

# **Municipal Alcohol Policy**

## **City of Windsor 2015**

Approval reference:  
M512-2015

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## **INTRODUCTION**

The original City of Windsor Municipal Alcohol Policy (MAP) was developed and approved in 1998. In 2015, Recreation and Culture department staff worked with external partners including the Windsor Essex County Health Unit, the Alcohol and Gaming Commission of Ontario (AGCO), Windsor Police Services, and department representatives from the City of Windsor Legal and Risk Management department to complete the revised edition of the Municipal Alcohol Policy.

The City of Windsor Department of Recreation and Culture's goals related to Special Events are:

- To provide appropriate and reasonable procedures and education to individuals or groups wishing to hold events in municipal recreation facilities in order to encourage and enforce responsible drinking practices and adherence to the Liquor License Act.
- To reduce problems associated with excessive consumption and to reduce liability.
- To provide a balance of opportunities for wet and dry functions and facilities in order to ensure that adults, youth and families, either consumers or abstainers, will be adequately serviced and protected.
- To honour the decision of abstainers not to drink alcohol and to encourage their participation by ensuring the provision of alternative, non-alcoholic drinks.
- To be proactive in the reduction of incidents including injury and death through the implementation of a municipal alcohol policy.
- To develop a municipal alcohol policy that is easy to read and understand in order to maximize its use and compliance.

It should be noted that this policy is subject to change without notice (e.g. due to changes in the Liquor License Act).

## **Definitions**

### **Bartender**

A bartender is a paid/volunteer person(s) appointed by the Permit Holder/Host, who is over the age of 19 and who has satisfactorily proven to the Permit Holder/Host that she/he is Smart Serve trained and will act in accordance with the Municipal Alcohol Policy. Accepts tickets for the purchase of alcoholic drinks, serves drinks, monitors for intoxication, refuses service when patron appears to be intoxicated or near intoxication and offers no-alcohol substitutes.

### **Bar Service Area**

The area from which bartenders dispense alcoholic drinks.

### **City**

City refers to The Corporation of the City of Windsor.

### **Event Worker/Designate**

A person(s) appointed by the Permit Holder/Host and acceptable to the City, who is over the age of 19 and who has satisfactorily proven to the Permit Holder/Host that she/he will act in accordance with the Municipal Alcohol Policy, and includes but is not limited to: Bartenders, Door Monitors, Floor Monitors, Security, Ticket Sellers, and Volunteers.

### **Door Monitor**

Must be Smart Serve trained. Checks patrons for identification and signs of intoxication, keeps out intoxicated and troublesome individuals, monitors for those showing signs of intoxication when leaving the event, recommends safe transportation options and can arrange for coat checking.

### **Facility Staff**

City official, or designate, having operational jurisdiction over a City premises.

### **Floor Monitor**

Must be Smart Serve trained. Chats with participants, monitors patron behaviour, monitors for intoxication, responds to problems and complaints, refuses service, removes intoxicated persons, and suggests safe transportation alternatives.

### **Permit Holder/Host**

A Permit Holder/Host is any person over the age of 19 years of age seeking to hold an event involving the serving of alcohol on City premises. She or he must attend the event, ensure that adequate Smart Serve trained staff are available, coordinates and helps staff, asks for help from security if necessary. This person signs the alcohol permit, and assumes responsibility and liability for the operation of the event.

## **Types of Events**

Events are categorized as either Private or Public Events. Private events are events that are closed to the general public for admittance and are usually by invitation only. Public events are open to the general public, either by invite or by controlled ticket sales to the event.

### **Private Events:**

- i) Private gatherings  
*Example: showers, wine and cheese receptions, small weddings*
- ii) Invitation Only Events:  
*Example: weddings, anniversaries*
- iii) Private Outdoor Functions:  
*Example: wine and cheese reception, wedding*

### **Public Events:**

- i) Events where the general public will be attending  
*Example: Carousel Villages*
- ii) Beer tents - outdoor events where the general public will be attending  
*Example: various festivals, baseball tournaments*

## **Security**

Patrols the room, scans for potential trouble, notifies event staff and permit holder of potential incidents, helps event staff in handling disturbances.

## **Special Occasion Permit (S.O.P.)**

A permit issued by the Alcohol and Gaming Commission of Ontario

## **Standard Drink**

12 oz or 341 ml of beer with 5% alcohol  
5 oz or 142 ml of wine with 12% alcohol  
1 ½ ounce or 43 ml of spirits with 40% alcohol

## **Ticket Seller**

Must be Smart Serve trained. Sells alcohol tickets to a maximum of 5 per person per purchase, monitors for intoxication, refuses sale to patrons at or near intoxication, refunds tickets on request.

## **Volunteer**

A person who voluntarily undertakes or expresses a willingness to undertake a service.

## **Special Occasion Permit/Caterer's Endorsement Eligible Facilities**

The consumption of alcohol is prohibited in all public places such as parks, arenas, community and neighbourhood centres unless a Special Occasion Permit or licence for the facility has been obtained.

