



## THE CORPORATION OF THE TOWNSHIP OF NORWICH

SUBJECT: Municipal Alcohol Policy  
DEPARTMENT: Community Services

EFFECTIVE: **December 12, 2023** REVISED:  
APPROVED BY: Council Resolution No.: 18

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### A. PURPOSE:

The purpose of the policy is to provide an optimum number and variety of both passive and active leisure and cultural opportunities for all the citizens of the Township of Norwich. In order to fulfill this purpose, the Township must provide guidelines for staff and users of facilities and parks to ensure responsible use of alcohol.

### B. DEFINITIONS:

**AGCO:** Alcohol and Gaming Commission of Ontario

**Director of Community Services:** The person employed by the Township of Norwich in as the Director of Community Services or their designate.

**Event:** Any gathering held at municipal premises at which alcohol will be served and/or sold. The duration of the event includes event setup, operation and cleanup.

**Event Organizer:** A person, 19 years of age or over, seeking to hold an event involving the selling and/or serving of alcohol on municipal premises. For events under a Special Occasions Permit, the permit holder is the event organizer.

**Event Organizer Designate:** A designate is a person(s) appointed by the Event Organizer and acceptable to the Township, who is 19 years of age or over and who has satisfactorily proven to the Event Organizer that he/she will act in accordance with this policy. The Event Organizer can identify a designate to be present at the event when the Event Organizer is unable to attend.

**Event Staff:** Any paid/volunteer person who is involved in safe alcohol service at an event. Event staff must be 19 years of age or over. Event staff may include the following positions related to safe alcohol service:

- a) **Floor Worker** – Talks with participants, monitors patron behaviour, monitors for intoxication and underage drinkers, responds to problems and complaints, notifies the Event Organizer and security personnel of any potential problems and of

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individuals showing signs of intoxication, assists door monitors, when necessary, promotes safe transportation options, arranges safe transportation.

- b) **Door Monitor** – Monitors attendance and limits entry to the venue nearing capacity to ensure capacity is not exceeded, checks for signs of intoxication, denies admission to troublesome individuals, denies admission to uninvited individuals for private events, monitors for those showing signs of intoxication when leaving the event and arranges safe transportation, promotes safe transportation options, notifies Event Organizer and security personnel of any potential problems and of individuals showing signs of intoxication. Will check identification as required.
  
- c) **Licensed Security** – Security personnel must be licensed in accordance with the *Private Security and Investigative Services Act (PSISA)*. Security personnel are responsible for monitoring entrances and patrolling licensed areas and parking lots to monitor the safety and security of the establishment, its employees and patrons. They stop patrons from taking alcohol out of the licensed area, help in handling disturbances, and notify the Event Organizer and event staff of potential incidents. They may also terminate the event should it be determined there is a risk to public safety or the facility.
  
- d) **Server/Bartender** – Checks identification, accepts payment or tickets for the purchase of alcoholic drinks, serves drinks, monitors for intoxication and underage drinkers, refuses service when patron appears to be intoxicated or near intoxication, offers non-alcoholic beverages as a substitute, and co-ordinates with event staff. Notifies a floor worker when patrons may need safe transportation options.
  
- e) **Ticket Seller (Alcohol Sales)** – Sells drink tickets to guests and monitors for underage drinkers and intoxication and refuses to sell to patrons at or near intoxication. May check identification depending on the nature of the event. May issue wrist bands at certain events.

Event Staff roles may be amended or changed at the sole discretion of the Township based on the event risk assessment.

**MAP** – The Municipal Alcohol Policy as approved/amended by the Council of the Township of Norwich.

**Municipal Monitor** – Any municipal staff designated to monitor for compliance of this policy while the event is being held.

**Municipal Premises** – All municipally owned or leased facilities and lands, excluding those leased by the Township to a third party.

**Municipal Representative** – Any municipal staff who works with the Event Organizer prior to the event. Tasks include, but are not limited to: collecting information relevant to the event, assessing risk, working with Event Organizer to coordinate event details.

