

THE CORPORATION OF THE TOWN OF AYLMER

**M** UNICIPAL

**A** LCOHOL

**P** OLICY

Working Together For a Safer Community

**“PREVENTION”** IS OUR GOAL AND IF WE CAN ACHIEVE THAT,  
WE WILL NOT NEED A **“CURE”**

May 14 , 2007



**TOWN OF AYLMER**  
**MUNICIPAL ALCOHOL POLICY**

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**Formation of Municipal Alcohol Policy Committee**

In February of 1994, the following community groups were invited to attend a presentation conducted by the Addiction Research Foundation and to send a representative from their organization to be part of the above note committee: Aylmer Aces Junior "B" Hockey League, Aylmer Antiques, Aylmer Christian Hockey League, Aylmer Hornets, Aylmer Figure Skating Club, Aylmer Minor Hockey Association, Aylmer N.B.C. League, Aylmer Lioness Club, Aylmer Lions Club, Aylmer Kinsmen Club, Aylmer Optimist, Aylmer Rotary Club, The Royal Canadian Legion, Aylmer Fair Board, Aylmer Fire Department, Aylmer Police, Ventures Teen Club, East Elgin Secondary School, Aylmer Ladies Slow Pitch and Aylmer Men's Slow Pitch.

Volunteers from these various organizations, members of the Parks and Recreation Advisory Committee along with Town staff formed the Municipal Alcohol Policy Committee. These members are: Randy Corey, Mary Cosyns, Kathleen Cunniffe, Wayne Gavey, Ross Greer, Wayne Lamoure, Mike Kavanagh, Ken Nesbitt, and Jeff Wiebenga. This Committee under the guidance of Mrs. Lynn Prentice of the Addiction Research Foundation developed the Municipal Alcohol Policy for the Town of Aylmer. A special thank you is extended to these individuals for their contributions towards this policy.

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**MISSION STATEMENT**

“PREVENTION” is our goal and if we can achieve that we will not need a “CURE”

**GOALS**

The Town of Aylmer wants residents and visitors to enjoy the various facilities and parks available. In order for the Town to ensure the health and safety of its participants and the protection of municipal facilities, a policy for the orderly use of alcohol during events and functions has been developed. The following document outlines these regulations.

**OBJECTIVES**

1. To ensure proper operation and supervision of Special Occasion Permit events by providing education in prevention and intervention techniques and in effective management procedures. This will lower the risk of liability to event organizers, participants, volunteers, the Town and its staff.
2. To reinforce responsible drinking practices for consumers through appropriate operational procedures, controls, training and education.
3. To honour the decision of abstainers not to drink alcohol and to encourage their participation by providing alternative, non-alcoholic beverages.
4. To provide a balanced use of alcohol through Special Occasion Permits so that alcohol becomes a responsible part of a social function, rather than the reason for it.
5. To provide a balance of licensed and non-licensed programs to ensure that consumers, abstainers, adults, youth and families will be adequately serviced and protected.

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**2. HISTORY**

The Town of Aylmer is located in the heartland of Southwestern Ontario with a population of 7,100 residents. The economy of the Town is driven by local and nearby manufacturing industries as well as agriculture.

In the past, there has been a fairly relaxed attitude towards alcohol consumption at social and sporting events in the Town. Some problems have occurred at these events from time to time, but no more so than in any other Municipality in this area. These problems were considered normal, and were handled locally by the event organizers. They were not seen as a major concern by the Town Council and the Town Administration.

Rulings by the Provincial Court System, however, combined with new Legislation passed within the past few years regarding alcohol consumption in public or private places, have heightened the Town Council's awareness to their liability position.

After a presentation by Lynn Prentice, of the Alcohol Research Foundation, on February 21, 1994, the Aylmer Parks and Recreation Advisory Committee recommended to Aylmer Town Council that a committee be set up to formulate a Municipal Alcohol Policy to be submitted for Council's adoption at a later date. Council concurred with this program. Town Council also passed a Resolution on February 28, 1994, that allowed the Alcohol Research Foundation to use the Town of Aylmer as a three year study group to assess alcohol consumption patterns and attitudes, along with the affect of a Municipal Alcohol Policy. This same type of study is being conducted in several Municipalities throughout the Province, in order to evaluate the larger picture, as well as give confidentiality as to where the results were determined.