The following Recreation and Culture facilities and areas are designated as suitable for Special Occasion Permit or Caterer's Endorsement functions subject to the Permit Holder/Host obtaining a Special Occasion Permit from the Alcohol and Gaming Commission of Ontario and agreeing to conditions as set out by the City of Windsor, and subject to any further restrictions on facility use the City may have. The list may be amended from time to time to update current facilities as approved by the Executive Director, Recreation and Culture or designate.

- Adie Knox Herman Recreation Complex program room
- Adie Knox Herman Arena floor surface
- Constable John Atkinson Memorial Community Centre (AKO Neighbourhood Centre multi-purpose room)
- Forest Glade Arena floor surface only during non ice season
- Forest Glade Arena multi-purpose room
- Forest Glade Community Centre
- Gino and Liz Marcus Community Centre
- Windsor Waterworld Community Centre
- Mackenzie Hall
- Malden Park
- Optimist Community Centre
- South Windsor Recreation Complex auditorium, meeting room, lobby
- South Windsor Recreation Complex floor surface
- Windsor International Aquatic and Training Centre
- Windsor Family Credit Union (WFCU) Centre
- Willistead Manor

**Park Areas:**

- Derwent Park
- Dieppe Gardens
- Lanspeary Park and Lions Outdoor Rink
- Mic Mac Park and John Ivan Complex
- Malden Park Visitors Centre
- Riverfront Civic Terrace & Festival Plaza
- Other designated Parks and Public Areas as determined by the City of Windsor

**PLEASE NOTE: Glass containers (bottles, glassware or carafes) are not permitted in the above locations, with the exception of within bar service areas.**

Special Event Permit sites must meet the requirements set out in the Liquor Licence Act.

## Things to Do Before Your Event

Anyone who wishes to serve alcohol at a designated site must complete an agreement form that stipulates the condition under which alcohol may be served. In addition, the Permit Holder/Host must obtain a **Special Occasion Permit (S.O.P.)** for any Recreation and Culture facility rental where alcohol is served.

### Book a Facility and Obtain a Special Event Permit

Before obtaining a Special Occasion Permit (S.O.P.) from the **Alcohol and Gaming Commission of Ontario (AGCO)**, confirm with the facility manager that the premises are available for rental on the date of your event.

Note: some facilities have a permanent license and therefore do not require a S.O.P. Please check with the facility manager.

### Obtain a Special Occasion Permit from the AGCO

A Special Occasion Permit (S.O.P.) can be obtained from the AGCO ([www.agco.on.ca](http://www.agco.on.ca) or 1-800-522-2876). Information packages and some permits may also be obtained from a local **Liquor Control Board of Ontario (LCBO)** outlet. Detailed information is available on the AGCO website [www.agco.on.ca](http://www.agco.on.ca)

Once an S.O.P. is obtained from the AGCO, the Permit Holder/Host will be required to show proof of this to the facility manager a minimum of two (2) weeks prior to the event. Failure to provide this documentation will result in not being permitted to serve alcohol at the event.

The Permit Holder/Host must ensure that all the conditions of the **Liquor Licence Act** (<http://www.ontario.ca/laws/statute/90l19>) and the **City of Windsor Municipal Alcohol Policy** are adhered to for the event. The City of Windsor reserves the right to refuse any applicant permission to run a licensed event on its property and to impose on the event whatever restrictions it deems appropriate to the circumstances.

The Permit Holder will provide the facility manager with a list of Smart Serve trained people that will be working at the event, at least two weeks prior to the event.

All alcohol permitted on site must be purchased under the S.O.P.

The S.O.P. and levy receipts must be available for review.

### Proof of Insurance

Anyone hosting an **event with alcohol service** must provide a **Certificate of Insurance (COI)** for public liability coverage with The Corporation of the City of Windsor as an additional insured, a cross liability clause, liquor liability coverage and a 30-day cancellation clause. The amount may depend on the type of Event.

Proof of above listed insurance must be provided to the City of Windsor at least 30 days prior to the event.



**Food**

An adequate supply of food must be available to be served to persons attending the event. Items not considered food are snacks such as peanuts, chips and other salty items.

**Event Workers**

In keeping with best practices and AGCO guidelines ([www.agco.on.ca](http://www.agco.on.ca)), the Corporation of the City of Windsor requires that Event Workers at an alcohol event are Smart Serve trained. All Event Workers must be clearly identifiable (i.e. dress code, name tags). The facility manager must be provided with a list of Event Workers. Event Workers are prohibited from consuming alcohol during the Event.

**Event Worker Requirements**

- i) Events where the general public will be attending include Beer Tents and outdoor events.

Bartenders	(1 per 100 guests)	All must be Smart Serve trained
Floor Monitors	(1 per 100 guests)	All must be Smart Serve trained
Door Monitors	2 per each ingress/egress	All must be Smart Serve trained
Ticket Sellers	2	All must be Smart Serve trained

- ii) Private Gatherings and Invitation Only Events:

*Renter must adhere to contract requirements, plus provide 1 Smart Serve trained Bartender per 100 guests.*

**For events over 1000, please consult with the Recreation and Culture Special Events Coordinator.**

## Event Controls

The Permit Holder and Facility Staff need to be alerted to potential problems. It is the Permit Holder's responsibility to prevent participants from becoming intoxicated or unruly and protect against foreseeable harm.