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**Religious Function** – Events that include a religious ceremony conducted by an officiant such as a priest, minister, Justice of the Peace, rabbi, etc. Examples include, but not limited to, weddings, bar mitzvahs, and baptisms. A religious function does not include events like a “stag and doe”, anniversaries or birthdays.

**Risk Assessment** – The event risk assessment will consider factors such as, but not limited to: venue, type of event, expected attendance, and past experience with the event. The risk assessment will help staff determine the minimum number and types of event workers required and any other requirements.

**Smart Serve** – The program offered by Smart Serve Ontario designed to train individuals who work in areas where alcohol is sold and/or served. The Smart Serve program is the only server training program recognized by the AGCO and approved by this policy.

**Special Occasions Permit (SOP)** – A type of liquor license issued by the AGCO for one-time social events where alcohol will be sold and/or served. All Special Occasion Permits (SOPs) are managed and controlled by the AGCO and not the Township. SOPs may be issued for four types of events, as defined by the AGCO:

**Private Event** – event where only invited guests will attend. The event cannot be advertised and there can be no intent to gain or profit from the sale of alcohol at this event.

**Public Event** - event open to the public to attend and conducted by a registered charity or non-for-profit entity or an event of municipal, provincial, national or international significance. The event can be advertised and allow for fundraising/profit from the sale of alcohol.

**Industry Promotional Event** – event held to promote a manufacturer’s product(s) through sampling. There can be no intent to gain or profit from the sale of alcohol at the event.

Private, Public and Industry Promotional Events can be held indoors or outdoors (including pavilions and temporary structures).

**Tailgate Events** – public event held outdoors, in connection with and in proximity to a live professional, semi-professional or post-secondary event.

For each type of events (except for tailgating events), the AGCO defines two classes of Special Occasion Permit (SOP) that an organizer may apply for:

**Sale SOP** – Issued when money is collected for the sale of alcohol either directly or indirectly. This could be through, for example, an admission charge to the event, when tickets for alcohol are sold to people attending the event, or when there is any pre-collection of money for the alcohol.

**No Sale SOP** – Issued when alcohol is served without charge or when there is no money collected for alcohol – either directly or indirectly – from guests. For further information regarding the types and classes of special occasion permits, please refer to the AGCO website. [www.agco.ca](http://www.agco.ca)

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**Township:** The Corporation of the Township of Norwich

**C. OBJECTIVES:**

1. To encourage and enforce responsible drinking practices and adherence to the Alcohol and Gaming Commission of Ontario (AGCO) regulations. ([www.agco.ca](http://www.agco.ca))
2. To provide a safe and enjoyable environment for those who use Township facilities for events involving alcohol service and liability associated with excessive alcohol use.
3. To provide a balance of opportunities for alcoholic wet/dry functions in order to ensure that consumers, abstainers, adults, youth and families will be adequately serviced and protected.
4. To respect the decision of citizens who do not drink alcohol and to encourage their participation by providing non-alcoholic beverages.
5. To educate Event Organizers on proper procedures, thus reducing the number of incidents involving alcohol by the implementation of a Township of Norwich alcohol policy.
6. To develop a Township of Norwich alcohol policy that is easy to read and understand so as to maximize its use and adherence.

**D. POLICY:**

**1.1 Liquor Service Options**

The Township of Norwich only recognizes alcohol service under a Special Occasion Permit.

**1.2 Conditions for Special Occasion Permits**

The responsible person must obtain a Special Occasion Permit (SOP) from the AGCO. The SOP holder must ensure that all the conditions of the *Alcohol and Gaming Regulation and Public Protection Act* and the Township of Norwich are adhered to for the event. The Township 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 responsible holder must provide, in writing to the Municipal Representative documentation providing the following information at least 2 weeks prior to the event:

- Name, address, postal code, email and phone number of the responsible person, along with photo identification when necessary;
- Proof of insurance (see Section 3);
- A layout of the licensed area;
- The permit holder must demonstrate to the satisfaction of the Municipal Representative that there are sufficient controls in place to prevent under age,

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intoxicated or rowdy people from entering the event; and that the intoxicated participants will be refused services and removed from the event.