The first meeting of the Committee was held in the Upper Conference Room at the Town Hall on May 11, 1994. An outline of what was expected of the Committee was presented by Lynn Prentice, and subsequent meeting dates were agreed upon.

**Please Note:**

The letters S.T.P. throughout this document stand for Server Training Program, recognized by the Alcohol & Gaming Commission of Ontario. Such training may be recognized as S.I.P. – Server Intervention Program or Smart Serve.

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**3. POLICY REGULATIONS**

**REGULATION 1: MUNICIPAL FACILITIES ELIGIBLE FOR SPECIAL OCCASION PERMIT EVENTS**

- A. Old Town Hall Community Theatre Centre  
- 2<sup>nd</sup> Floor above the Library

Rationale:

This Centre is equipped with an elevator, kitchen and stage area and is suitable for holding Special Occasion Permit Events. This facility seats 180 people in theatre style. It is suitable for almost any social function, and could be used for a wedding reception which seats 80 to 90 people for table and chair set up.

- B. East Elgin Community Complex – Imperial Hall

Rationale:

The Imperial Hall is suitable for holding Special Occasion Permit Events. The kitchen is equipped with: stove, range, fryer, grill, convection oven, cooler, double compartment sink, hand sink, dishwasher and walk-in fridge and freezer. The Imperial Hall is fully accessible.

Capacity:

Imperial Hall – 600 (dinner), 750 (theatre)  
Room A (The Robinson Family Room) – 162  
Room B (The Irma and Michael Koleada Room) – 263  
Room C – 175

- C. East Elgin Community Complex – Blue Line Room

Rationale:

The Blue Line Room is suitable for holding Special Occasion Permit Events. The Blue Line Room is equipped with a hand sink and 2 coolers. The Blue Line Room is fully accessible.

Capacity:

Blue Line Room – 178

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D. East Elgin Community Complex – Amtelecom Arena & Kinsmen Arena

Rationale:

The Amtelecom Arena and Kinsmen Arena are suitable for holding Special Occasion Permit Events. The arena floors are fully accessible. The arena seating may not be used. The area off the north transport doors may be used provided it is fenced in.

Capacity:

Amtelecom Arena – 1000  
Kinsmen Arena – 1000

E. East Elgin Community Complex – flats

Rationale:

The flats are suitable for holding Special Occasion Permit Events, such as festivals, provided the outdoor area is clearly defined and separated from the unlicensed area by a minimum 36” (0.9m) high barrier. At least 21 days prior to the event, you must write to the local municipal clerk’s department, police, fire and health departments informing them of the event and identifying the physical boundaries. If a tent or marquee is used, you must also notify in writing the local building department.

Capacity:

Determined by square footage. (1.11 square metres (12 square feet) per person)

**REGULATION 2: MUNICIPAL PARKS AND FACILITIES NOT ELIGIBLE FOR SPECIAL OCCASION PERMIT EVENTS**

- A. Crystal Park, Lions Park, Optimist Park, Kinsmen Park, Rotary Park, Steen Park, Elgin Estates Parkette, Centennial Estates Parkette and including all other parks and parkettes owned by the Corporation of the Town of Aylmer.

Rationale:

Public parks are not eligible for S.O.P. due to the difficulty in monitoring underage drinking and crowd control.

- B. Bathhouse

Rationale:

The Bathhouse is not eligible due to the fact that the fire exits give patrons access to the municipal pool, which could pose as a safety hazard.

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C. East Elgin Community Complex – Dressing Rooms

Rationale:

Alcohol is not permitted in this area as it encourages skaters to be on the ice surface under the influence of alcohol, thus leading to safety concerns. Illegal consumption of alcohol will not be tolerated in this area. In accordance with the Municipal Alcohol Policy, alcohol in the dressing rooms is forbidden and will therefore result in cancellation of ice time.

See Appendix “B”

D. East Elgin Community Complex – L.E. Walker Transport Lobby, Hamilton Ward & Cathers Insurance Service Limited Concourse Level, Imperial Hall Lobby

Rationale:

These are public access areas and it would not be appropriate to have people passing through a Special Occasion Permit Event.

