

## The Municipality of Lambton Shores

Policy # 48

Effective Date: 2008 05 20

Amending Date: 2011 09 06

2<sup>nd</sup> Amending Date: 2013 04 08

3<sup>rd</sup> Amending Date: 2013 06 06

### Alcohol Policy

The Municipal Alcohol Policy has been established in accordance to the Liquor License Act, as a guideline for those who wish to serve or sell alcohol on Municipal Premises.

### **POLICY OBJECTIVES**

The Municipality of Lambton Shores is committed to providing safe and enjoyable Municipal owned/leased premises to its residents and visitors, and recognizes that an effective alcohol policy supports the following objectives:

- Creates a safe environment at Municipal premises for the general public and staff, thus enhancing enjoyment by both drinkers and non-drinkers;
- Protects the public and staff against bodily injury and property damage caused by alcohol abuse;
- Contributes to the well being of the community and reduces the risk of ill health caused by alcohol abuse;
- Reduces opportunities to engage in high risk drinking;
- Reduces the Municipality's and the permit holder's exposure to risk by requiring permit holders to procure third party liability insurance coverage and use trained alcohol servers;
- Increases the general public's awareness in regard to their responsibilities and obligations under the *Liquor License Act*;
- Communicates the importance of responsible alcohol management and drinking practices advocated by the Municipality; and
- Provides the public and staff with Municipal guidelines and prevention tools aimed at reducing the potential of alcohol related incidents.
- **Although it is not mandatory for the permit holder to purchase the services of an off duty police officer, for the safety and enjoyment of your event the Municipality of Lambton Shores highly recommends these services be obtained. Please see section 11.**

Therefore, this Policy establishes a series of reasonable conditions, which all persons will be required to follow where the consumption of alcohol is permitted on Municipal premises.

## 1. DEFINITIONS

1.1 The Alcohol and Gaming Corporation of Ontario (AGCO) has established three types of occasions that a Special Occasions Permit (SOP) may be issued for. The AGCO defines them as follows:

- a) Private Event SOP – As of July 1, 2012, the *Private Event* category replaces *Reception Event* category. Private Event SOP's are typically issued for events such as weddings, birthdays, funerals, bridal showers, etc. These events are for invited guests only and the event must not be advertised to the public, including by way of flyers, newspapers, internet or radio. The event cannot be open to the public and there can be no intention to gain or profit from the sale of alcohol.
- b) Public Event SOP – Public Event SOP's are issued for events that are open to the general public, such as charity fundraisers, outdoor street festivals, community festivals, etc. This type of SOP may be issued to a registered charity or a non-profit organization/association organized to promote charitable, educational, religious or community objectives. An individual or business may also obtain a Public Event SOP if organizing an event that is of "provincial, national or international significance" or has been designated "an event of municipal significance" by municipal Council or the municipal Clerk. These events may be advertised.
- c) Industry Promotional Event SOP – As of July 12, 2012, the Industry Promotional Event category replaces three previous categories: Trade Show, Consumer Show and Market Research. This type of SOP no longer needs to be directly tied to the hospitality industry and can be either publically advertised or invited guests only. There can be no intention to gain or profit from the sale of alcohol.

### 1.2 Event Designations

- a) For the event to be designated of "provincial, national or international significance" it must be agreed to by the Registrar of Alcohol and Gaming.
- b) For an event to be designated of "municipal significance" it must meet the criteria set out in Lambton Shores Municipal Policy #58a. The municipal clerk will determine the eligibility of the event and issue letters to successful applicants. If the designation is denied, the applicant may seek approval from Council if they choose by appearing as a delegate at a Council meeting.

## 2. AREAS DESIGNATED FOR CONDITIONAL USE OF ALCOHOL

Any person or organization wishing to hold a Special Occasion Permit function in a location not listed in this policy, must contact Community Services staff for approval.