### Acceptable Pieces of Identification for the Service or Consumption of Alcohol

- Provincial or State issued Driver's License with a photograph
- LCBO BYID photo card
- Canadian Armed Forces or United States Armed Forces Identification Card
- Photo Card issued under the Photo Card Act
- Canadian Citizenship Card with a photograph
- Canadian Passport or a United States Passport
- Permanent Resident Card (Canadian)
- Secure Indian Status Card (Canadian)

Refer to the link on the [agco.on.ca](http://www.agco.on.ca) website for pictured examples:

[http://www.agco.on.ca/pdfs/en/tip\\_sheets/3056.pdf](http://www.agco.on.ca/pdfs/en/tip_sheets/3056.pdf)

In order to provide a safe environment and control behaviour, Public Event Hosts must ensure that entrances and exits are supervised. 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.

#### a) Door and Floor Monitors

- A minimum of two people will monitor entrances and check identification, and an additional one person per 100 guests, or minimum of two additional people will monitor the floor at Public Events. All monitors must be 19 years of age or older.
- The Permit Holder will ensure that all monitors will supervise the event, encourage legal and moderate drinking behaviour, ensure that no one consumes alcohol in an unauthorized location, and ensure that any problems that arise are dealt with appropriately.

#### b) Event Workers

- Event workers must wear highly visible identification. Suggestions include shirts, hats or badges.
- The Permit Holder will ensure that the Bartenders and Servers do not serve alcohol to underage, intoxicated, rowdy or unauthorized people at the event.

- The Event Workers, including monitors, Bartenders and servers cannot consume alcohol during the event, nor will they be under the influence of any alcohol consumed before the event.

**c) Permit Holder Responsibilities**

- The Special Occasion Permit with the attached Levy Sheet will be posted and clearly visible during the operation of the event.
- The Special Occasion Permit signatory must attend the event and be responsible for making decisions regarding the operation of the event. They must not consume alcohol while performing this role. In an emergency situation where the Permit Holder is unable to attend, then the Permit Holder must designate someone in writing to attend the event and assume all responsibilities of the Permit Holder. The written documentation must be posted at the event with the S.O.P.
- The Permit Holder will be responsible for recognizing the need for assistance during the event, and requesting it from the appropriate City of Windsor staff, security officers or Emergency Services.
- The Permit Holder must ensure the physical setting is safe at all times.

**d) Security**

The Municipality and/or Windsor Police Services reserve the right to require the presence of police officer(s) for the duration of an event, the cost to be borne by the sponsoring group or individual.

The role of a contract duty police officer(s) at an event is to generally keep the peace. It is still the responsibility of the Permit Holder/Host to ensure that all the necessary controls and precautions are taken to have a safe and enjoyable event.

**e) Youth Admittance (under 19 years of age) To Adult Events:**

It is recommended that if minors are attending a public or private event that they be distinguished from other participants by a visible means i.e. stamp, wristband.

It is unlawful to allow anyone under the legal age to consume alcohol at your Special Occasion Permit event. Reasonable precautions must be taken by Permit Holders/Hosts to ensure that this is being enforced.

**f) Youth Events (e.g. minor sports events or events where the majority of attendees are under 19 years of age):**

No alcohol will be permitted at youth events.

The main focus is youth, and the consumption of alcohol would not be appropriate in this setting. Non-consumption by participating adults provides a positive example for young people. Since adults supervise and drive young people to and from these events alcohol consumption does not provide a positive example regarding drinking and driving.

**g) Masquerade Events**

Participants at Masquerade events must be prepared to unmask and identify themselves with acceptable photo ID; example: Age of Majority, Photo driver's licence, Citizenship Card with photo, Passport, or Military photo ID.

**h) Bar Area Closure & Premises Vacated**

The bar area is to be closed by the time set out below in the section entitled "Hours of Alcohol Service". All evidence of sale must be removed within thirty minutes of the bar closing.

For most indoor venues, guests must vacate the premises by 1:45 a.m. and the rental group must vacate as per the terms of the agreement as negotiated with the facility manager prior to the event. Note that some outdoor event locations may have different closure/vacate times as noted per the terms of the agreement.

### Alcohol Controls

The Permit Holder/Host must operate the bar in the area designated and in compliance with the Special Occasion Permit.