E. East Elgin Community Complex – Amtelecom Arena and Kinsmen Arena ice surface and seating

Rationale:

The ice surfaces and seating are not suitable areas for Special Occasion Permit Events as both have obvious safety concerns.

F. Exceptions

Any person wishing to hold a Special Occasion Permit Event in a location not listed in this policy must apply to Town Council/East Elgin Community Complex Board of Management for approval.

**REGULATION 3: EVENTS NOT ELIGIBLE FOR SPECIAL OCCASION PERMITS**

A. Street Parties

B. Beer Tents

Rationale:

It is very difficult to monitor the alcohol consumption of patrons in such situations; also crowd control is difficult when the boundaries are so large.

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**REGULATION 4: SIGNS**

A. Statement of Intoxication

These signs will be provided by the Town/East Elgin Community Complex in duplicate and shall be 36" x 50", to be placed in the bar area and shall state:

"It is against the Liquor Licence Act of Ontario for licensed establishments to serve customers to intoxication. For this reason, servers in our facilities are required to obey the law and not serve anyone to intoxication. We are also pleased to offer non alcohol beverages."

B. Accountability

This sign will be supplied in quadruplet by the Town/East Elgin Community Complex and shall be a minimum of 16" x 16". This sign will be posted at the bar and main entrance of all S.O.P. functions. This sign will inform patrons where to direct concerns regarding the manner in which the function has been operated. In addition to naming the sponsor of the event, the sign should include the name and address and phone numbers of the Parks and Recreation Department/East Elgin Community Complex, Police Department and Alcohol & Gaming Commission of Ontario.

Rationale:

Having these signs visible to participants eliminates any confusion on who to contact for information or to lodge complaints regarding an event.

C. No Last Call

A sign stating "Last Call Will Not Be Announced" is to be placed in the bar area at a minimum size of 10" x 16". This sign will be provided by the Town of Aylmer/East Elgin Community Complex in duplicate.

D. Unused Tickets

A sign stating "This bar closes at 1:00 a.m; Unused tickets will be refundable up to 15 minutes after the S.O.P. expires." This sign will be provided by the Town/East Elgin Community Complex in duplicate and will be placed in the bar area at a minimum size of 10" x 16".

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**REGULATION 5: SAFE TRANSPORTATION**

Only individuals, groups or organizations implementing a safe transportation strategy will be permitted rental/use privileges of facilities for Special Occasion Permit functions.

The sponsor is to decide which option of Safe Transportation will be provided during their event. Please indicate which strategy you will be using on the “Checklist for Renters” form.

**Possible Strategies:**

- a) Designated Drivers Program – to be advertised at the event so that all patrons are aware this program is available.

The Designated Driver should be supplied with low cost or free soft drinks/coffee during this function.

- b) Impaired individuals will be driven home by a sober friend, and/or call a relative, or taxi.
- c) Inform patrons through advertising of the Taxi service available.

**Rationale:**

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

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**REGULATION 6: YOUTH ADMISSION TO ADULT EVENTS**

Each rental group, in conjunction with the facility/staff, will be responsible to select a strategy on allowing youth to their event. In all cases the following guidelines must be adhered to:

1. All I.D. must be checked before anyone is allowed into the event/facility.

A patron who is apparently a minor shall produce proof of age. If proof cannot be produced or this proof is suspected of being false, the alcohol held by the minor and the identification will be confiscated.

2. Two (2) extra floor monitors will be required if persons under the age of majority are allowed to enter the event.
3. Individuals under the age of majority will not be allowed to consume alcohol beverages. Anyone serving individuals under the age of majority will be required to leave the event.
4. All participants over the age of majority will be stamped on the back of the right hand or wrist bands will be provided before entering the event. This stamp will be provided by the Town of Aylmer/East Elgin Community Complex/rental group. Signage will be posted clearly identifying wrist banding or hand stamping is in effect for the event being held in the building.

**Rationale:**

To ensure that persons under the age of majority do not consume alcohol.

**REGULATION 7: ALCOHOL SERVICE**

A. Low Alcohol Drinks

In order to be eligible for a facility rental involving a Special Occasion Permit, the renter must demonstrate to the satisfaction of the Town that a minimum of 30% of the alcohol beverages available at the event are of low alcohol concentration level. Sales receipts should be made available to the Town if requested to verify this percentage. Non-alcohol beverages should be made available at a significantly lower price or free. Free non-alcohol beverages will be at the discretion of the permit holder.