- Arkona Senior's Centre
- Arkona Community Centre-Community Room
- Port Franks Community Centre- West Wing and Optimist Hall
- The Shores Recreation Centre- Concrete Pad
- Thedford Village Complex- Main Hall and Kitchen
- Thedford Village Complex- Parking Lot
- The Legacy Recreation Centre- Thomas Hall, and the Concrete Pad
- The Legacy Recreation Centre- Baseball Diamond and Parking Lot
- Parks & Outdoor Areas - Utter Ball Park Pavilion (Arkona), Esli Dodge Conservation Area (Forest), Coultis Park (Forest), McRae Ball Diamond (Forest), Lion's Pavilion (Grand Bend), Beach House Observation Deck (Grand Bend), Klondyke Sports Park Pavilion (Grand Bend), Port Franks Harbour Pavilion, and Port Franks Optimist Park.

***Please note any requests for licensing within a municipally owned space which is not listed above must be made in writing to Council.***

## 3. MUNICIPAL PARKS AND FACILITIES NOT ELIGIBLE FOR SPECIAL OCCASION PERMIT

- **Parks and Outdoor Areas-** All other areas not listed in this policy  
*Rationale: The majority of other parks and outdoor areas are in residential areas and are not eligible for S.O.P. functions due to the difficulty with noise and crowd control.*
- **Arena Dressing Rooms-** The Shores Recreation Centre and The Legacy Recreation Centre  
*Rationale: Alcohol is not permitted in this area as it encourages skaters to be on the ice surface under the influence of alcohol thus leading to safety concerns. Illegal consumption of alcohol is not tolerated in this area. Additionally, the arena dressing rooms are not properly supervised for alcohol consumption.*
- **Arena Lobby-** The Shores Recreation Centre and The Legacy Recreation Centre  
*Rationale: This is a public access area and would not be appropriate to have people passing through a S.O.P. function.*

- **Arena Ice Surface and Seating Area (i.e. tiered seating)-** The Shores Recreation Centre and The Legacy Recreation Centre  
*Rationale: The above area is not suitable for a S.O.P. function due to the obvious safety concerns. Permitting patrons under the influence of alcohol on the ice surface is a potential safety hazard.*
- **Grand Bend Public School Gymnasium and Community Room**  
*Rationale: This is deemed as an inappropriate location for a S.O.P. function because it is a public school.*
- **The Shores Recreation Centre Gymnasium**  
*Rationale: This area is deemed as an inappropriate location for a S.O.P. function because of the nature of a gymnasium and promoting health and wellness.*
- **Exceptions:**  
Any person wishing to hold a Special Occasion Permit function in a location not listed in this policy must appeal to Municipal Council for approval.

#### **4. HOURS OF SALE AND SERVICE**

The hours of sale and service of alcohol will be limited from 11:00am-1:00am the following day, with the exception of New Year's Eve, when sale and service of alcohol will be permitted between the hours of 11:00am-2:00am the following day.

#### **5. STAG AND DOE EVENTS**

Stag and Doe events and events of a similar nature are prohibited in any Municipal facility.

*Rationale: Stag and doe events are considered to be fundraisers for personal benefit/financial gain and are not community oriented. The potential for problems outweigh the benefit to the community and they are therefore prohibited on Municipal property.*

#### **6. CERTIFICATION/TRAINING: SMART SERVE PROGRAM**

To rent a Municipality of Lambton Shores facility for a Special Occasion Permit (S.O.P.) function, the S.O.P holder must utilize at least one bartender and floor/door monitor(s) with certification from a recognized Ontario based server program (i.e. Smart Serve). It is preferred if all bartenders and monitors have completed a recognized Ontario based server program. Proof of certification must be provided two (2) weeks prior to the event.

