



CLEARVIEW

FACILITY RENTAL APPLICATION

NOTE – Applications must have all documents attached and fees paid to book the facility

Early Bird Rates can be obtained by booking at least **four weeks in advance**. The municipality will not accept applications that are within one week of an event with the exception of funeral services.

Booking Information

Name of Facility proposed to be Booked	
Date Application Received (mm/dd/yy)	
Purpose of Booking	
Event Date (mm/dd/yy)	
Event Time (Including set up & clean up)	to
Do you need access to the building the day before the event after hours?	<input type="checkbox"/> No <input type="checkbox"/> Yes - If yes be advised that this may conflict with other bookings. To ensure secure access, this time should be included in the booking.
Anticipated Attendance	

Applicant Information

Renter's Name	
Organization Name (if applicable)	
Address	
Phone Number	
Email	

Insurance and Licences (if applicable)

Lottery Licence (contact the municipal office 705-428-6230)	Events with gaming, raffles or ticket sales	Licence No.
Businesses require \$2 million insurance for any event. Insurance Certificate (must name the Corporation of the Township of Clearview as an additional insured)	High Risk Events (ie: functions with fireworks, leagues, tournaments, training camps, athletic schools, festivals, fairs) require a certificate of insurance for \$2 million dollars, <i>naming the Corporation of the Township of Clearview as an additional insured.</i>	Policy No.
Private groups and individuals renting under the "low-risk policy" do not require insurance, including events with alcohol.		

Insurance can be purchased through Clearview Township's Insurer JLT 1-877-240-5475 - info@lcis.ca

Requirements for Booking with Special Occasion (Liquor License) Permit

Name of Permit Holder on Special Occasion Permit (SOP)	Name: Phone No.:	SOP Permit No:
Name(s) and Smart Serve Certificate Numbers	Name:	Certificate No.:
	Name:	Certificate No.:
	Name:	Certificate No.:
	Name:	Certificate No.:

Copies of required documentation must be submitted to the booking agent a **minimum of TWO (2) weeks prior to the event**, however, you will not be able to obtain the Early Bird Rate unless 4 weeks prior.

I CERTIFY that I have the authority to sign this agreement on behalf of the organization named above and that the information given by me in this application is true, complete and correct to the best of my knowledge and is given in good faith.

I ACKNOWLEDGE that I (we) am (are) required to comply with any and all conditions or stipulations that are required by the Township when this contract is signed.

I CERTIFY, if holding a licenced event, that I have read and agree to abide by the Township of Clearview's Alcohol Risk Management Policy.

I CERTIFY that I have applied for all permits and licences required by Federal, Provincial and Municipal Regulations

Renter's Signature

Booking Agent's Signature

Date

Date

FOR OFFICE USE ONLY

A/R Client Code:	Processing Date:
Invoice No.:	Receipt Date:
Invoice Date:	Receipt Date:

Application Checklist

UNLICENSED EVENT

For an **unlicensed event** have the following attached to the application and submitted a **minimum of two weeks before the event**:

- Submit a complete Facility Booking Application and attach the following:
- Application Fee and Deposit

LICENSED EVENT

For a **licensed event** have the following attached to the application and submitted a **minimum of two weeks before the event**:

- Submit a complete Facility Booking Application.
- Application Fee and Deposit.
- Special Occasion Permit from the Liquor Control Board of Ontario
- List of all Bartenders – Note all required to have the Smart Service Program or equivalent.
- List of all Door Monitors – Note 50% of monitors must have the Smart Serve Program or equivalent.
- For Businesses Only: Liability Insurance for a minimum of \$2,000,000 is required for a public event naming the Corporation of the Township of Clearview as an additional insured and a cross liability holding the Township harmless.
- Renter must have read and adhere to the Township's Municipal Alcohol Risk Management Policy and adhere to applicable Federal, Provincial and Municipal legislation and regulations.



CLEARVIEW

ALCOHOL RISK MANAGEMENT POLICY

FEBRUARY 13, 2012
BY-LAW 12-06

The Corporation of the
Township of Clearview

Alcohol Risk Management Policy

Table of Contents

Policy Statement:6
Purpose:6
Definitions: 7
General7
Authority..... 7
Attachment A8
 Conditions for Special Occasion Permits8
 Controls Prior to Event.....8
 Responsibilities and Requirements of the Permit Holder8
 Minimum Staffing Requirements for Public Events9
 Minimum Staffing Requirements for Private Events9
 Identification 9
 Stayner and Creemore Arena Floors9
 Masquerade Events.....10
 Bar Area Closure and Premises Vacated.....10
 Failure to Comply with Policy10
 Liability Insurance.....10
 Alcohol Service.....10
 Advertising11
 Purchase of Alcohol.....11
 Signs11
 Safe Transportation12
 Table Tents12

Policy Statement:

Municipalities inherently have an exposure to liability with respect to alcohol-related injuries due to the provision and rental of their facilities for events involving the use of alcohol. Essentially, the potential liability results from one of two areas:

- As a provider of alcohol (i.e. when the municipality is involved in the disbursement of alcohol), or
- As the owner of the premises upon which alcohol is being consumed (i.e. rental function and municipality controls the premises).

