

CITY OF KINGSTON MUNICIPAL ALCOHOL POLICY

(A policy regarding the use of alcohol on City of Kingston premises)

1. Policy Statement

The City of Kingston's Municipal Alcohol Policy provides for responsible management practices at functions or events held at City of Kingston facilities, properties or areas where alcohol is available under the authority of a Special Occasion Permit or a Caterer's Endorsement.

Policies regarding the use of alcohol at the Springer Market Square and the proposed Large Venue Entertainment Centre and Multiplex Community Centre remain to be finalized. This Policy does not apply to those venues.

The City has developed this policy as a means of enhancing and promoting the social enjoyment and physical safety of everyone who uses these facilities and areas, while at the same time avoiding or minimizing any alcohol-related liability issues.

2. Definitions and short forms

Caterer's Endorsement

A liquor sales licence authorizing the applicant to sell and serve liquor for an event held on premises other than the premises to which the liquor sales licence applies.

City

Means the Corporation of the City of Kingston.

Facility Manager

Means the City official, or designate, having operational jurisdiction over the facility, property or area where alcohol is being served.

MAP

Means the Municipal Alcohol Policy of the City of Kingston where alcohol is available under the authority of a Special Occasion Permit or a Caterer's Endorsement.

SOP

Means the Special Occasion Permit issued by the Alcohol and Gaming Commission of Ontario.

AGCO

Means by the Alcohol and Gaming Commission of Ontario.

3. A Special Occasion Permit (SOP) is required for all events held on City owned Property where alcohol is being served and where a Caterer's

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Endorsement or other liquor sales licence authorizing the sale and service of liquor for consumption on that premises is not in effect.

Consumption of Alcohol is prohibited in the following Municipal Facilities and areas;

- all arena change rooms;
- all arena lobbies unless the area is designated as an area for alcohol consumption under the authority of a SOP or Liquor License
- all arena bleachers;
- all ice surfaces except when floor covering is in place.
- All municipally owned parking lots, trails and walkways;
- all municipal sports playing fields.

Persons found consuming alcohol in any of these prohibited areas will be reported to the Kingston Police and these persons may be prohibited from further use of City owned facilities.

4. GENERAL GUIDELINES

Youth Admission to Adult Events Held in Municipal Facilities

Persons under the legal drinking age are prohibited from adult events where alcoholic beverages are served unless accompanied and supervised by a parent or guardian.

Server Training

The SOP Signatory or the holder of the Caterer's endorsement must demonstrate to the satisfaction of the facility manager that persons serving alcohol, (servers), and at least one floor supervisor have been certified through attending an AGCO recognized server-training course (Smart Serve®).

The names of the individuals who have received the AGCO approved server training must be submitted to the facility manager at least ten (10) working days before the event.

Provision of Low-Alcohol Drinks and Non-Alcohol Drinks

The SOP Signatory or the holder of the Caterer's endorsement must ensure that at least 35% of the available alcohol consists of low-alcohol beverages. Wine, beer and coolers are considered low-alcohol beverages.

No beer over 5% alcohol volume may be sold at Special Occasion or Caterer's Endorsement Events held in a municipal facility.

Non-alcoholic drinks must be available at no charge or less than half the price of the lowest-priced alcoholic beverage.

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Safe Transportation

The SOP Signatory or the holder of the Caterer's endorsement is responsible for promoting the use of safe transportation options by event attendees who consume alcohol. The SOP signatory or the holder of the Caterer's endorsement is responsible for ensuring that patrons arrive home safely.

The following list contains examples of safe transportation options which can assist you in planning your event.

- Use designated drivers
- Provide a shuttle bus or van
- Provide guests with taxi chits to encourage the use of taxis
- Promote the use of taxis, buses or other alternative transportation

Insurance

For licensed events under an SOP or Caterer's Endorsement, the facility manager must receive proof of insurance coverage by means of an insurance certificate. The insurance certificate must indicate comprehensive general liability coverage in an amount not less than Two Million (\$2,000,000) Dollars, which includes a host liquor liability endorsement in an amount acceptable to the City of Kingston. The certificate of insurance must also indicate the specific event, location and date that it is being provided for. The City of Kingston must be named as an additional insured on the policy for that event. The certificate of insurance must be received at least 10 working days prior to the scheduled event.

5. CONTROLS

Agreement for Use

Anyone wishing to serve alcohol at a City owned facility or area must complete and sign a "Alcohol use Agreement" form. In addition, the responsible person/SOP Signatory must provide to the facility manager, or their designate, a copy of the appropriate SOP or Caterer's Endorsement from the Alcohol and Gaming Commission of Ontario (AGCO) at least five working days prior to the event. The SOP or Caterer's Endorsement must be posted in the bar area and shall be plainly visible.