- The Municipal Alcohol Policy is available on the Township of Norwich website ([www.norwich.ca](http://www.norwich.ca)) or will be available from the Municipal Representative at the time of booking. If any questions or concerns arise from this policy contact the Director of Community Services for clarification.
- The Event Organizer as indicated on the permit must be in attendance at the event. However, if the Event Organizer is unable to attend, then it is the responsibility of the Event Organizer to designate in writing someone to attend the event. Notification of the change of designate must be made by email, to the Township of Norwich Community Service Clerk. The designated person is responsible to ensure that the requirements of the law for the event are complied with. ***The designated person must not be someone who has been refused permits by the AGCO.***
- Renters must understand that prevention of intoxication is paramount. Controls must be enforced to allow for an enjoyable and safe atmosphere for all present.
- All event personnel, including the Event Organizer, must refrain from alcohol consumption during the event.
- All Event Organizers are required to adhere to the conditions as outlined in the sections that follow:

## **2.0 MUNICIPAL FACILITIES ELIGIBLE FOR SPECIAL OCCASION PERMITS**

### **Norwich Arena/Community Centre**

#### ***Norwich Arena Floor Only (summer season)***

This facility is suitable for Special Occasion Permit events; suitable for up to 1,100 people.

#### ***Norwich Community Centre – The Frew Family Room (1/3 Hall)***

This facility is suitable for Special Occasion Permit events; suitable for up to 175 people.

#### ***Norwich Community Centre – The Norwich-Otterville Lion’s Hall (2/3 Hall)***

This facility is suitable for Special Occasion Permit events; suitable for up to 375 people.

#### ***Norwich Community Centre – Full Auditorium***

This facility is suitable for Special Occasion Permit events; suitable for up to 522 people. Can also accommodate “Buck n’ Does” type of events for up to 300 people. This is the only Township owned venue for “Buck n’ Does”. (Please see Section 5, Buck n’ Doe Requirements).

#### ***Norwich Community Centre – Optimist Hall***

This facility is suitable for Special Occasion Permit events; suitable for 150 people.

#### ***Oxford Centre Hall***

This facility is suitable for Special Occasion Permit events; suitable for up to 175 people.

#### ***Oxford Centre Pioneer Room***

This facility is suitable for Special Occasion Permit events; suitable for up to 50 people.

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## ***Springford Hall***

This facility is suitable for Special Occasion Permit events; suitable for up to 99 people.

### **2.1 Parks and Sport Fields**

#### ***Otterville Park – Picnic Pavilion - Otterville***

This facility is suitable for Special Occasions Permit events provided a designated area is fenced off around the pavilion, suitable for up to 50 people.

#### ***Otterville Park Pavilion Dance Hall – Otterville***

This facility is suitable for Special Occasions Permit events, suitable for up to 200 people.

#### ***Dillon Park – Norwich***

This facility is suitable for Special Occasions Permit events provided a designated area is fenced off around the baseball diamond area/pavilion.

#### ***Burgessville “Ducky Dennis” Sports Park and Pavilion - Burgessville***

This facility is suitable for Special Occasions Permit events provided a designated area is fenced off around the pavilion.

#### ***Springford Sports Park and Pavilion - Springford***

This facility is suitable for Special Occasions Permit events provided a designated area is fenced off around the pavilion.

### **2.2 Municipal Parking Lots**

#### **Norwich Community Centre/Norwich Arena Front Parking Lot (South-side)**

This area is suitable for a Special Occasion Permit provided a designated area is fenced off. Must have an approved event layout on file with Municipal Representative.

### **2.3 Other Township Facilities**

All other facilities require written approval from the Township of Norwich Council.