The Township of Clearview operates facilities where the sale of alcohol may be permitted under a Special Occasion Permit. A Municipal Alcohol Risk Management Policy has been developed to reduce alcohol related problems within Municipal facilities while at the same time promoting a safe, enjoyable environment for those who use those facilities. By reducing the potential for alcohol-related problems, the Township of Clearview reduces their risk of liability and fosters safe, enjoyable facility use for public enjoyment.

Purpose:

1. To provide appropriate and reasonable procedures and education to individuals or groups wishing to hold events in all municipally owned facilities.
2. To encourage and enforce responsible drinking practices and adherence to the Liquor Licence Act of Ontario.
3. To ensure proper supervision and operation of events in order to protect the Township, its staff and volunteers from liability arising from events, and to assist event sponsors in doing so by providing guidelines for proper supervision and proper orientation of events.
4. To encourage and reinforce responsible, moderate drinking practices for consumers through the development of appropriate operational procedures, controls, training and education.
5. To honour the decision of abstainers not to drink alcohol and to encourage their participation by providing alternative, non-alcoholic drinks.
6. To provide for a balanced use of alcohol so the alcohol becomes a responsible part of a social function rather than the reason for it.
7. To promote the safe and responsible use of the facilities and ensure that consumers, abstainers, adults, youth and families will be adequately serviced and protected.
8. To be proactive in the reduction of incidents including injury and death through the implementation of an Alcohol Risk Management Policy.
9. To develop an Alcohol Risk Management Policy that is easy to read and understand in order to maximize its use and adherence.

This Policy pertains to all events held at Township owned facilities including those run by Municipal Service Boards.

Definitions:

“Booking Agent” includes Council appointed Municipal Service Board representative(s) and municipal staff who have the authority to reserve facilities on behalf of the Township.

“Council” means the Council for the Corporation of the Township of Clearview.

“Designate” refers to Council appointed Municipal Service Board representative(s) and municipal staff who have the authority to act on behalf of the Township.

“Deputy Director of Public Works” means the Deputy Director of Public Works for the Corporation of the Township of Clearview, or his/her designate.

“Facility” means a facility owned by the Township that is available for rent.

“OPP” mean the Ontario Provincial Policing, including the Huronia West Ontario Provincial Police.

“Permit Holder” means the applicant who completes the Special Occasion Permit for a liquor licence.

“Private Events” include events held by invitation only such as weddings, anniversaries, wine and cheese receptions, etc.

“Public Events” include any indoor and outdoor events where the general public will be attending such as dances, open houses, tournaments and beer gardens.

“Renter” means any person or organization who applies to rents the facilities in the Township.

“Township” and “Township of Clearview” refers to the Corporation of the Township of Clearview.

General

This Policy shall be administered by the Deputy Director of Public Works, staff and volunteer designates operating facilities on behalf of the Township.

This Policy shall be referred to as the ‘Alcohol Risk Management Policy’.

This Policy shall come into force and effect on the day it receives Council approval.

This Policy shall be reviewed as needed.

Authority

The authority for the Alcohol Risk Management Policy shall be by the approval of the Council of the Township of Clearview.

Attachment A

Procedures of the Alcohol Risk Management Policy

Conditions for Special Occasion Permits

The consumption of alcohol is prohibited in all public places unless a Special Occasion Permit for the facility has been obtained. The person/group responsible for an event with alcohol must obtain a Special Occasion Permit from the Liquor Control Board of Ontario, and ensure that all the conditions of the *Liquor Licence Act* and the Township of Clearview are adhered to for the event. The permit holder is responsible for ensuring the Special Occasion Permit and purchase receipts are prominently displayed at the bar at the event.

The Township or its designates reserve 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. Permits will not be issued by the Township of Clearview for alcohol consumption at any youth focused event.

All renters are required to adhere to the conditions as outlined in this Policy.

All renters are required to adhere to all applicable Federal, Provincial and Municipal legislation and regulations.