Responsible Person/ SOP Signatory

The SOP signatory or the holder of the Caterer's endorsement, or their designate, must be in attendance at the event at all times. The SOP signatory or the holder of the Caterer's endorsement or their designate shall be *available at all times* to the Facility Manager should concerns arise.

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In the case of a multi-day event(s) such as Community Festivals, Car Shows or Fishing Derbies, the SOP signatory or the holder of the Caterer's endorsement may appoint designates, whose names shall be provided to the facility manager at least 5 working days prior to their assumption of responsibility. The SOP signatory or the holder of the Caterer's endorsement must ensure the designate(s) understand and adhere to the conditions of this Policy and the Liquor License Act of Ontario.

A Facility Manager may attend any SOP or Caterer's endorsement event and has the authority to terminate an event at any time on behalf of the City of Kingston.

The sale of Liquor by the holder of a Caterer's endorsement is limited by the *Liquor License Act of Ontario, Regulation 719 s.61* to events where light meals are also available.

SOP event holders must provide food which is accessible to all persons attending the event (Reg. 389/91 s.27). Offering your guests food helps to ensure your guests are not drinking on an empty stomach. Pizza slices, sandwiches, vegetable dishes, hot dogs and hamburgers are all choices which you should consider when planning your event. **Providing snacks such as chips and pretzels only for your guests is not recommended.**

Event Workers

Event workers must be 19 years of age or older.

"Event Workers" include servers, ticket sellers, door monitors, floor supervisors and other persons who have been assigned by the SOP signatory or the holder of the Caterer's endorsement to work at an SOP event.

All SOP events and events under a Caterer's endorsement shall be staffed by an appropriate number of Event workers, in accordance with approved facility/area procedures. The following *minimum* number of event workers will be required, based on the occupancy limits shown on the SOP or the Caterer's endorsement:

Persons	Servers	Floor Supervisors	Ticket Sellers
1 – 25	1	1	1
26 – 75	2	1	2
76 – 150	3	2	4
151 – 250	4	3	4

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Greater than 250 persons - 1 extra worker per 75 persons
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Event workers are prohibited from drinking alcohol while on duty.

Event workers must ensure individuals are not buying or providing drinks to someone who is intoxicated, or to minors.

Event workers must wear highly visible identification such as tags, ribbons, vests, or caps, which have been provided by the SOP Signatory or the holder of the Caterer's endorsement.

Sale of Alcoholic Beverages

Free bar events must have trained servers and floor supervisors, no one is allowed to self-serve.

The SOP Signatory or the holder of the Caterer's endorsement must ensure that an event worker or floor supervisor is available at all times to ticket sellers who require assistance in managing attendees, such as someone who has been refused a sale.

Only standard size drinks may be sold. A standard drink is 12 oz (341 ml) of beer, 5 oz (143 ml) of wine, 1 ½ oz (43 ml) of spirits, a 12 oz (341 ml) cooler or 3 oz (85 ml) of fortified wine.

No marketing practices shall be permitted which encourage increased consumption, i.e. oversized drinks, double shots, extra strength beer or coolers, pitchers of beer, drinking contests, discounts or volume discounts.

There will be no last call.

Raffles must be properly licensed. There will be no ticket draws for alcohol

Photo I.D. with the year of birth is the only acceptable form of I.D. and is required at all events as per AGCO guidelines.

Anyone under 19 who is entering a SOP or Caterer's endorsement event with a parent or guardian must be identified, in a manner that is clearly visible and which cannot be altered, to indicate they are underage.

A maximum of 6 tickets will be sold/provided per individual at one time.

A maximum of 2 tickets will be sold/provided per individual within one hour of closing.

Ticket sales must end at 12:30 a.m.

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Unused tickets must be redeemable for cash, if sold, at any time tickets are being sold during the event.

It is mandatory that beer and coolers are served in plastic and/or paper cups.

The bar area will close no later than 1:00 a.m.

The facilities must be vacated by 1:30 a.m.

6 SECURITY AND POLICY ENFORCEMENT

The SOP Signatory, or the holder of the Caterer's Endorsement or their designates, must ensure that the physical setting is safe for all in attendance and must ensure that no persons attending the event engage in activities that can harm themselves or others.

The facility main entrance(s)/exit(s) must be monitored by two people aged nineteen years or older.