<b>Event Attendance</b>	<b>Bartenders with Smart Serve</b>	<b>Monitors with Smart Serve</b>
Under 50	1	1
51-100	1	2
101-150	1	3
151-200	1	4
201-250	1	5
251-300	1	6
301-350	1	7
350-400	1	8
401-450	1	9
451-500	1	10

*The above requirements apply for both indoor and outdoor events and requirements will increase based on the expected number of attendees for events. For events with 501-900 guests, a minimum of two (2) Smart Serve Bartenders is required. For events with 901 or more guests, a minimum of three (3) Smart Serve Bartenders is required. **If hosting an event with more than one bar area, you must provide the minimum number of required bar tenders at each station.***

## **7. MONITORS AND IDENTIFICATION**

- a) A ratio of one (1) floor monitor for every fifty (50) participants must be utilized.
- b) There must be a minimum of one (1) Smart Serve trained floor monitor(s) at S.O.P. events. Please see the above chart for the required minimum of Smart Serve floor monitors. Add one Smart Serve trained floor monitor for every fifty (50) participants. The entry door monitor must be Smart Serve trained or certified by a recognized Ontario based server program.
- c) The S.O.P. holder must provide a list of monitors and servers with proof of their certification when the contract is signed for the special event with the municipality (or 2 weeks prior to the event). The list shall be posted by the group's S.O.P., which shall be posted in clear view in the bar area.
- d) All event workers and the license holder (event sponsor) must be the age of majority and not consume alcohol prior to or during their services at the event.
- e) All monitors, while on official capacity at the event must wear an I.D. name tag or some type of identification that states they are a monitor.

## **8. CONTROLS PRIOR TO THE EVENT**

RENTERS OF MUNICIPAL FACILITIES WILL BE REQUIRED TO UNDERSTAND THE MUNICIPAL ALCOHOL POLICY PRIOR TO RENTING

A copy of the Municipal Alcohol Policy will be available from the Community Services Staff person or designate at the time of booking. If the booking is not done in person, a copy of the Policy will be available online and can be mailed to the Renter along with the rental contract.

A “Checklist for Renters” form and a Rental Contract form will be provided by the Municipality at the time of booking. These forms are to be completed by the S.O.P. holder and the Renter (if different than the S.O.P. holder) and returned to the Community Services Department at least two (2) weeks proper to the event. Signatures from the S.O.P. holder, the Renter (if different from S.O.P. holder) and the Municipal Staff person are required on the forms. Please see Appendix ‘B’.

*Rationale: The above is to ensure that there is no misunderstanding for the regulation contained in the Policy. Also be aware that any required information or assistance of the renter is available through the Municipality of Lambton Shores Staff person.*

## **9. CONTROLS DURING THE EVENT**

In order to be eligible for a facility permit for a S.O.P. function, the sponsor must demonstrate, to the satisfaction of the Director of Community Services or (his/her) designate, that there are sufficient controls in place to prevent intoxication or rowdy people from entering or being at the event, and that the aforementioned participants will be refused service and escorted safely from the event. These controls will include:

9.1 For licensed events, valid forms of identification must be current, government-issued and include a photo of the person and the birth date. Acceptable forms of identification include:

- a) A drivers license issued by the Province of Ontario with a photograph of the person to whom the license is issued;
- b) A valid Passport
- c) A Canadian Citizenship Card with a photograph of the person to whom the card was issued;
- d) A Canadian Armed Forces identification card;

- e) A photo card issued by the Board of Alcohol and Gaming Commission of Ontario;
  - f) A photo card issued by the Liquor Control Board of Ontario;
  - g) A secure Indian Status Card issued by the Government of Canada;
  - h) A Permanent Resident Card issued by the Government of Canada
- 9.2 The S.O.P. holder must refuse admittance to persons who are under the age of majority unless listed on the S.O.P. that people under 19 years of age will be attending the event, for example a wedding reception.
- 9.3 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 to enter the event/facility.
- 9.4 The S.O.P. holder and the Smart Serve door monitor have the right to refuse admittance to persons who are under age or to an individual who appears intoxicated.
- 9.5 The S.O.P. holder must be present for the entire event, or his/her designate (who shall be named) be the person responsible for the entire event. The S.O.P. holder and all event workers must refrain from consuming alcohol prior to and during the event.
- 9.6 The entrance and exits to the event must be monitored by responsible person(s) meeting the age of majority requirements at all times. These persons shall further observe for individuals that may be attempting to enter or leave the premises and that appear to be impaired.
- 9.7 For outdoor events and for the outdoor designated area, fencing is required. It shall be a single row of fencing which is six (6) feet high and must be securely erected. If this height is not feasible, two (2) rows of snow fence separated by ten (10) feet is acceptable. Therefore limiting the ability of a patron passing alcohol to the area outside the designated area and to underage persons. If the fencing is not available through the Municipality of Lambton Shores, the cost of fencing and set up of the fencing is the responsibility of the event organizer.
- 9.8 Homemade liquor is not allowed at any Special Occasion Permit function with the exception of homemade beer or wine at a religious function under a No-sale reception permit.