No shooters (i.e. jello shooters) are permitted.

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**Standard Drinks**

Bottle of Regular beer	12 oz. (341 mL)
Glass of Wine	5 oz. (143 mL)
Shot of Spirits	1 ½ oz. (43 mL)

**Rationale:**

Low alcohol beverages help prevent intoxication by providing consumers with an opportunity to consume less alcohol. An individual consuming a regular beer (at 5% alcohol) could drink two “extra light” beers (at 2.5% alcohol) and ingest the same amount of alcohol. Similarly, “light” beer (at 4% alcohol) represents a 20% reduction in alcohol intake.

**B. Control of Alcohol Service**

- 1) All drinks to be served in soft plastic or paper cups and all bottles to be retained in the bar area.
- 2) A sign will be posted at the bar stating “No Last Call Will Be Announced.”
- 3) Renters will agree not to use marketing practices such as: availability of oversized drinks, double shots, pitchers of beer, drinking contests, volume discounts or tickets including a free bar, as these practices encourages increased alcohol consumption.
- 4) Tickets for alcohol must be purchased from designated ticket sellers and must be redeemed at the bar; a maximum of 4 tickets per purchase only thereby encouraging people to move around and avoiding the possibility one person supplying drinks to the whole table. This gives individuals an opportunity to monitor participant’s alcohol consumption.
- 5) Unused tickets may be redeemed for a cash refund at any time during the event and up to 15 minutes after the bar closes. A sign will be placed at the bar stating “This bar closes at 1:00a.m.; Unused tickets will be refundable up to 15 minutes after the S.O.P. expires.”  
This sign will be supplied by the Town of Aylmer/East Elgin Community Complex.
- 6) Food must be served throughout the event. Snacks such as chips, peanuts or popcorn are not an acceptable substitute for this requirement.
- 7) There will be no self-serve events; even “Wine and Cheese” functions require a bartender.

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**Rationale:**

By following the above guidelines we will reduce the risk that sponsor's automatically assume when running an event. These practices are designed to discourage heavy alcohol consumption.

**C. Advertising Events:**

Renters must follow the Alcohol and Gaming Commission of Ontario License Application Regulations regarding alcohol advertising, which states that groups cannot advertise the brands or the cost of the alcohol to be served unless application is made to the Alcohol and Gaming Commission of Ontario.

**Rationale:**

Alcohol advertising is designed to encourage and promote the consumption of alcohol. Since it is illegal for people under the age of 19 to consume these products, it is preferred that alcohol advertising is not used. It is also the desire of the Municipality to provide a positive example to underage patrons.

**REGULATION 8: CONTROLS PRIOR TO EVENTS**

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

1. A copy of the Municipal Alcohol Policy will be provided at the time of booking. If any questions or concerns arise from this policy, contact the Town/East Elgin Community Complex for clarification.
2. A "Checklist for Renters" form will be provided at the time of booking. This form is to be completed by the Renter and returned to the Town/East Elgin Community Complex at least two (2) weeks/10 business days prior to the event. Signatures of the Renter and the Town/East Elgin Community Complex are required on this form. Please see "Appendix A"
3. The Town/East Elgin Community Complex will maintain a current list of persons that have successfully completed a Server Training Program recognized by the Alcohol and Gaming Commission of Ontario and have indicated they may be available to assist at events if the Renter does not have the required trained personnel.
4. The signatory of the S.O.P. must attend the event, and be responsible for decisions regarding the actual operation of the event. This person and all event workers must refrain from alcohol consumption during the event.

**Rationale:**

The above is to ensure that there are no misunderstandings of the regulations contained in the Policy; Also, to make the Renter aware that they should contact the Town for all information or assistance.

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**REGULATION 9: EVENT WORKER/SIP**

The following guidelines are to be followed regarding the ratio of trained S.T.P. persons to untrained S.T.P. persons.