Controls Prior to Event

The renter will receive a copy of this Policy, together with a Rental Contract, to be signed and returned to the booking agent at least two (2) weeks prior to the scheduled event. The renter will also provide the booking agent with a list of bartenders and door monitors that will be working at the event at least two (2) weeks prior to the event.

All bartenders and 50% of all monitors must have completed the SMART SERVE program or equivalent and be qualified and aware of their responsibilities and legal liabilities. The renter and permit holder must ensure that all conditions of the Alcohol and Gaming Commission and Township policies are adhered to. A copy of all SMART SERVE Certificates or equivalent shall be provided to the booking agent 2 weeks prior to the event.

Responsibilities and Requirements of the Permit Holder

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 permit holder will have intoxicated, rowdy or unauthorized persons removed from the event.

- The permit holder will ensure that all monitors will supervise the event, encourage legal and moderate drinking behavior and ensure that any problems that arise are dealt with appropriately.
- The monitors, bartenders and servers will not consume alcohol during the event, nor will they be under the influence of any alcohol consumed before the event.
- The permit holder and renter will be responsible for recognizing the need for assistance, during the event. **In the event of an emergency or incident, it is the responsibility of the renter to call 911.**

- The permit holder appointed on the Special Occasion Permit must attend the event and be responsible for making decisions regarding operation of the event. They must not consume alcohol while performing this role, nor be under the influence of any alcohol consumed before the event.
- The Township of Clearview or its designates reserve the right to require the presence of two or more paid duty police officers, security officers or both for the duration of an event with the cost to be borne by the sponsoring group or individual. Duties of the paid duty officers or security officers shall be communicated prior to the event.

Minimum Staffing Requirements for Public Events

Number of Attendees	Number of Required Bartenders	Number of Required Door Monitors	Total Staffing Requirements	Number of Staff with Smart Serve
1 - 100	1	1	2	2
101 - 200	2	1	3	2
201 - plus	3	1	4	3

- Bartenders and monitors can relieve each other throughout the night.
- Door monitors are responsible for preventing underage, intoxicated, rowdy or unauthorized people from entering the event. Acceptable photo identification for proof of age includes: Ontario Driver's Licence, LCBO's BYID Card, Canadian Passport, Canadian Citizenship Card, Canadian Armed Forces Identification Card, Certificate of Indian Status Card, Permanent Resident Card and Ontario Photo Card.

Minimum Staffing Requirements for Private Events

- One Smart Serve trained bartender, one floor monitor who may be the permit holder.
- Renter and permit holder must adhere to all Rental Contract requirements.

Identification

Public Events: Persons of legal drinking age attending a public event must be distinguished from other participants by a visible means (i.e. wrist band).

Private Events: It is recommended that persons of legal drinking age attending a private event be distinguished from other participants by a visible means (i.e. wrist band).

Youth Events: No alcohol or alcohol advertising will be permitted at youth events.

Stayner and Creemore Arena Floors

Public events that are held on the Stayner or Creemore Community Arena floor that will permit persons under the legal drinking to be in attendance shall:

- create a separate area with a physical barrier where alcohol is only permitted and that only permits individuals who have attained the legal drinking age, or
- the event holder shall provide monitors at all areas of entrance/egress into the alcohol area, or
- if erecting a physical barrier is not possible, all arena overhead lighting will be on during the event.

Masquerade Events

Participants at masquerade events must be prepared to unmask and identify themselves with acceptable photo identification.

Bar Area Closure and Premises Vacated

The bar is to be closed at 1:00 am with no last call. The facilities are to be vacated by 1:30am (2:00am on New Year's Eve) unless otherwise stated in the Rental Contract. The only exception is for clean up after the event. This must be negotiated with the booking agent in advance of the event.

Failure to Comply with Policy

A permit holder and/or renter who fails to comply with the Alcohol Risk Management Policy or the *Liquor Licence Act* of Ontario will have their rental privileges revoked immediately, with the Township or its designates reserving the right to revoke these privileges indefinitely and at their discretion. This action will include immediate cancellation of the Rental Contract and/or stoppage of the event where appropriate. Infractions discovered up to 7 days immediately following the event will also be subject to this provision. Infractions of a criminal nature will be reported to the appropriate authorities.

The use of illegal substances is prohibited at all facilities owned and operated by the Township.

Liability Insurance

Businesses hosting public events must provide proof of a minimum \$2,000,000 in public liability insurance ***naming the "Corporation of the Township of Clearview" as an additional insured*** and a cross liability clause holding the Township harmless. Proof of liability insurance must be provided to the booking agent two (2) weeks prior to the event.