- 9.9 All drinks are to be served in cans or plastic or paper cups and all bottles are to be retained in the bar area. Alcoholic and non-alcoholic drinks are to be served in different cups. It is strongly recommended that beverages be purchased and served in cans rather than bottles or cups to decrease waste and reduce clean up time.  
**Exception:** Private events by invitation only.  
*Rationale:* Different cups provide a visual measure for event workers to determine the guests that are consuming alcohol.
- 9.10 The S.O.P. holder must provide non-alcoholic and low alcoholic drinks (e.g. light beer, pop and water).
- 9.11 Food must be made available at the event. It is recommended that at least five light meal choices are available. Suggestions for light meals include pizza or sandwiches. Snacks alone, such as nuts or pickled eggs are not sufficient.
- 9.12 A maximum of five (5) drink tickets may be purchased at any one time. A maximum of two (2) drinks may be served from the bar at any one time.
- 9.13 Tickets must be sold in a separate location from where the alcohol is being served.
- 9.14 Ticket sales must end 30 minutes prior to the S.O.P. ending.
- 9.15 Unused tickets are to be redeemed for cash on demand at any time during the event, up until 30 minutes after the S.O.P. ends.
- 9.16 The bar is to be closed by 1:00am and all evidence of sale must be removed within 45 minutes of the bar closing. (Exception is New Year's Eve where the bar may remain open until 2:00am).
- 9.17 There will be no "last call". Hours of operation of the bar must be posted.
- 9.18 All licensed events (including a free bar events) must have a S.I.P. or Smart Serve trained bartender. Alcohol cannot be left available for self serve. An exception will be made when wine is served during a meal; one bottle per five adults will be allowed on tables during the meal only and when punch is available.
- 9.19 The permit holder will ensure that the bartenders and servers do not serve alcohol to underage, intoxicated, rowdy or unauthorized people at the event.



9.20 The permit holder and/or facility management will be responsible for determining when assistance is needed and requesting it from the appropriate authorities.

9.21 If an alcohol related violation occurs, act promptly to rectify the situation and restore adherence to the Liquor License Act. Whenever the Act is violated at your event, you (as the S.O.P. holder) are at risk of being charged. Even if no charge is laid, the fact that the Liquor License Act has been violated can be used to undermine your defense in any civil suit.

*Rationale: The S.O.P. holder and the facility owner need to be alerted to the potential liability and attendant responsibility to prevent participants from being intoxicated and protect them from foreseeable harm. In order to provide a safe environment and control behaviour, event organizers must supervise entrances and exits. By controlling entry, underage, intoxicated, rowdy or unauthorized people can be prevented from entering an event. This will considerably reduce the likelihood of a problem occurring.*

*By providing the facility owner with a list of bartenders, servers and monitors, those who previously have over served, served minors and served intoxicated patrons can be asked not to participate in the event. A facility owner who failed to take such steps would be in a far more precarious legal position in any subsequent suit.*

*If injuries result from an event, the facility owner can be held liable and prosecuted under the Liquor License Act, regardless of any agreement with the permit holder.*

## **10. ACTIVITIES NOT ALLOWED AT S.O.P. EVENTS**

- Sale or distribution of pre-made drinks, including but not limited to, Jell-O Shooters, pudding shooters or punches
- Discounting the price of drinks and/or drink tickets
- Using alcohol as a prize for any game
- Drinking Games
- Games of chance or mixed chance and skill (raffles, 50/50 draws, crown & anchor, etc.) are not permitted at any functions at a municipally owned facility. Such activities are only allowed through a license issued to eligible organizations with charitable or religious purposes.