STAFFING REQUIREMENTS

**PUBLIC EVENT**

UP TO 50 PEOPLE	# S.T.P.	
Location	Trained	Untrained
Door	-	1
Bar	1	-
Bar Tickets	-	-
Floor Monitor	*	-

201 - 250 PEOPLE	# S.T.P.	
Location	Trained	Untrained
Door	1	1
Bar	1	2
Bar Tickets	1	1
Floor Monitor	1	1

51 - 100 PEOPLE	# S.T.P.	
Location	Trained	Untrained
Door	-	1
Bar	1	-
Bar Tickets	-	-
Floor Monitor	*	1

251 - 300 PEOPLE	# S.T.P.	
Location	Trained	Untrained
Door	1	1
Bar	1	2
Bar Tickets	1	1
Floor Monitor	1	1

101 - 150 PEOPLE	# S.T.P.	
Location	Trained	Untrained
Door	1	1
Bar	1	1
Bar Tickets	1	1
Floor Monitor	-	-

301 - 600 PEOPLE	# S.T.P.	
Location	Trained	Untrained
Door	2	2
Bar	2	2
Bar Tickets	1	1
Floor Monitor	2	2

151 - 200 PEOPLE	# S.T.P.	
Location	Trained	Untrained
Door	1	1
Bar	1	1
Bar Tickets	1	1
Floor Monitor	-	1

601 - 1000 PEOPLE	# S.T.P.	
Location	Trained	Untrained
Door	2	3
Bar	6	
Bar Tickets	4	
Floor Monitor	4	4
	6 extra for minors	
Exits	2 at each exit	

\*No floor monitors are required unless patrons are not visible to bartenders during the event.

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**PRIVATE EVENT**

0 - 50 PEOPLE	# S.T.P.	
Location	Trained	Untrained
Door	-	-
Bar	1	-
Bar Tickets	-	-
Floor Monitor	*	-

\*No floor monitors are required unless patrons are not visible to bartenders during the event.

51 - 100 PEOPLE	# S.T.P.	
Location	Trained	Untrained
Door	-	-
Bar	1	-
Bar Tickets	-	-
Floor Monitor	1	-

\* 2 extra floor monitors are required for events allowing participants under the age of majority.

100 - OVER	# S.T.P.	
Location	Trained	Untrained
Door	-	-
Bar	1	-
Bar Tickets	-	*
Floor Monitor	1	-

3 S.T.P. persons required.

The third S.T.P. person to be placed at the Sponsor's discretion.

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**REGULATION 10: CONTROLS DURING EVENT**

ALL CONTROLS AND SERVICE MUST BE CONSISTENT WITH THE PROVISIONS OF THE LIQUOR LICENCE ACT, ITS REGULATIONS AND THE ALCOHOL AND GAMING COMMISSION OF ONTARIO POLICIES.

1. The entrance to the event must be monitored by at least two responsible persons meeting the age of majority requirements.

These persons shall further observe for individuals that may be attempting to enter the premises and that appear to be impaired and deny entrance.

Prohibitive beverages (“means any alcoholic beverages not purchased by the renter under their Special Occasion Permit”) will be confiscated. If the patron refuses to surrender the prohibitive beverage the patron will be escorted from the building and the Aylmer Police shall be called.

Alcohol will not be brought into the facility nor leave the licensed areas. Both will be confiscated.

2. Only identification bearing a photograph and birth date and issued by the Province of Ontario, the Government of Canada or photographic identification issued by another Province, State or Country shall be accepted as bona-fide proof of age.
3. The holder of the Special Occasion Permit and the person renting the facility are responsible to ensure that the event is properly supervised and will provide enough staff to fulfill this obligation and both must be on-site during the event. All event supervisors and staff must refrain from the consumption of alcohol while the event is in progress.
4. In the event of a masquerade party taking place in any premise owned by the Town of Aylmer (East Elgin Community Complex – owned by the Town of Aylmer and Township of Malahide) the permit holder is responsible to check ALL patrons I.D. to ensure they are of appropriate age. Any person under the age of majority will not be allowed into a masquerade event.
5. The type of identification to be worn by the event workers must be stated on the “Checklist for Renters” form. See Appendix “A”
6. The bar area within the premises shall be closed promptly at 1:00 a.m. and NO service of alcoholic beverages will be allowed after this time. (Exception: New Year’s Eve – 2:00 a.m.)

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7. All entertainment within the facility shall cease at 1:00 a.m. (Exception: New Year's Eve – 2:00 a.m.)

