

<b>Policy No:</b>	<b>RC – 001</b>
<b>Department:</b>	<b>RECREATION AND CULTURE</b>
<b>Subject:</b>	<b>CITY OF VAUGHAN ALCOHOL POLICY FOR COMMUNITY FACILITIES AND PARKS</b>

That the City of Vaughan Alcohol Policy for Community Facilities and Parks be approved.

Attached: Alcohol Policy For Community Facilities And Parks

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<b>Council Approval:</b>	1995/05/08	<b>Amended:</b>	N/A
<b>Report No/Item:</b>	4	<b>Report No/Item:</b>	N/A
<b>Cross Reference:</b>	Old Policy No. 04.1.01		

**City of Vaughan**

**Alcohol Policy**  
**for**  
**Community**  
**Facilities**  
**and Parks**

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## Goals

The City of Vaughan is committed to providing a safe and enjoyable environment for the users of its facilities and parks.

The City also wants to avoid alcohol related problems that could result in claims being directed at the Corporation, community organizations, volunteers and participants.

## Objectives

- 1 Categorize recreation facilities, parks and programmes to identify where an SOP will be appropriate.
- 2 Provide appropriate procedures to ensure the proper supervision and operation of Special Occasion Permit (SOP) events.
- 3 Educate individuals or groups operating an SOP in a municipal facility or park on the City of Vaughan's Alcohol Policy and Liquor Licence Board of Ontario (LLBO) legislation to ensure they are aware of their duties and responsibilities with respect to alcohol management.
- 4 Encourage a balanced use of alcohol so it becomes a responsible part of a social function.
- 5 Ensure consumers, abstainers, adults, children, youth and families will be adequately serviced and protected when using City of Vaughan facilities.

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## Locations for

### SOP Events

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The following facilities and parks are considered suitable for Special Occasion Permit (SOP) functions.

#### Facilities

##### Selection Criteria:

- suitable kitchen
- suitable washroom facilities
- satisfies the fire and building codes

##### Please Note:

- Facilities not listed are considered inappropriate for events involving alcohol.

- 1 Arnold Centre for the Arts meeting rooms
- 2 Beaverbrook House meeting rooms
- 3 Benjamin Vaughan Complex meeting rooms, gyms, arena floor, and theatre lobby
- 4 Civic Centre Hearing Room, meeting rooms, Council Chambers and lobby
- 5 Dufferin Clark C.C. meeting rooms, gym and bocce lounge
- 6 Gallanough Library meeting rooms
- 7 Garnet A. Williams C.C. meeting rooms, gym and arena floor
- 8 Holy Family Centre meeting rooms
- 9 Kline House meeting rooms

- 10 Maple C.C. meeting rooms, gym, arena floor, forum, bocce lounge, and bowling alley
- 11 Patricia Kemp/Concord C.C. gym and meeting rooms
- 12 Thoreau MacDonald House meeting rooms
- 13 Uplands Golf and Ski Centre Clubhouse
- 14 Vellore Hall
- 15 Vellore School hall and meeting room
- 16 West Vaughan C.C. meeting rooms, gym and arena floors
- 17 West Woodbridge C.C. meeting rooms
- 18 Woodbridge Hall and Memorial Arena floor

**Parks**

**Selection Criteria:**

- 5 acres of land (to allow buffer from residents)
- proper parking
- suitable physical layout
- proper accessibility by emergency vehicles,
- proper security visibility

**Please Note:**

- Facilities not listed are considered inappropriate for events involving alcohol.
- Conditions outlined in the *Parks By-law* section must be adhered to by park permit holders.

- 1 Benjamin Vaughan District Park
- 2 Binder Twine Park
- 3 Dufferin Clark District Park
- 4 Father Ermanno Bulfon Park
- 5 Fundale Park
- 6 Glen Shields Park, with special conditions: walk to neighbourhood event, daytime only and emergency services informed or involved
- 7 Maple Community Park

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- 8 Martin Grove Regional Park
- 9 Nort Johnson Park
- 10 Rainbow Creek Park
- 11 Tudor District Park
- 12 Thornhill Park
- 13 York Hill District Park (drainage area only)

## Guidelines for

# Special Occasion Permits

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The City of Vaughan's Alcohol Policy for Community Facilities and Parks is designed to minimize alcohol related problems within its facilities and parks and to promote a safe, enjoyable environment for those who use these facilities.