In the case of a family occasion, such as a wedding or anniversary, the SOP Signatory or the holder of the Caterer's endorsement must agree that responsible adults will supervise all participants under the legal drinking age.

The SOP Signatory or the holder of the Caterer's endorsement, or their designate, shall notify City of Kingston Police of any illegal activity observed at the event. Examples of illegal activity that must be reported include but are not limited to assaults, public drunkenness, destruction of property, illegal drug use.

The SOP Signatory or the holder of the Caterer's endorsement will provide proof to the facility manager that City of Kingston Police have been notified of the event in writing at least 10 working days prior to scheduled event.

The City shall reserve the right to require the presence of security and/or police officers for the duration of any event, the cost to be borne by the SOP Signatory or the holder of the Caterer's endorsement. The number of security personnel shall be in accordance with event attendance as defined by the City of Kingston Police Department.

Outdoor beverage area requests must meet all Federal, Provincial and Municipal health and safety regulations including but not limited to City, Public Health, and AGCO standards for space, parking, washrooms, water and electricity.

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- The outdoor beverage area must be clearly defined and separated from unlicensed areas by a 1.06 metre (42") high barrier, e.g., snow fence. The use of ropes or pigtales is inadequate and does not meet AGCO requirements.
- The SOP Signatory or the holder of the Caterer's endorsement is responsible for ensuring that the outdoor beverage area is cleaned up at the end of the event. Clean-up fees will be assessed and charged to the SOP signatory or the holder of the Caterer's endorsement if the area is deemed by City staff to have been left in an inappropriate condition.

7. SIGNAGE

The following signs will be posted and clearly visible at the event:

The signage will include the following or similar language.

- We want you to enjoy this event and arrive home safely. The following transportation options are available:
 - Use public transit.
 - Have a designated driver take you home.
 - Call a taxi, friend, relative or family member to take you home.
 - (Posted at bar and ticket sales.)
- Servers are required by law not to serve you to the point of intoxication or not to serve you if you are intoxicated.
(Posted at bar.)
- Warning. Drinking alcohol during pregnancy can cause birth defects and brain damage to your baby.
(Posted at bar)
- You must be 19 years of age or older to purchase alcohol. The only acceptable form of identification is a photo I.D. with a date of birth. No person suspected of being under age 19 will be served.
(Posted at ticket sales, entrances/exits.)
- Maximum of 6 tickets per purchase per person. Maximum of 2 tickets per person after 12:00;
(Posted at bar, ticket sales.)
- Ticket sales end at 12:30 a.m.,
(Posted at ticket sales.)
- There will be no last call.

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(Posted at bar, ticket sales.)

- No alcohol beyond this point.
(Posted at entrances/exits.)

- This event is organized by _____.
Contact person _____
Phone _____

If you have concerns call:

Kingston Police	549-4660
Ontario Provincial Police	1-888-310-1122
Alcohol and Gaming Commission of Ontario	1-800-522-2876
Kingston Fire and Rescue.	548-4001
Parks and Recreation Department,	546-4291 ext. 1341

(Posted at bar, main entrances/exits.)

- Thank you for driving sober.
(Posted at main entrances/exits.)

8. FAILURE TO COMPLY WITH MUNICIPAL ALCOHOL POLICY

Failure to comply with the City of Kingston Municipal Alcohol Policy can result in the Facility Manager, or their designate, terminating the SOP event or the Caterer's endorsement event. Persons found to be consuming alcohol on City owned property in contravention of this policy may be asked to leave the facility or area and may be prohibited from using City owned property for a SOP or Caterer's endorsement event.

9. POLICY MONITORING AND REVISIONS

This policy shall be reviewed and amended as required.

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CITY OF KINGSTON

PERMIT HOLDER RENTAL QUESTIONNAIRE

1. Event _____ 2. Event Date(s) _____

3. Event Location _____ 4. Event Time(s) _____

5. Name of Group/Organization _____

6. Name of Contact Person _____ Phone Number _____
(Please Print)

7. Name of Permit Holder _____ Phone Number _____
Or Caterer's Endorsement

8. Expected Attendance: _____

9. Number of Smart Serve® Trained workers: _____

10. Transportation Strategies:

Designated Drivers Yes No
Buses Yes No
Parking Yes No
Other (explain) _____

11. Will security be present? Yes No

12. Non-alcoholic beverages and food must be available

13. Proof of liability insurance coverage in an amount of no less than \$2M (\$2,000,000), including host liquor liability must be provided.

Date

Name

Signature

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Proof of insurance coverage received by _____

Date

APPROVED YES _____ **NO** _____

Approved by _____