The management of the East Elgin Community Complex will determine if extra paid security is required. The East Elgin Community Complex will book the extra paid security and the cost of the paid security will be assumed by the renter.

For all video dance parties, a minimum of four (4) paid guards, secured by the East Elgin Community Complex, will be in attendance from 9:00p.m. to 2:00a.m. The cost of the paid security will be billed to the rental.

8. All signs of the consumption and service of alcohol including beverage containers shall be removed from site within 45 minutes of the expiry of the Special Occasion Permit or by 1:45 a.m., whichever time is earliest.

Failure to comply with the above could prevent the License Holder or Organization from further renting any Town of Aylmer facility and where appropriate, Aylmer Police Services will be advised and charges could be laid.

The only exception to the 1:00 a.m. closing time would be during a New Years Eve event when the Special Occasion Permit indicates the expiry time of 2:00 a.m.

**Rationale:**

To ensure the safety of all persons and to promote orderly conduct during events.

**REGULATION 11: INSURANCE**

That the sponsor(s) of a Special Occasion Permit event being held in a municipally owned facility be required to provide proof, at least two (2) weeks/ten(10) business days prior to the event, that they have purchased a minimum of one million dollars in liability insurance naming the Town of Aylmer as co-insured. All events serving alcohol at the East Elgin Community Complex must secure additional liability insurance (\$2,000,000) naming the East Elgin Community Complex, Township of Malahide and Town of Aylmer as coinsured with a copy forwarded to the Complex ten (10) business days prior to the event.

**Rationale:**

- i. S.O.P. permit holders, hall owners, club executives and volunteers could all be named in a lawsuit. This occurred in Chapis, Quebec when the Chapis Lions Club, club organizers, Lions International and Falconbridge Limited (hall owners) were successfully sued following a New Years Eve Party where a participant set fire to hall decorations with a cigarette lighter. The ensuing fire resulted in injuries and deaths.
- ii. Municipalities can be held jointly liable and could end up paying the predominant share of an award to a plaintiff should the sponsor be uninsured.

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**REGULATION 12: POLICY MONITORING AND REVISIONS**

The Municipal Alcohol Policy of the Town of Aylmer as submitted by the Municipal Alcohol Policy Committee will be reviewed as required.

**Rationale:**

- i. The Municipal Alcohol Policy to be monitored and reviewed as required to ensure that the Policy remains up to date and effective.
- ii. This will ensure that the public will remain involved in the process of review and revamping of the existing policy.

**CONSEQUENCES FOR FAILURE TO COMPLY**

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

1. Although Aylmer Police Services will be called if their services are warranted, it is the responsibility of the Special Occasion Permit Holder to ensure the proper management of an event.
2. Staff will report any infraction of this Policy to legal authorities whenever they believe such action is required. Where a minor infraction occurs, staff should notify the sponsor of the event. If the infraction continues, staff is to notify the appropriate Supervisor.
3. Should a situation arise where an event may have to be shut down, the appropriate Supervisor will evaluate the situation on behalf of the Town of Aylmer. Ask the organizers of the event to stop the violation, or they may close down the S.O.P. portion of the event. Should the organizers fail to comply, staff members shall notify the police for enforcement and assistance in closing down the event.
4. Any infraction of the Municipal Alcohol Policy will be reviewed at the Community Services Committee/East Elgin Community Complex Board of Management meeting. A registered letter describing the problem will be sent by the appropriate Supervisor to the sponsor. The Committee may refuse future rental privileges to the sponsor.
5. Where adults and youth engage in disruptive behaviour at social events, authorities may be called and/or the following procedure will be followed:

**First Infraction:**

A verbal warning will be given to the individual(s) by staff in charge or head of the function. If individual(s) do not adhere to this warning the Authorities will be called. A registered letter will be sent to the individual(s).

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**Second Infraction:** Individual(s) will be banned from attending all functions held in any municipal facility for a period of 3 months. A registered letter will be sent by the Town/East Elgin Community Complex.

**Third Infraction:** A registered letter will be sent by the Town/East Elgin Community Complex Board of Management, notifying the individual(s) that they are banned indefinitely from the facility. The individual(s) must appeal to the Community Services Committee/East Elgin Community Complex Board of Management.

**Note:** Where a first infraction of this policy has been received, the sponsor will be required to pay for the supply of police servicing/security at their next function.