### Responsibilities

- 1 The permit holder shall be present at the event and responsible for making decisions regarding its operation. The permit holder and all event helpers must refrain from consuming alcohol prior to and during the event. The permit holder is responsible for ensuring guests at the event are properly supervised and that no one consumes alcohol in an unauthorized location or to intoxication.
- 2 The permit holder shall obtain an SOP from the LLBO and show proof of this to the City

of Vaughan at least ten (10) days prior to the event. A copy of the SOP must be posted in the facility throughout the event.

- 3 At least one City staff person will attend all events involving Special Occasion Permits and shall have the authority to demand immediate correction and/or to shut down an event on behalf of the City of Vaughan. For exemptions, refer to Appendix One (1).
- 4 The permit holder and City staff shall ensure the physical setting is safe for all participants.
- 5 Exits must be supervised by the permit holder and event helpers.
- 6 The permit holder must ensure that patrons behave in a safe and responsible manner.
- 7 The City of Vaughan reserves the right to require the presence of at least two (2) police officers for the event. The costs for the officers are the responsibility of the permit holder.

**Alcohol**

**Standard alcohol content is as follows:**

- beer - 5% alcohol
- wine - 12% alcohol
- spirits - 40% alcohol

**One drink equals:**

- 12 oz. of 5% beer
- 5 oz of 12% wine
- 1.5 oz of 40% liquor

- 1 The amount of alcohol allowed for the permit will be approved by City staff at least ten (10) days prior to the event. Appropriate LLBO stickers must appear on all liquor brought in to the building/park.
- 2 Type:
  - a) 30% of alcohol must be low alcohol beverages and extra alcohol drinks are prohibited.



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- b) Non-alcohol drinks must be available. Cash bars must charge a fee less than the cheapest alcohol beverage.

**3 Quantity:**

- a) The quantity of alcohol permitted on site will be the equivalent of 1 drink per adult, per hour of the event, to a maximum of 5 drinks per adult.
- b) Permit holders need to clearly specify in their quantity request:
  - i. Wine bottle size (litre, 1.5 litre etc.)
  - ii. Liquor bottle size (40 oz., 26 oz., etc.)
  - iii. Alcohol content of all liquor, wine and beer.

**Serving Responsibilities**

- 1 Alcohol must be served by an individual who possesses an approved server training programme certificate. If there are two or more servers, at least 50% must be trained. The City will provide a list of trained bartenders. If the permit holder chooses not to use one of these individuals, he or she shall provide the City with a copy of the trained servers' certificates at least 10 days in advance of the event.
- 2 Closed, private functions with minimal alcohol use (ie total amount of alcohol is less than one drink per adult) may be exempt from the requirement of trained servers if approved by the City. All other aspects of the policy must be adhered to.

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- 3 In order to reduce the risk of intoxication and the rate of consumption, the permit holders should encourage patrons to consume food, low-alcohol beverages and non-alcohol beverages. Low-alcohol and/or non-alcohol drinks must be available.
- 4 All bottles shall remain in the bar area. All drinks must be served in non-glass containers.
- 5 Marketing practices which encourage increased consumption, such as oversize drinks, double shots of spirits, pitchers of beer, drinking contests, volume discounts, "one price all you can drink" discounts etc. are not permitted.
- 6 There will be no last call. Liquor must not be served during the last 45 minutes of the SOP.

**Safe Transportation**

- 1 The permit holder assumes the responsibility for promoting safe transportation for all drinking participants. They shall provide the existence of a safe transportation program including:
  - identifying the program on advertisements and invitations
  - promoting RIDE awareness (signage)
  - providing non-alcohol drinks free of charge or at a low cost to all designated drivers
- 2 Safe transportation programs do not exempt the permit holder from abiding with the LLBO Act prohibiting serving anyone to the point of intoxication or serving an intoxicated person.

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### **Insurance**

- 1 It is recommended that the permit holder purchase liability insurance for the event (a minimum of \$1,000,000.00). The City of Vaughan reserves the right to request insurance from the permit holder.

