons or violations during the event
- Promote safe transportation options potentially including the following:
 - A designated driver selected from non-drinking participants at the event
 - A designated driver provided by the Sponsoring group
 - A taxi paid either by the Sponsoring group or the participant
- Follow procedures for dealing with problem patrons and violations (see page 3)

Event Staff Role and Responsibility:

- Refer to "Guest to Event Worker Ratios" for approximate number of event workers needed; City to confirm exact number in writing
- Supervise the event, encourage legal and moderate drinking behaviour, and ensure that any problems that arise are dealt with appropriately
- Must not consume alcohol during event or be under the influence
- Bartender staff must be Smart Serve certified and must know acceptable forms of valid identification (see [ACGO's Checking ID Tip Sheet](#))
- Designated person to monitor occupant load at all times for duration of event
- Event workers at public events must wear highly visible identification (shirts, hats, or badges) and all staff must be 19 years or older



Security:

- Refer to 4.1.3 for approximate number of security personnel required; City to confirm exact number in writing
- Must be licenced by *Private Security and Investigative Services Act*
- Assist with tracking number of patrons for the duration of the event to prevent exceeding capacity limit
- Must be on-site for start of event and stay a minimum 1 hour after the event has ended and until all patrons (excluding the organizers and cleanup crew) have left the facility and cleared the general area of the facility property including parking lots

Additional Controls:

- Minimum 36" fence is required for all outdoor events; doubled with occupancy of more than five hundred per AGCO regulations
- Portable washrooms must be outside fenced area for outdoor events
- Bar area must close by no later than 1:00 a.m.
- Facility must be vacated by no later than 1:30 a.m.
- Section 2.7 of *Ontario Fire Code* must be adhered to for occupancy load
- Designated person to monitor occupant load at all times for duration of event

Sale of Alcohol and Service Practices:

- All bottles shall remain in the bar area; all drinks must be served in non-glass containers
- No last call announced
- Maximum of 4 tickets may be sold to 1 person at 1 time until 11:00 p.m.; a maximum of 2 tickets from 11:00 p.m. to 12:00 a.m. and only one ticket after 12:00 a.m.
- Tickets may not be discounted at any time
- All bartenders, ticket sellers, floor monitors, and security personnel will not consume any alcohol while on duty or prior to shift
- Absolutely no shooters will be allowed
- Non-alcoholic beverages must be available and served in different containers than alcoholic beverages
- Food must be served throughout the event and snacks do not count

Signage:

- "Please Drink Responsibly" sign and "If there is an Emergency" sign posted at one or more prominent places in licenced area ([sign templates](#))
- "No Alcohol Beyond this Point" sign posted at the boundaries of licenced area (see last link)
- AGCO's "Sandy's Law" sign posted as required by the *Liquor Licence Act* ([PDF](#))

Prohibited Activities:

- Alcohol raffles
- Drinking games
- Discounting the price of drinks
- Alcohol as a prize for any game



Problem Patrons and Violations:

The following procedures shall be followed for handling problem patrons and violations:

- That any incident or violation of the Municipal Alcohol Policy which may endanger participants shall be the responsibility of the Permit Holder.
- A violation of this policy occurs when the Permit Holder fails to comply with the conditions of the *Liquor Licence Act* and/or the *Municipal Alcohol Policy*. Intervention can be initiated by a participant at the event, a City of Stratford staff, event staff, Stratford Police or an inspector of the AGCO.
- A member of the organizing group, including security, is encouraged to intervene by informing the offending individuals of the policy violation and ask that it stop as contravention of the existing statutes and regulations may result in charges being laid. Contravention of the City policy may result in prohibition of future use of City facilities.
- Should a violation of the policy occur, City staff will follow the procedures as listed below:
 - Ask the organizers of the event to stop the violation, or they may close down the licenced portion of the event. Should the organizers fail to comply, staff members shall call the police for enforcement and assistance in closing down the event.
 - Once a violation has occurred and the Permit Holder has been warned by a City of Stratford staff member, the Sponsoring organization will be informed that no further violation will be tolerated. An investigation will also take place to gather all information.
 - Should the Permit Holder violate the alcohol policy within one year and one month of receiving notice of violation, the organizers and/or the organization will be suspended from SOP or Catering Endorsement privileges at all municipal facilities for a period of **two (2) years**. A registered letter will be sent to the Permit Holder and Sponsoring organization advising of the suspension. A copy of the suspension letter will be provided to the Stratford Police Services.