In keeping with best practices and AGCO guidelines ([www.agco.on.ca](http://www.agco.on.ca)), the Corporation of the City of Windsor requires the following Alcohol Controls:

Control	Rationale
<p><b>25% of beer supplied to be "light" beer.</b></p> <p>Light beer is defined as 3-4% alcohol content.</p> <p><b>Non-alcoholic beverages will also be available throughout the event.</b></p>	<p>Low alcohol beverages reduce the consumption of absolute alcohol. 1-½ ounces of spirits, 5 ounces table wine and 12 ounces 5% beer all contain equal amounts of pure alcohol. Low alcohol drinks reduce the likelihood of intoxication and impaired driving. The availability of non-alcoholic drinks supports the designated driver programme.</p>
<p><b>All bottles will be retained in the bar area.</b></p> <p><b>No glassware will be permitted at public events.</b> (Exceptions for use of glassware at private functions are at the discretion of the facility supervisor)</p> <p>No alcohol can be left available for self-service. Drinks will be served in disposable cups. All alcoholic drinks will be served in containers distinguishable from concession beverage containers.</p>	<p>The restriction on glassware is in keeping with best practices and AGCO guidelines and is implemented for the safety of patrons and staff. Compliance and clean-up will also be facilitated by confining glass bottles to the bar area.</p>
<p><b>There will be no last call.</b></p>	<p>Avoids a rush at the bar for extra drinks at the end of the event.</p>
<p><b><u>Marketing practices</u> that encourage increased consumption will NOT be permitted.</b></p> <p>For example: oversized drinks, double shots, drinking contests, volume discounts on tickets, and events that include the bar.</p>	<p>Over consumption of drinks is to be discouraged. It is against the law to sell or supply liquor to any person who appears to be intoxicated.</p>
<p><b>A maximum of 5 alcoholic drinks (tickets or cash) will be allowed per purchase at one time. A maximum of 5 tickets for alcohol purchases</b></p>	<p>Limiting the number of tickets or drinks sold at one time slows the rate of consumption and allows monitors, servers and bartenders to observe</p>

<p><b>can be purchased at one time.</b></p> <p>We recommend that tickets for both alcoholic and non-alcoholic drinks be purchased from a designated ticket seller, and redeemed at the bar.</p>	<p>patrons for signs of intoxication.</p>
<p><b>Unused tickets must be redeemable for cash at any time during the event.</b></p>	<p>This will discourage participants from using up all tickets at end of event.</p>

**Controls Specific to Advertising and Purchase Of Alcohol**

**a) Advertising**

The following alcohol advertising regulations set out for establishments are the same for Permit Holders/Hosts:

"Advertisements may state only the name of your establishment, that you have a liquor licence and the types of liquor you have available. You may NOT mention brand names or manufacturers in the advertisement. Liquor prices may NOT be advertised outside your establishment. Ads that carry more information than the above must be approved by the AGCO."

The Department of Recreation and Culture must also give approval prior to distribution.

Anyone involved in the sale and service of alcohol must know that no action, such as pricing or advertising, may promote or encourage excessive consumption. It is also a violation to require patrons, as a condition of entering or remaining on the premises, to purchase a minimum number of alcoholic beverages.

**b) Purchase of Alcohol**

According to the *Liquor Licence Act*, (Unlawful Purchase - Section 27) no person shall purchase liquor except from a provincial government store or from a person authorized by licence or permit to sell liquor.

## **Responsible Service Hours of Alcohol Service**

Liquor may be served during the following hours:

### **Special Occasion Permit Events (Municipal property indoor events):**

Sunday to Thursday: 11 a.m. to 11 p.m.

Friday and Saturday: 11 a.m. to 1 a.m.

New Year's Eve (December 31): 11 a.m. to 2 a.m.

### **Special Occasion Permit Events (Municipal property outdoor events):**

Sunday to Thursday: 11 a.m. to 11 p.m.

Friday and Saturday: 11 a.m. to 12 midnight

### **Special Occasion Permit Events (Municipal property Festival Plaza):**

Sunday to Thursday: 11 a.m. to 11 p.m.

Friday and Saturday: 11 a.m. to 1 a.m.

### **Private Licensed Establishments:**

Monday to Sunday: 11 a.m. to 2 a.m.

New Year's Eve (December 31): 11 a.m. to 3 a.m.

Serving hours remain the same on federal, provincial and municipal election days.

## **Legal Drinking Age**

In Ontario the legal age to drink alcohol is 19 years old. The legal age to serve alcohol in a licensed establishment is 18 years old. The City of Windsor Municipal Alcohol Policy requires all Event Workers to be at least 19 years of age for any alcohol event. "Serving alcohol" includes taking drink orders, taking payment for alcoholic beverages, stocking the refrigerator or bar area, and bartending.

## **Staff Identification**

Event Workers must wear highly visible identification. Suggestions include shirts, hats or badges.

## **Handling Intoxicated Guests**

Handling a guest that has become intoxicated is never easy. As a Host, it is important to know how to handle an intoxicated guest.

- Never serve guests to the point of intoxication. If you notice that trouble is starting - such as verbal arguments - intervene in a friendly manner and try to diffuse the situation.
- Use tact. If you can, get the person who has been drinking away from the area and other guests. Speak to them directly and privately. If you can't calm the person down, you may need to ask a friend of theirs to help encourage the person to leave the event.

- Convince the guest not to drive. This includes any motorized vehicle, including cars, boats, snowmobiles, recreational vehicles and motorcycles. Convincing a guest not to drive can be a real challenge. Don't be afraid to show your concern for your guest's welfare.
- If the person will give you his/her car keys, take them and store them away. If the guest will not give you the keys, and you know they are unfit to drive, you may have to resort to stronger measures such as calling the police.