### **2.4 Facilities NOT Eligible for Special Occasion Permits**

The following facilities/locations are not eligible for a Special Occasion Permit:

- Parks and outdoor areas not listed in the MAP policy.
- Arena dressing rooms and seating areas
- Pool change rooms/locker rooms
- The Township of Norwich has zero tolerance on consumption of alcohol where proper permits have not been obtained. The Township of Norwich may change the designation of any site within its jurisdiction at its discretion.

## **3.0 INSURANCE REQUIREMENTS AND CONTROLS FOR EVENTS**

### **3.1 Insurance Requirements**

The Event Organizer must submit an original Certificate of Insurance to the Township representative at least two (2) weeks in advance of occupying municipal premises for the event.

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The Certificate of Liability Insurance shall include proof of a minimum of \$2,000,000.00 (two million dollars). For a “Buck n’ Doe” type of rental, the insurance must include proof of a minimum of \$5,000,000.00. The insurance must include the Corporation of the Township of Norwich as an additional insured and have a cross liability clause holding the Township of Norwich harmless. **Note:** The additional insured must name The Corporation of the Township of Norwich and not the facility being used.

The Certificate of Insurance must be in effect for the date(s) where municipal premises are being used or occupied by the Event Organizer including, without limitation, the time period as outlined in the SOP. Failure to provide proof of insurance in advance will void the rental.

The Certificate of Liability insurance provided to the municipal representative must include the following:

- Policy Number
- Company name and broker contact information
- Expiry date
- Coverage type and amount on insurance coverage
- The Corporation of the Township of Norwich as an additional insured to the policy (not the facility being used)
- A Liquor Liability endorsement

If the Certificate of Insurance is NOT provided in advance as required by this Policy, the booking will be cancelled and the deposit is not refundable.

### **3.2 Controls Prior to Event**

The Event Organizers will provide the Municipal Representative with a letter/email listing the use of Smart Serve Program trained personnel who will be working at the event. The list must show each server/bartenders training licence number with expiry date and must be submitted two (2) weeks prior to the event commencing. The permit holder will ensure that the servers/bartenders do not serve alcohol to underage, intoxicated or unauthorized people at the event.

**Event Organizers and Event Staff must be capable of carrying out the following tasks:**

- Ensure that the servers/bartenders do not serve alcohol to underage, intoxicated or unauthorized people at the event,
- Abide by all rules of the Municipal Alcohol Policy (MAP),
- Attend the event and refrain from alcohol consumption before and during the event,
- All event staff must wear identification, so that participants and others such as security and Municipal Monitor can identify them easily.
- Take necessary steps, as laid out in this policy, to prevent disorderly behaviour.

### **3.3 Controls During Event**

#### **3.3.1 Signage**

Signs with the following wording are posted at each facility:

*“Servers are required by law not to serve anyone who is intoxicated or appears to be*

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*intoxicated or to the point of intoxication. For this reason, servers in our facilities are required to obey the law and not serve anyone to intoxication. Non-alcoholic beverages and food items are available”*

Extra signage is available to the Event Organizer for outdoor events.

The signs will also include the name, address and phone numbers of the Ontario Provincial Police and the Alcohol and Gaming Commission.

### **3.3.2 Monitors and Identification**

#### **Public Events:**

Entrances to Public Events will be monitored by two (2) people nineteen (19) years of age or older. Acceptable identification will include:

- Ontario Driver's Licence
- Canadian Passport
- Canadian Citizenship Card
- Canadian Armed Forces Identification Card
- Secure Indian Status Card issued by the Government of Canada
- Permanent Resident Card issued by the Government of Canada
- Photo card issued under the Photo Card Act, 2008
- Equivalent foreign photo identification such as a valid passport or European Union identity card
- Drivers Licence for out of Province is acceptable if it includes a photo

Event staff should wear highly visible identification. Suggestions include shirts, hats or badges.