### **Signage**

The City of Vaughan shall prominently display the following sign in its SOP designated facilities:

#### **Rules For Your Health & Safety**

- Bartenders reserve the right to refuse service. Servers are required by law not to serve an intoxicated person or anyone to the point of intoxication.
- No minor shall be served alcoholic beverages. You must be 19 years or older to consume alcohol. The only acceptable proof of age is photo identification.
- You are encouraged to participate in a safe transportation programme.

**Appendix**

**One**

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**Exemptions to Guidelines  
for Special Occasion Permit  
Responsibilities, Item Three (3)**

Exemptions to the requirement of City of Vaughan staff presence at an event will be granted only under the following provisions:

- 1 At least two police officers are on duty at the event, and
- 2 the event is held in a park or a facility that is normally not staffed, and
- 3 the permit holder is a recognized City of Vaughan Community Service Organization.

Groups requesting an exemption must apply in writing to the Director of Property and Facilities, at least one month prior to the event.

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**Policy Infractions(s) and**

**Consequences**

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**Adherence to the City of Vaughan's Alcohol Policy for Community Facilities and Parks is critical to the safe and responsible use of alcohol in City parks and facilities. Violations of the policy will be dealt with immediately and appropriately.**

- 1 As indicated in section 3 of the Responsibilities Section, City staff will have the authority to demand immediate correction and if the violation warrants, shut down an event.**
- 2 City staff may also report any infraction of the policy to the legal authorities whenever they believe such action is required. Examples may include: alcohol use in unauthorized locations, action of users that may place themselves or members of the public in danger, drinking under age, etc.**
- 3 Minor violations will be reported to the Director of Property and Facilities. Consequences may range from a warning to the loss of future permitting privileges.**
- 4 All infractions will be recorded for future reference. Repeated violations of the policy by a group will result in the loss of permitting privileges.**

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**Appendix**

**Two**

**Facility Permit and Special Occasions Permit (SOP) Process:**

**Stage One**

- Request for a facility permit involving an SOP is received.
- Potential client is advised of:
  - a. all permit rules and regulations
  - b. the alcohol policy including the server training requirements
  - c. the requirement of commitment and security deposits\*
  - d. the remittance deadline for balance owing and SOP (i.e. 10 days prior to event)

**Commitment Deposit**

- to ensure the permitted location is reserved until full payment is received
- 25% of permit costs payable at time of booking

**Stage Two**

- The Facility permit and security and commitment deposits are processed. One copy of the permit is forwarded to the appropriate facility or park foreperson. Second copy is filed in "pending" remittance of balance owing and SOP.
- The client's request for liquor quantity application is forwarded to the Property and Facilities Director or designate for approval.

**\* Security Deposit**

- min \$50, max \$250 based on event
- refundable following evaluation of event
- payable at time of booking

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### Stage Three

- Minimum of 10 days prior to event, the balance owing is processed and the SOP and server training certificates, as applicable, are reviewed for accuracy. Failure to remit payment, SOP and server training certificates will result in the cancellation of the permit.
- Agreements for the alcohol policy and the approved quantity of liquor application are reviewed with client.
- Client signs agreements accordingly and a copy of same and the SOP and server training certificates are forwarded to the facility or park foreperson.



**Appendix**

**Three**

**Sample Agreement Form For  
Special Occasion Permit Holder**

- 1 I have received and reviewed a copy of the City of Vaughan's Alcohol Policy for Community Facilities and Parks.
- 2 I shall adhere to the conditions of the policy and the Liquor Licence Act of Ontario.
- 3 If I or other individuals at the event fail to adhere to the policy, the City will take the appropriate action. This action may include eviction, revoking of the Special Occasion Permit and the notification of local authorities.
- 4 I understand that I can be held liable for injuries and damages arising from failure to adhere to the Liquor Licence Act of Ontario.
- 5 The approved amount of liquor I can bring in for this event is:

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Event Monitors: \_\_\_\_\_

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Attendance: \_\_\_\_\_

Adults: \_\_\_\_\_ Children: \_\_\_\_\_

Name: \_\_\_\_\_

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

Signature: \_\_\_\_\_

Permit #: \_\_\_\_\_

Facility: \_\_\_\_\_

Date & Times: \_\_\_\_\_