### **Host Responsibilities and Liabilities**

As the Host of a special occasion, you:

- can be held legally liable for the safety and intoxication of your guests.
- can be held responsible for injuries or damages that occur as a result of the alcohol you provide.
- can be responsible for your guests at any function that you organize, including weddings, street parties and company parties.
- can be held responsible for the safety and behaviour of your guests until they're sober, not just until they leave your party or function.

### **Risk Reduction**

While all risks may not completely be eliminated, lower your liability risks by implementing the following:

- never serving alcohol to people under the legal drinking age of 19 years;
- never serving alcohol to anyone you suspect may already be intoxicated;
- never serving alcohol to rowdy or unauthorized people;
- discouraging excessive drinking;
- preventing drunken, violent or disorderly conduct at the event ;
- never raffling alcohol or holding contests that involve buying, drinking or winning alcohol;
- never letting guests drink and drive;
- never making drinking the focus of your event;
- encouraging responsible consumption;
- serving alcohol only within the allowed hours for Special Occasion Permits;
- always serving food with alcohol;
- offering a variety of low-alcohol and alcohol free drinks;
- offering access to call transportation and promoting the use of a



designated driver;

- following controls as identified in this Municipal Alcohol Policy.

Reduce your risk by hiring a licensed caterer or bartender who has completed Smart Serve training. Smart Serve covers topics such as recognizing and preventing intoxication, dealing with guests who have had too much to drink, and meeting your legal responsibilities.

### **Signs of Intoxication**

Signs of intoxication may include:

- Fumbling
- Change in speech volume or pace
- Slurred speech
- Sleepiness
- Red eyes
- Excessive sweating
- Decreased alertness
- Stumbling or weaving
- Noticeably shallow breathing

### **Tips for a Safe Event**

As a Host, keeping your guests from drinking excessively should be your primary concern. Here are some tips you can put into practice to make your next event a safe one:

#### *Tip 1 - Plan ahead*

- Station the bar far from the door, in a spot where people aren't always passing it.
- Hire a professional bartender who has been trained by SMART SERVE. Insist that he or she use a jigger to measure spirits. If your budget allows, hire a caterer with trained staff. Caterers can include both independent operators and restaurants that carry catering endorsements.
- Provide seating, arranged flexibly, so that people can sit down to talk in groups.
- Don't plan to have servers circulating around the room refilling people's glasses. People often accept drinks they don't really need.
- Don't plan physical activities like swimming, skiing, snowmobiling or skating when you serve alcohol. People are more prone to accidents when they've been drinking.
- Do not allow the number of guests to exceed the legal capacity of the premises.

#### *Tip 2 - Develop safe serving practices*

- Serve drinks to guests rather than offering a self-serve bar. A self-serve bar encourages heavy drinking and denies bartenders the opportunity to assess the condition of your guests.
- Serve sugar-free ginger ale, tonic and other mixers, wherever possible (sugar can speed up the consumption of alcohol).

- If you have a cash bar, use tickets. Offer alcohol-free drinks free of charge. Do not set the price of alcohol too low since this will encourage heavy drinking.
- Never serve minors. In addition to being illegal, inexperienced drinkers are most likely to drive irresponsibly and cause accidents while under the influence of alcohol.
- Check the photo identification of people you suspect are under 25 (twenty-five) years of age (passports, drivers licence, or military ID).
- Close your bar well before the scheduled end of the party.

*Tip 3 - Provide plenty of good food*

- Food consumption slows down the absorption of alcohol, thereby lowering a drinker's peak blood-alcohol level.
- Place a hors d'oeuvres table near the door, so people can begin to nibble as soon as they arrive, and before they have a drink.
- Don't serve a lot of salty snacks. These just make people thirstier - and they'll likely try to quench the thirst with alcohol, instead of water or soft drinks.
- Select hot and cold items as well as some foods that don't require any special temperature - like baked goods and snack mixes. Limit food safety concerns by always keeping cold foods cold, and hot foods hot.

*Tip 4 - Provide a range of low and alcohol free options to your guests*

- Place water, soda, juice and ice at stations around the room so that people can easily "freshen" their drinks without adding more alcohol.
- Feature attractive, alcohol free drinks.
- Make sure you have low-alcohol beers and wines in your bar selections.
- Lead by example. Don't point out the bar to each arriving guest. Take the attitude that cocktails are simply one form of refreshment, and that alcohol free drinks are just as acceptable.