#### **3.3.3 Event Organizer(s):**

- To be eligible for a facility rental for a special occasion function, the Event Organizer must demonstrate sufficient event controls so that patrons will not be put in a situation that could cause harm to others. The Event Organizer will ensure that the physical setting is safe for both drinkers and non-drinkers.
- The Event Organizer will ensure the event is supervised to encourage legal and moderate drinking behaviour and ensure that any problems that may arise are dealt with appropriately.
- Event staff, servers/bartenders will refrain from alcohol consumption before or while on duty. If in the opinion of the Event Organizer, someone is not capable of performing the required duties or is intoxicated, the individual will be removed immediately from their duties.
- The Event Organizers will be responsible for requesting additional assistance should it become necessary during the event, from the Municipal Monitor, Licensed Security or Police.
- The Event Organizer, must attend the event and be responsible for making decisions regarding operation of the event.
- The Township of Norwich reserves the right to require the presence of Licensed Security for the duration of an event. The cost is to be borne by the sponsoring group or individual.



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- The Township of Norwich will require an “Event Deposit”. The amount is to be set out in the user agreement (contract) and/or the Township’s user fee by-law.

### **Private Events:**

- The Event Organizer is required to monitor their event in a responsible manner. The use of Smart Serve trained servers/bartenders is required and that the guidelines established for public events be used as a suggested means of monitoring the event.
- The Event Organizer will be responsible for requesting additional assistance should it become necessary during the event from the Municipal Monitor, Licensed Security or Police.

### **3.3.4 Advertising and Purchase of Alcohol:**

- All advertising must comply with the AGCO Legislation, Regulations, Policy and Guidelines.
- At events where children and youth are allowed entry, the Event Organizer shall not allow promotional advertising of alcoholic beverages’ names, brands or manufacturers.
- Marketing practices which encourage immoderate or increased consumption of alcohol are not permitted.

### **3.3.5 Harm Prevention Strategies**

- Alcohol shall not be served to anyone under the age of 19. Minors are not allowed to consume alcohol.
- The serving of alcohol shall not be permitted at any event where the focus of the event marketing is aimed at youth under 19 years of age.
- Alcohol shall not be served to anyone who may appear intoxicated. No person shall be served to the point of intoxication. No person shall have or consume liquor if they have become intoxicated.
- Beer products with more than 8% alcohol, wine products with more than 14% alcohol, and spirits with more than 40% alcohol shall not be sold.
- Drink pricing must comply with AGCO requirements and must be available to Community Services Staff
- Alcohol service shall be limited to two (2) drinks per person at one time
- Last call shall not be announced.
- No persons attending the event shall be allowed to bring in their own alcohol to the event or allowed to pour their own alcoholic drinks. Alcohol cannot be left available for self-serving, except for bottles of wine left on the table during a formal dinner.
- Novelty alcoholic items, such as Jell-O shooters and spiked fruit, are not permitted.
- Where wine is provided with a meal, a non-alcoholic substitute (such as water, pop or juice) must be provided to ensure that children and abstainers are included in toasting the celebrants.
- Homemade alcohol shall not be allowed at any function, with the exception of homemade wine or beer at weddings or religious functions listed under a private no sale Special Occasion Permit, as defined by the AGCO.
- Drinks shall be served in soft plastic cups. Cans may be used at events deemed by Municipal Representatives to be lower risk. Hard plastic cups may be used for wine sampling events. Glass vessels may only be used for indoor, formal events such as

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a sit-down dinner or cocktail party. Glass vessels shall be removed after dinner is finished, and soft plastic cups used thereafter.

- Alcohol consumption mitigation measures must be in place, such as providing non-alcoholic and low-alcohol beverages as alternatives. Low-alcohol beverages are defined as beer and coolers with alcohol content of 4% or less. Non-alcoholic beverages should be provided free or at a lower cost than alcoholic beverages.
- There must be sufficient food available throughout the event. The requirement to provide food is not satisfied by snack foods such as chips, peanuts or popcorn.
- All alcohol and its containers (which include empty cups/glasses) shall be cleared away no more than forty-five (45) minutes after the end of the licensed period of the event.
- All outdoor licensed areas are required to have a barrier at least 0.9 metres high. Higher barriers and additional criteria may be required at the discretion of the Township, in consultation with the AGCO.
- Alcohol shall not be offered as a prize in a contest. Gift cards for the Liquor Control Board of Ontario (LCBO) are allowed as an exception.
- Drink tickets may be required depending on event size, event type (private/public/outdoor) and other risk factors. When required, ticket sales for alcohol shall be limited to four (4) tickets at one time per person. Unused tickets for alcoholic beverages can be redeemed for a refund at any time during the event, on the day they are purchased.
- Ticket sales and alcohol service shall cease at least forty-five (45) minutes prior to the end of the licensed period of the event