Private groups and individuals renting under the "low-risk policy" do not require insurance.

Alcohol Service

Bartenders will not serve any one person at any one time more than two (2) alcoholic beverages. 'Doubles' and 'extra strength' beer over 5% will not be offered.

Discounts will not be offered for the volume purchase of tickets. No more than five (5) tickets will be sold to any one participant at a given time.

Signs outlining the above restrictions will be clearly posted.

The renter and permit holder shall ensure that alcohol which is sold or served on the premises will not be removed from the premise by a person attending the event.

It is recommended that tickets for both alcoholic and non-alcoholic drinks be purchased from a designated ticket seller with SMART SERVE and redeemed at the bar.

The bar area is to close no later than 1:00 am with no last call. All patrons must vacate the facility by 1:30 am (with the exception of 2am on New Year's Eve) unless otherwise stated in the Rental Contract.

No person attending the event shall bring their own alcohol onto the premises.

Marketing practices which encourage increased consumption will not be permitted (i.e. oversized drinks, double shots, pitchers of beer, drinking contests, volume discounts on tickets, and events that include the bar).

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

Advertising

The following alcohol advertising regulations set out for establishments are the same for permit holders:

Advertisements may state only the name of the 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 of the establishment. Advertisements that carry more information than the above must be approved by the Alcohol and Gaming Commission.

- 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.

Purchase of Alcohol

According to the *Liquor Licence Act*, no person shall purchase liquor except from a government store or from a person authorized by licence or permit to sell liquor.

Signs

The following sign is prominently displayed at the bar indicating that it is illegal to serve anyone to intoxication. The sign reads:

TOWNSHIP OF CLEARVIEW ALCOHOL RISK MANAGEMENT POLICY

It is against the law to serve anyone to intoxication and/or to serve someone who appears to be intoxicated. Bartenders, servers and monitors in our facilities are required to obey the law.

We do not wish to harm our customers, nor do we wish them to harm others. People use our facilities for enjoyable social gatherings, and we are happy to provide these opportunities.

It is our policy that a maximum of two (2) alcoholic beverages per person may be served at any one time. Furthermore, no more than five (5) tickets will be sold to any one participant at a given time.

Should you wish a non-alcoholic beverage, please request a soda pop, coffee or other alternative. If you would like a smaller than standard portion of alcohol, please request a low alcohol beer, wine or mixed drink.

The Township of Clearview supports the R.I.D.E. program. The OPP look

forward to personally thanking you at one of their spot checks for leaving this event as a sober driver.

BAR CLOSSES AT 1AM; THERE WILL BE NO LAST

CALL **Safe Transportation**

The renter and permit holder will be responsible for promoting safe transportation options for the drinking participants, such as but not limited to the following:

- Provide free non-alcoholic beverages for designated drivers
- Post the phone number of local taxi companies
- Provide an alternative means of transportation for those who are suspected to be intoxicated (i.e. call a friend, relative or taxi, call the police to warn or apprehend the driver who is suspected to be intoxicated)

Table Tents

The use of table tents is recommended to remind event participants about the importance of not drinking and driving. Table tents should have messages such as:

“The OPP thank you for helping to reduce impaired driving everywhere in the Township of Clearview and the County of Simcoe. We look forward to personally thanking you at one of our spot checks leaving this event.”



ALCOHOL RISK MANAGEMENT POLICY AGREEMENT

1. I have received and reviewed a copy of the Alcohol Risk Management Policy.
2. I understand that I must adhere to the conditions of the **Alcohol Risk Management Policy** and the *Liquor Licence Act* of Ontario.
3. I understand that if I or other individuals at the event fail to adhere to the Alcohol Risk Management Policy, the Township of Clearview staff or designates may take the appropriate action. This action will include immediate cancellation of the Rental Contract, stoppage of the event, possible suspension from using Township-owned facilities, and/or the notification of local authorities.
4. I understand I can be held liable for injuries and damages arising from failure to adhere to the **Alcohol Risk Management Policy** and *Liquor Licence Act* of Ontario, or from otherwise failing to take action that will prevent foreseeable harm from occurring.
5. I understand and acknowledge that I must attend the event and be responsible for making decisions regarding the operation of the event.
6. I understand and acknowledge that I must refrain from consuming alcohol while the event is in progress and must not be under the influence of any alcohol consumed before the event.
7. I have attached an authorization Municipal Clearance letter (if required by a Special Occasion Permit).

Renter's Name (Please print)

Permit Holder Name (if different from renter,
please print)

Renter's Signature

Permit Holder's Signature

Date

Date