*Tip 5 - Arrange safe transport options*

Investigate alternatives to driving for guests leaving your event, including:

- designated driver programs
- subsidized taxis
- local transit

## **Do and Don'ts of Ontario's Liquor Laws**

These are a few of the important rules covered under Ontario's liquor laws:

[www.agco.on.ca](http://www.agco.on.ca)

### **Don't:**

- Let people under the age of 19 consume alcoholic beverages.
- Encourage excessive drinking or serve alcohol to anyone you suspect may already be intoxicated.
- Permit drunken, quarrelsome, violent or disorderly conduct.
- Permit anyone in a licensed establishment to hold, sell, distribute or use illegal drugs.
- Serve smuggled, homemade or watered-down liquor.
- Allow guests to take out or bring in liquor.
- Raffle liquor or hold contests that involve buying, drinking or winning liquor.
- Discount the price of alcoholic beverages.
- Sell liquor from a vending machine.
- Allow noise from the premises to disturb the neighbours.
- AGAIN - Never serve alcohol to people under the legal drinking age of 19 years

### **Do:**

- Make sure that you understand the Liquor Licence Act and Regulations.
- Encourage responsible drinking.
- Have your Liquor Sales Licence or Special Occasion Permit available for review.
- Train your staff in responsible serving practices. Have all staff take the Smart Serve Responsible Alcohol Beverage Service Training program.
- Serve alcohol only within the allowed hours.
- Serve and promote food and a variety of non-alcoholic drinks.
- Sell only liquor that was bought on your licence or permit through the Liquor Control Board of Ontario (LCBO), The Beer Store, or Ontario Wine Stores.
- Make sure that the number of people on the premises is within the lawful

capacity.

- Ensure that the premises comply with all zoning by-laws, the Building Code Act, Fire Protection and Prevention Act 1997, and the Health Protection and Promotion Act.
- Check the identification of people you suspect that are less than 19 years of age.
- Create and enforce house policies that promote responsible service and moderate drinking practices.

### **Mandatory Signage**

Catering Endorsements or Extension of Service events must now post signs warning women that drinking alcohol during pregnancy can cause Fetal Alcohol Spectrum Disorder. This sign must be at least 8 X 10 inches and must be prominently displayed. Failure to comply with the signage requirements is an offence under the *Liquor License Act*. These signs, as well as Liquor Sales License or Special Occasions Permit must be posted at all times.

For a copy of the sign please refer to Appendix B. To download a copy of this sign go to:

[www.agco.on.ca/en/b.alcohol/warningsign.html](http://www.agco.on.ca/en/b.alcohol/warningsign.html)

### **Responsible Alcohol Management**

The Responsible Alcohol Management sign (Appendix C) will be displayed at the bar indicating that it is illegal to serve anyone to intoxication.

### **Statement of Accountability**

The Statement of Accountability (Appendix C) will appear on a sign located at the main exit:

The sign serves as a reminder to the Permit Holder that while enforcement personnel may not be present the entire time, concerned participants will know where to lodge a complaint. This can facilitate early correction of potentially risky situations.

## Promotion of Safe Transportation

The permit holder will be responsible for promoting safe transportation options for all the drinking participants and must ensure that no one leaves the facility in an intoxicated state. Examples of safe transportation options are:

- Having a designated driver program in effect.
- Providing identification for designated drivers and providing non-alcoholic beverages free of charge.
- Promotion of taxis, buses, or other forms of alternate transportation, and making access readily available.
- Call police, if necessary, to warn or apprehend the impaired driver.

The risk of liability is high when an intoxicated driver leaves an alcohol related event. Event organizers must assume responsibility for promoting safe transportation for all drinking participants. Safe transportation options are essential since the only way to sober up an intoxicated person is with time.

Coffee provided at the end of the evening only turns a sleepy drunk into a wide-awake drunk who is still unsafe to drive.

### Sober Driver Spot Check - Table Cards

Recommend the use of table cards to remind event participants about the importance of not drinking and driving. Table cards should have messages such as:

"The Windsor Police Service thanks you for helping to **Reduce Impaired Driving Everywhere** in Windsor and Essex County. We look forward to personally thanking you at one of our spot checks for leaving this event sober."

Table cards may also include phone numbers to access a taxi or alternate transportation.

## Failure To Comply With Policy

### Enforcement Procedures For Municipal Alcohol Policy Violation

A violation occurs when the S.O.P. holders fail to comply with this policy or the conditions of the Liquor Licence Act of Ontario or any other relevant legislation. Depending on the violation, intervention can be initiated by a participant at the event, City of Windsor staff members, a member of Windsor Police Service or an Inspector of the AGCO.

An Event Worker or Permit Holder/Host may intervene by informing the offending individual(s) of the policy violation and that it cease. Event Workers should feel encouraged to intervene in this way because intervention at other levels could result in the loss of privileges and legal charges.

Facility Staff will intervene whenever he or she encounters a violation of this policy. Depending upon the severity of the violation, Facility Staff may ask the Permit Holder/Host or Event Workers to stop the violation or they may close down the event. Should the violation persist, Facility Staff may call the police for enforcement.

Where the Permit Holder/Host has violated the Municipal Alcohol Policy, and has been confronted by Facility Staff, the Permit Holder/Host will be sent a letter advising them of the violation and indicating that no further violation will be tolerated. At this time the facility manager may at his/her discretion revoke user privileges for the Permit Holder/Host, based upon the severity of the violation(s). (The Permit Holder/Host will also forfeit the "Event Deposit", if applicable.) The Permit Holder/Host will also be invoiced for any costs or damages.