## **11. PAID DUTY POLICE OFFICERS**

Although it is not required, the Municipality of Lambton Shores strongly recommends the presence of paid duty police officers at any S.O.P. event.

Paid duty officers are hired for special events to ensure that the event is orderly. While at the event, the officers are required to perform all duties of police officers, which include preserving the peace and preventing crimes and other offenses. The officers are not there to perform duties that the event organizer is required to do, for example checking identification, security, etc.

Paid duty officers are governed by the Police Services Act and are required to perform the duties stipulated in the act including:

- a) Preserving the peace;
- b) Preventing crimes and other offences and providing assistance and encouragement to other persons in their prevention;
- c) Assisting victims of crime;
- d) Apprehending criminals and other offenders and others who may lawfully be taken into custody;
- e) Laying charges and participating in prosecutions;
- f) Executing warrants that are to be executed by police officers and performing related duties;
- g) Performing the lawful duties that the Chief of police assigns;
- h) In the case of a municipal police force and in the case of an agreement under section 10 ( agreement for provision of police service by O.P.P.), enforcing municipal by-laws;
- i) Completing the prescribed training. R.S.O. 1990, c. P.15, s. 42 (1); 1997, c. 8, s. 28.

The O.P.P. has responsibilities under the Liquor License Act and can therefore take corrective action when an event has breached or is in jeopardy of breaking the Act.

## **12. SIGNAGE**

Please refer to Appendix 'A' for samples of required signs at all S.O.P. functions.

## **13. INSURANCE**

Any group/organization renting Municipality of Lambton Shores facilities for the purpose of S.O.P. events is required to provide a certificate of insurance, at least two (2) weeks prior to the event, indicating they have a minimum of two million

(\$2,000,000.00) dollars in liability insurance, with the Municipality of Lambton Shores named as an additional insured party on the policy. The coverage must also include host liquor liability. This insurance can either be purchased through the Municipality or an outside insurance broker. Failure to provide proof of insurance will void the rental.

#### **14. SAFE TRANSPORTATION**

Only individuals, groups or organizations implementing a safe transportation strategy will be permitted rental/use privileges of facilities for S.O.P. events.

The S.O.P. holder shall identify the strategies which will be used on the "Checklist for Renters" form. The sponsor shall implement and encourage a Designated Drivers Program. This program shall be advertised at the event so that all patrons are aware that this program is available. The designated driver shall be supplied with free soft drinks/ coffee during the function. The permit holder shall advertise or announce the availability of this program during and, if possible, prior to the event.

The S.O.P. holder must provide a Designated Driver Program for S.O.P. events with expected attendance of over 200 people. The program shall be in place between the hours of 12:30am-1:45am. Council may make an exception to this requirement at the request of the S.O.P. holder.

*Rationale: The risk of liability is high when an impaired driver leaves an event where alcohol is served. Event organizers must assume responsibility for promoting safe transportation for all patrons consuming alcohol.*

#### **15. POLICY MONITORING AND REVISIONS**

The alcohol management policy for the Municipality of Lambton Shores will be reviewed yearly from the date initially approved by Council, and by the Director of Community Services or designate. After reviewing the policy each year, the Director of Community Services or designate, if required, will form a committee to discuss recommended changes. A form will be given to all renters soliciting comments on their rental in relation to this policy. See Appendix 'C'.

*Rationale:*

- *Annual review of the policy will ensure that the policy remains up to date and effective;*
- *This will ensure that the public will remain involved in the process of review and revamping of the existing policy.*

## **16. CONSEQUENCES FOR FAILURE TO COMPLY**

Individuals and/or groups who fail to comply with the Municipal Alcohol Policy shall be subject to the following consequences:

- 16.1 Although police will be called if a situation deems necessary to do so, it is the responsibility of the S.O.P. holder to ensure proper management of an event.
- 16.2 Facility staff will report any infraction of this policy to legal authorities whenever they believe such action is required.
- 16.3 Should a situation arise where an event may have to be shut down, the Director of Community Services or designate will evaluate the situation on behalf of the Municipality of Lambton Shores.
- 16.4 Any infraction of the Municipal Alcohol Policy will be reviewed at the following Council Meeting. A registered letter describing the problem will be sent by the Municipality CAO or designate to the sponsor. The Council may refuse future rental privileges to the sponsor.
- 16.5 Where persons under the age of majority are found to have consumed or to be consuming alcohol at S.O.P. and non-S.O.P. events held at Municipal facilities, the authorities should be called. The individual(s) under the age of majority that are found to have consumed or to be consuming alcohol at S.O.P. and non-S.O.P. events held at Municipal facilities could be banned from any public function held in any Municipal facility for a period of one (1) year.
- 16.6 Where anyone is engaged in disruptive behaviour as a result of alcohol consumption at social events, authorities should be called. The individual(s) engaged in disruptive behaviour could be banned from any public function held in any Municipal facility for a period of one (1) year.

Note: There is the potential for the permit holder to be arrested and charged when the O.P.P. are involved.

**Appendix 'A'**

**Required Signage for S.O.P. Functions**

The following signs must be prominently displayed in all Municipal facilities for S.O.P. events. All signs are available from the Municipality of Lambton Shores.

**Accountability for Event** - the following form will be mounted at the entrance and bar area. The S.O.P. holder must ensure that the form is completed, with all information relevant to the event clearly visible.

<p><b><u>MUNICIPALITY OF LAMBTON SHORES</u></b> <b><u>Special Occasion Licensed Event</u></b></p>
<p><b>Name of Event Sponsor/Rental Group:</b></p> <hr/>
<p><b>Name of Permit Holder:</b></p> <hr/>
<p><b>Address of Permit Holder:</b></p> <hr/> <hr/>
<p><b>Name &amp; Address of Facility:</b></p> <hr/> <hr/>
<p><b>Name of Municipal Representative:</b></p> <hr/>
<p><b>Ontario Provincial Police- Call 1-888-310-1122</b> <b>Alcohol &amp; Gaming Commission of Ontario - Call 1-800-522-2876</b> <b>Municipality of Lambton Shores Community Services Department –</b> <b>Call 519-243-1400/ 1-866-943-1400</b></p>

**Proof of Age** - this sign is to be posted in the bar and main entrance of all S.O.P. events:

**Individuals under the Age of Majority are not permitted on the premises after 8:00pm without valid photo identification.**

**Acceptable forms of identification include:**

An Ontario Driver's License

A Valid Passport

A Canadian Citizen Card

A Canadian Armed Forces Identification Card

A photo card issued by the AGCO

A photo card issued by the LCBO

A secure Indian Status Card issued by the Government of Canada

A Permanent Resident Card issued by the Government of Canada

**Alcohol Ticket Sales Limit-** a sign must be posted at the ticket sale area, which reads:

**ALCOHOL TICKET SALES**  
**FIVE (5) TICKETS PER PERSON AT ONE TIME**  
AFTER 11:00PM, TWO (2) TICKETS PER PERSON  
**ALL UNUSED TICKETS ARE REDEEMABLE FOR**  
**CASH**

**Ticket Sales** - this sign will be posted in the bar area:

**Ticket Sales End at 12:30 a.m.**  
UNUSED TICKETS WILL BE REFUNDED UP TO 30 MINUTES AFTER THE S.O.P.  
EXPIRES

**Statement on Intoxication** - the following sign will be posted at entrances and in the bar area:

**BY LAW SERVERS CANNOT SERVE**  
**Any person to the point of intoxication,**  
**OR any person who is intoxication**  
**LOW-ALCOHOL & NO-ALCOHOL BEVERAGES AND GOOD ARE AVAILABLE**

**No "Last Call"** - a sign for no last call will be posted at entrances and in the bar area:

**NO "LAST CALL" ANNOUNCED  
BAR CLOSURES AT 1:00AM SHARP**  
All evidence of sale must be cleared and the  
facility vacated by 1:45am

**Safe Transportation** - these signs will be posted at all entrances and exits:

**DESIGNATED DRIVERS**  
**We are pleased to offer you FREE no-alcohol beverages**  
*Thanks for helping to reduce impaired driving in  
Lambton Shores*

**TAXI SERVICE**  
**Taxi service is available by calling:**  
\_\_\_\_\_

**Fetal Alcohol Syndrome** - this sign shall be displayed in all Ladies' Restrooms and at the bar area and can be obtained from the Alcohol and Gaming Commission of Ontario.