## **4.0 REQUIREMENTS FOR BUCK N' DOE EVENTS**

### **4.1 General Information**

“Buck n’ Doe” style events are only permitted exclusively inside the auditorium at the Norwich Community Centre and subject to the restrictions contained in this policy.

### **4.2 Rental Rates and Deposit**

“Buck n’ Doe” events will fall under the regular hall rate schedule through the Township of Norwich Rate By-Law for the current year. A security deposit in accordance with the Fees, Rates and Charges By-Law shall be supplied to the Township a minimum of two (2) weeks in advance of the event. The deposit less any damages will be refunded to Event Organizer within ten (10) calendar days after rental occurs upon approval of the Director of Community Services.

### **4.3 Insurance Requirements**

See Section 3.1 for insurance requirements.

### **4.4 Special Occasion Permit Requirements**

As per AGCO regulations, Buck n’ Doe events fall under the Private Event SOP. Event Organizers are expected to follow all of the requirements of a Sale SOP prior to and during the event.

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## 4.5 Security and Event Staff Requirements

Refer to Section 5.2.1, for staffing level requirements for Buck n' Doe Events. For Licensed Security levels refer to Section 6.2.1.

## 4.6 Admission Requirements

No individuals under the age of 19 will be permitted to attend a Buck n' Doe event.

## 4.7 Post Event

Security deposits will be returned in accordance with Section 4.2 upon a satisfactory inspection completed post event by the Township Staff. Inspections shall include but not be limited to the follow:

- Facility left in a clean state (ex. excessive garbage, dirt/debris, hazardous spills)
- Facility left with no interior or exterior damage
- No damage to chattels of building (tables, chairs, washroom chattels, kitchen items)

## 5.0 STAFFING AND GENERAL REQUIREMENTS

### 5.1 Public Events:

50 - 100 People	Location	# Event Staff	# Untrained Staff
	Door	0	1
	Bar	2	0
	Alcohol Tickets	1	0
	Floor Monitor	No Monitor Required	No Monitor Required

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

101 - 300 People	Location	# Event Staff	# Untrained Staff
	Door	1	1
	Bar	2	-
	Alcohol Tickets	1	1
	Floor & Exit Monitor	0	1 per exit location

301 - 450 People	Location	# Event Staff	# Untrained Staff
	Door	1	1
	Bar	4*	-
	Alcohol Tickets	1	1
	Floor & Exit Monitor	2	1 per exit location

451 - 600 People	Location	# Event Staff	# Untrained Staff
	Door	1	1
	Bar	4	-
	Alcohol Tickets	1	1
	Floor & Exit Monitor	2	1 per exit location

Over 600 People	Location	# Event Staff	# Untrained Staff
	Door	2	3
	Bar	6	0
	Alcohol Tickets	4	0
	Floor & Exit Monitor	4	2 per exit location

## **5.2 Private Events:**

50 – 100 People	Location	# Smart Serve Trained Staff	# Untrained Staff
	Door	0	0
	Bar	2	-
	Bar Tickets	-	-
	Floor Monitor	0	1

101-300 People	Location	# Event Staff	# Untrained Staff
	Door	0	0
	Bar	2	-
	Bar Tickets	1 (Sale SOP)	-
	Floor Monitor	0	1

301-450 People	Location	# Event Staff	# Untrained Staff
	Door	0	0
	Bar	3	-
	Bar Tickets	1 (Sale SOP)	-
	Floor Monitor	0	1