Should the Permit Holder/Host or those for whom they are responsible, violate the policy within one year of receiving notice of their first violation, the Permit Holder/Host may be suspended from organized use of City of Windsor properties for a period of one year. A registered letter will be sent to the Permit Holder/Host advising of the suspension.

The facility manager reserves the right to revoke rental privileges immediately for any serious incident (i.e. serving without a proper licence, loss of control, total neglect of the facility, etc.). Whether an incident is of such seriousness to warrant immediate revocation is within the discretion of the facility manager. An individual or organized group may appeal to the Executive Director of Recreation to have their privileges re-instated.

Where infractions are related to the *Liquor Licence Act* a copy will be sent to the Alcohol and Gaming Commission of Ontario.

A member of the Windsor Police Service or AGCO Inspector may intervene in a violation of the *Liquor Licence Act* on his or her initiative, or in response to a request either from Facility Staff or a member of the general public. Depending on the infraction, charges may be laid under the *Liquor Licence Act* and/or any other relevant legislation.

**Outdoor Temporary Liquor Facilities**  
**Specific Additional Requirements for Outdoor Temporary Liquor Facilities**

1. The tent or outdoor areas shall be properly enclosed by a 4' chain linked, 2 ½ " criss-cross metal mesh fence on four sides, installed at least ten (10) feet from the tent.
2. Toilet facilities will be provided within the confines of the enclosed area in accordance with the requirements of the Ontario Building Code.
3. Exit and entrance signs will be clearly posted and must remain open and accessible at all times.
4. The posting of "Total Capacity" signs as determined by the Fire Chief or designate shall be required in order to assist in controlling admission.
5. Admission area and confined areas must be staffed by competent staff personnel.
6. Dress Code signs will be posted at the main entrance.
7. Security staff personnel will be available to ensure that a large gathering does not occur at the entrance of the tent or licensed area.
8. Clean up personnel will be set up to ensure constant attention to emptying containers and table clean up.
9. Dispensing bottles will be eliminated and only plastic or other non-glass containers shall be used.
10. Adequate security staff personnel will be present inside the tent or enclosure at all times as determined by the Windsor Police Services.
11. Permit Holder/Host and Event Workers shall abide by and follow all the rules and regulations as stated by the *Liquor License Act* of Ontario.
12. The Windsor Police Service or any other competent authorities have the authority to close operations as permitted by the law.
13. Proper lighting will be provided internally as well as around the outside perimeter of the tent.
14. The number of police personnel, if required, shall be determined by the Windsor Police Services.
15. Permit Holder/Host will have a designated liaison person to communicate with the Police throughout the duration of the operation of the facility.
16. The Windsor Police Service will help coordinate staff meetings with the Permit Holder/Host to discuss the performance to be expected of the Event Workers.

17. Security shall wear distinctive identification label i.e. t-shirt or armband.
18. Permit Holders/Hosts will provide an area for emergency vehicles, readily accessible to the tent location.