**WARNING:**  
Drinking Alcohol during pregnancy can cause birth  
defects and brain damage to your baby  
1-877-FAS-INFO [www.alcoholfreepregnancy.ca](http://www.alcoholfreepregnancy.ca)

**Code of Conduct** - this sign will be posted at entrances/exits:

**CODE OF CONDUCT**  
**Any person misbehaving, unruly or intoxicated will be  
denied entry or removed from the premises**

**Appendix 'B'**

**CHECKLIST FOR RENTERS**

**All materials to be supplied at least two weeks prior to event date:**

1. Name of person and/or group sponsoring this event:  
\_\_\_\_\_
2. Date of Event: \_\_\_\_\_
3. Location of Event: \_\_\_\_\_
4. Type of Event: \_\_\_Private \_\_\_Public \_\_\_ Industry Promotional
  - a) Description of event: \_\_\_\_\_
  - b) Expected number of attendees: \_\_\_\_\_
  - c) Will persons under 19 years of age be attending this event? \_\_\_Yes \_\_\_No  
If yes, what steps will be taken to identify them?  
\_\_\_\_\_
  - d) If this is a private event, are you aware of all the guests who have been invited? \_\_\_Yes \_\_\_No
  - e) If this is a public event, is your group a registered charity or non-profit group?  
\_\_\_Yes \_\_\_No  
If yes, please provide the registration #: \_\_\_\_\_  
If no, has the event been deemed "municipally significant"?  
\_\_\_Yes \_\_\_No Please provide a copy of the letter from the Clerk.
5. Type of Identification to distinguish event workers \_\_\_\_\_
6. Has proof of S.O.P. been provided? \_\_\_Yes \_\_\_No
7. Has proof of Insurance been provided? \_\_\_Yes \_\_\_No



8. Has a list of the bartenders, floor monitors and door monitors with their Smart Serves numbers been provided? \_\_\_Yes \_\_\_No Please attached the list.

9. Have off duty police officers been hired for this event? \_\_\_Yes \_\_\_No

10. Has a private security company been hired for this event? \_\_\_Yes \_\_\_No

If yes, please provide the name: \_\_\_\_\_

11. The safe transportation strategy (s) that will be used at this function are:

a) \_\_\_\_\_

b) \_\_\_\_\_

12. What food will be available for patrons of the event?

\_\_\_\_\_  
\_\_\_\_\_

13. I have reviewed the Municipal Alcohol Policy with a municipal representative.

\_\_\_\_\_Yes \_\_\_\_\_No

Date: \_\_\_\_\_

Signature of Municipal Representative: \_\_\_\_\_

14. I understand all the policy regulations: \_\_\_Yes \_\_\_No

15. I and/or my group will observe and obey all policy regulations during the event.

\_\_\_\_\_Yes \_\_\_\_\_No

If No, explain:

\_\_\_\_\_

Signature of S.O.P. Holder: \_\_\_\_\_

Signature of Municipal Rep: \_\_\_\_\_

Date: \_\_\_\_\_

**Appendix 'C'**

**Municipal Alcohol Policy Comment Form**

Please comment on the effects that this policy had relating to your rental.

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Please state the date of your event: \_\_\_\_\_

Location of event: \_\_\_\_\_

Type of event: \_\_\_\_\_

Comments:

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Please return complete form to:

Municipality of Lambton Shores  
Community Services Department  
Attention: Facilitator of Recreation and Leisure  
9575 Port Franks Rd, RR 1  
Theford, ON N0M 2N0

or comments can be emailed to [events@lambtonshores.ca](mailto:events@lambtonshores.ca).

Thank you for your cooperation!