451-600 People	Location	# Event Staff	# Untrained Staff
	Door	0	0
	Bar	4	-
	Bar Tickets	1 (Sale SOP)	-
	Floor Monitor	0	1

Over 600 People	Location	# Event Staff	# Untrained Staff
	Door	0	0
	Bar	4	-
	Bar Tickets	2 (Sale SOP)	-
	Floor Monitor	Approved Plan	Approved Plan

### **5.2.1 Buck n' Doe Event Staff Requirements**

50 – 250 People	Location	# Event Staff	# Untrained Staff
	Door	2	0
	Bar	2	-
	Bar Tickets	2	-
	Floor Monitor	-	1
	Exit Monitor	-	1 at each location (4)

<b>251-300 People</b>	<b>Location</b>	<b># Event Staff</b>	<b># Untrained Staff</b>
	<b>Door</b>	<b>2</b>	<b>0</b>
	<b>Bar</b>	<b>2</b>	<b>-</b>
	<b>Bar Tickets</b>	<b>2</b>	<b>-</b>
	<b>Floor Monitor</b>	<b>-</b>	<b>1</b>
	<b>Exit Monitor</b>	<b>-</b>	<b>1 at each location (4)</b>

**The Event Organizers will only use monitors, ticket sellers and bartenders who are nineteen (19) years of age or older.**

Halloween Parties, where masked individuals must meet the following conditions:

- Acceptable identification is required, as listed above
- No one under the age of nineteen (19) years admitted
- Participants may be required to unmask if event staff are unsure that the participant meets the event age criteria.

### **5.3 Bar Service Area Closure:**

- All outside areas by 1:00 A.M.
- Indoor facilities up to 1:00 A.M. with building vacated by 2:00 A.M.

All signs of consumption and service of alcohol, including empty cups and glasses shall be removed from sight within 45 minutes of expiry of SOP or by 1:45 A.M., whichever is the earliest. This must be completed by servers/bartenders.

### **5.4 General Requirements for All Events Involving Alcohol:**

- The Event Organizer is responsible for supporting compliance with this policy in addition to all applicable federal, provincial and municipal laws, policies, guidelines, regulations and by-laws, including, without limitation, the *Alcohol and Gaming Commission of Ontario Act* and its regulations.
- The Event Organizer must provide all requested information about the event to the Municipal Representative in a timely manner.
- The Event Organizer and/or designate must attend the event for the entire duration, including the post event cleanup, and be responsible for decisions regarding the actual operation of the event.
- The Event Organizer must implement a Safe Transportation Strategy.
- The Event Organizer must promote a physical setting that is safe and free from unnecessary obstacles.
- The Event Organizer is fully responsible to comply with any AGCO regulations pertaining to games at the event.
- The Event Organizer and/or Municipal Monitor have the right to deny entry to any individual or ask an individual to leave the event.

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- When persons under the age of majority are found to have consumed or to be consuming alcohol at an event where alcohol is served, the authorities will be called.
  - The AGCO or the Township may implement other restrictions or requirements.
  - Unused Beer, liquor or wine is to be kept locked up securely before and after the licensed event. Must be taken by renter when leaving the premises unless other arrangements have been made in advance of rental date.
  - **NOTE: There are no self-serve events; even wine and cheese functions require a bartender.**

**The following roles will be the responsibility of the Event Organizer if alcohol service is under an SOP**

- Organization, planning set-up and cleanup related to alcohol service at the event.
- Arranging for a sufficient number of event staff, as required by Policy, for safe alcohol service.
- Ensuring event staff wear I.D. name tag and/or clothing that clearly identifies them as event workers. Security workers must be licensed and wear designated security clothing and name tags.
- Alcohol sales and service, including the choice of beverages.
- Posting the Special Occasion Permit and Liquor Sales Licence, as applicable, in a conspicuous place on the premises to which the permit applies or keeping it in a place where it is readily available for inspection.
- Taking reasonable measures to prevent anyone from consuming alcohol in unauthorized locations.
- Monitoring the safety and sobriety of people attending the event including those persons asked to leave to control the event
- Response to emergencies at the event

**6.0 SECURITY REQUIREMENTS FOR SPECIFIC EVENTS**

Full payment of licensed/bonded security is the sole responsibility of the renter. The Township of Norwich reserves the right to approve or disapprove of licensed/bonded private security companies.