## APPENDIX A

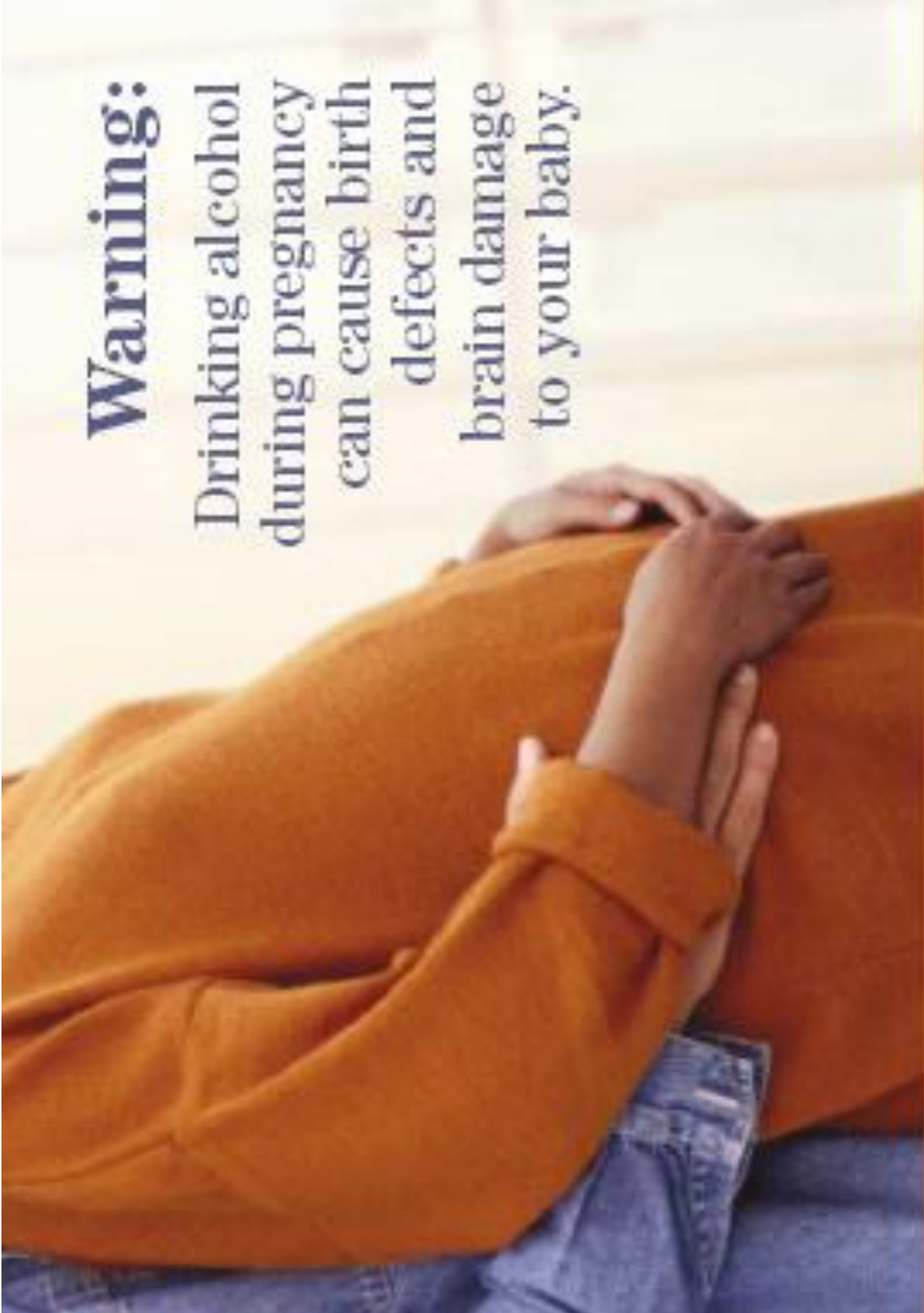
### Contact Phone Numbers

Alcohol and Gaming Commission of Ontario Information Line.....	1-800-668-5226
Ambulance (non-emergency) .....	519-258-2155
Electrical Safety Authority (option 1) .....	1-877-372-7233
Essex-Windsor Solid Waste Authority .....	519-776-6441
Essex-Windsor EMS .....	519-256-1315
Fire Department (non emergency) .....	519-255-6478
Recreation and Culture .....	519-253-2300
Manager of Community Development .....	ext. 2720
Coordinator, Community Special Events .....	ext 2716
Poison Control .....	1-800-268-9017
Police Services (non-emergency) .....	519-258-6111
Special Occasion Permit Issuing LCBO Stores:	
400 University West .....	519-253-2221
1320 Walker Road (at Ottawa Street) .....	519-254-1543
1586 Huron Church Road, Ambassador Plaza .....	519-256-5335
3165 Howard Avenue, Roundhouse Centre .....	519-972-1772
7201 Tecumseh Road East, Parkway Plaza .....	519-944-4014
Taxi Services:	
Canadian Checker Cab .....	519-254-7777
A-1 Cab .....	519-253-8888
Canadian Veteran Cab .....	519-256-2621
Windsor-Essex County Health Unit .....	519-258-2146

## **Appendix B**

This document provides the mandatory English sign referred to in Regulation 718, Subsection 26.1(1). The sign can be displayed in colour or black and white. A French sign may also be displayed in colour or in black and white.

- Special Occasion Permit holders must have their Liquor Sales License or Special Occasion Permit available for review
- Catering Endorsements or Extension of Service events must have Fetal Alcohol Spectrum Disorder signs and their Liquor Sales License or Special Occasions Permit posted at all times



**Warning:**  
Drinking alcohol  
during pregnancy  
can cause birth  
defects and  
brain damage  
to your baby.

**Appendix C**  
**Responsible Alcohol Management Sign**

<p style="text-align: center;"><b>CITY OF WINDSOR</b> <b>RESPONSIBLE ALCOHOL MANAGEMENT</b></p> <p>It is against the law to serve anyone to intoxication and/or to serve someone who appears to be intoxicated (<i>Liquor Licence Act</i>). Servers in our facilities are required to obey the law.</p> <p>We do not wish harm to any participants, nor do we wish them to harm others. People use our facilities for enjoyable social gatherings, and we are happy to provide this opportunity.</p> <p>A maximum of 5 alcoholic beverages per person may be served at one time. Should you wish a non-alcoholic beverage, request a soda pop, coffee or other alternative. Should you wish a smaller than standard portion of alcohol, request a low alcohol beer, wine or mixed drink.</p> <p>At any time during the event unused tickets may be redeemed for cash.</p> <p>We support the R.I.D.E. program. The City of Windsor Police Service looks forward to personally thanking you at one of their spot checks for leaving this event a sober driver.</p>
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**Statement of Accountability Sign**

<p style="text-align: center;"><b>CITY OF WINDSOR</b> <b>RESPONSIBLE ALCOHOL MANAGEMENT</b></p> <p>Anyone concerned about the operation of the event can direct their comments to the Recreation and Culture Special Events Coordinator at Ph#519.253.2300 Ext 2716</p> <p>Event Name</p> <p>Host</p> <p><b>Phone #</b></p>
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