Where persons under the age of majority are found to have consumed or to be consuming alcohol at S.O.P. and non-S.O.P. events, the authorities may be called and/or the following procedure will be followed by the Community Services Committee/East Elgin Community Complex Board of Management.

**First Infraction:** The individual will be turned over to a parent or guardian. If a parent or guardian is not available, Aylmer Police Services will be called. A registered letter will be sent by the Town/East Elgin Community Complex.

**Second Infraction:** The individual(s) will be banned from attending any function held in any municipal facility for a period of 3 months. A registered letter will be sent by the Town/East Elgin Community Complex.

**Third Infraction:** A registered letter will be sent by the Town/East Elgin Community Complex notifying the individual(s) that they are banned indefinitely from the facility. The individual(s) must appeal to the Community Services Committee/East Elgin Community Complex Board of Management.

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**APPENDIX "A" – CHECKLIST FOR RENTERS**

Date of Event(s): \_\_\_\_\_  
\_\_\_\_\_

1. Location of Event: \_\_\_\_\_

2. Number in Attendance: \_\_\_\_\_

3. Will persons under 19 years of age be attending this event?  
\_\_\_\_\_ Yes                      \_\_\_\_\_ No

\*2 extra floor monitors are required for events allowing participants under the age of majority.

4. Name of person and/or group sponsoring this event:  
\_\_\_\_\_

5. Type of Identification for event workers? \_\_\_\_\_

6. Has proof of S.O.P. permit been provided? \_\_\_\_\_

7. Has proof of Insurance been provided? \_\_\_\_\_

8. The safe transportation strategy(s) that will be used at this function are:  
a) \_\_\_\_\_  
b) \_\_\_\_\_  
c) \_\_\_\_\_

9. The names and certification numbers of our S.T.P. event workers are:

i.	Name _____	Certification #: _____
ii.	Name _____	Certification #: _____
iii.	Name _____	Certification #: _____
iv.	Name _____	Certification #: _____
v.	Name _____	Certification #: _____
vi.	Name _____	Certification #: _____
vii.	Name _____	Certification #: _____

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CHECKLIST FOR RENTERS (con't)

- viii. Name \_\_\_\_\_ Certification #: \_\_\_\_\_
- ix. Name \_\_\_\_\_ Certification #: \_\_\_\_\_
- x. Name \_\_\_\_\_ Certification #: \_\_\_\_\_
- xi. Name \_\_\_\_\_ Certification #: \_\_\_\_\_
- xii. Name \_\_\_\_\_ Certification #: \_\_\_\_\_
- xiii. Name \_\_\_\_\_ Certification #: \_\_\_\_\_
- xiv. Name \_\_\_\_\_ Certification #: \_\_\_\_\_
- xv. Name \_\_\_\_\_ Certification #: \_\_\_\_\_
- xvi. Name \_\_\_\_\_ Certification #: \_\_\_\_\_

10. I have reviewed the Municipal Alcohol Policy with a Town/East Elgin Community Complex representative.

\_\_\_\_\_ Yes \_\_\_\_\_ No

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

Signature of Town/EECC representative: \_\_\_\_\_

11. I understand all the policy regulations:

\_\_\_\_\_ Yes \_\_\_\_\_ No

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

\_\_\_\_\_ Yes \_\_\_\_\_ No

If No, explain: \_\_\_\_\_

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

\_\_\_\_\_  
Signature of Facility Rep.

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

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**Appendix “B”**

CONSEQUENCES FOR ALCOHOL CONSUMPTION IN ARENA DRESSING ROOMS

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The following steps will be taken if any person or groups are found in the possession of or consuming alcoholic beverages in the above noted area:

First Infraction: The facility attendant will ask the person or group to remove the alcohol from the premises and advise them that a letter will be sent to their team representative to inform them of this violation.

Second Infraction: A second violation within the same ice season will result in immediate cancellation of their ice time for the remainder of the season.

The group will have an opportunity to appeal their case at the next regular Board of Management meeting.

If early appeal is requested and a special meeting of the Board of Management is held, the violator will be responsible for all cost incurred to hold a special meeting of this committee.

The Town Administrator upon request will determine the above administrative costs.

The police will be called to investigate all problem rentals.