The following events require a licensed/bonded security company as per the schedule below:

**6.1 Outdoor Events – Community Events, Rodeos, Concerts, Festivals, etc.**

<b>OUTDOOR EVENTS</b>	<b>STAFFING REQUIREMENTS</b>
Up to 200 people	Approved security plan (minimum of 2)
Up to 400 people	Approved security plan (minimum of 2)
400 – 750 people	4 licensed security
751 – 1200 people	6 licensed security

**6.2 Indoor Events – Community Centre, All Halls, Arena Floor**

<b>INDOOR MUSIC/DANCE PARTIES</b>	<b>STAFFING REQUIREMENTS</b>
Up to 300 people	Approved security plan (minimum of 2)
301 – 450 people	2 licensed security
451 – 600 people	4 licensed security
Over 600 people	Subject to approvals & security plan

- Licensed/bonded security are not required if the function is private (not open to the public, invited guests only). This does not apply to any “Buck n’ Doe” type of events.

### **6.2.1 Buck n’ Doe Licensed Security Requirements**

<b>BUCK N’ DOE</b>	<b>STAFFING REQUIREMENTS</b>
50 – 250 people	2 Licensed Security
251 – 300 people	3 Licensed Security

- Time period required: 9:00 P.M. to 2:00 A.M. However, the Township of Norwich reserves the right to require the presence of private security for the duration of an event. The cost is to be borne by the Event Organizer.

### **6.3 Beer Tents/Beer Gardens**

- The Chief Building Official and Fire Chief will determine the maximum capacity for beer tents/gardens based on the exits and floor area.
- Notification letter(s) must be received by the Chief Building Officer, Fire Chief and Ontario Provincial Police.
- For potential problem rentals, the Township of Norwich reserves the right to require the presence of two (2) licensed/bonded security for the duration of the event.

## **7.0 ENFORCEMENT PROCEDURES and CONSEQUENCES FOR FAILURE TO COMPLY WITH MAP**

### **7.1 Area Where Alcohol Is Prohibited:**

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

### **7.2 Intoxicated Patrons:**

- In the case of patrons who are intoxicated to the point that they must be cut off, the Event Staff/Event Organizer will make every effort to ensure that the patron does not drive and that the patron arrives home safely; i.e. provide access to a telephone; find a designated driver to ensure the patron gets home without incident.
- If an intoxicated person insists on driving, the Event Organizer and/or Event Staff may have to attempt to detain the patron or call police

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- The Event Organizer must report in writing all accidents/incidents within forty-eight (48) hours of their occurrence – incidents which involved injuries, ejected patrons from events and/or where police are called. Reports will be directed to the Director of Community Services.
  - Although police will be called if the situation deems it to be necessary, it remains the responsibility of the Event Organizer to ensure the event is managed properly.
  - Where an under-age of majority person is discovered consuming alcohol, the authorities will be called. First infraction: Patron's name and other relevant information will be taken down by Event Staff and the patron will be removed. Second infraction: The person will be trespassed from any municipal facility indefinitely. The status of this trespass will be reviewed after six (6) months and may be lifted at the discretion of the Director of Community Services. A registered letter will be sent to the parents/guardians of the minor if the person is under the age of 18 years old.
  - Where anyone is engaged in disruptive behaviours as a result of alcohol consumption, the police will be called.

### **7.3 Both Licensed and Unlicensed Areas Apply:**

- An Event Organizer shall intervene by informing the offending individuals that the Township of Norwich policy prohibits alcohol consumption in areas not specified and ask that it stop.
- A Township staff will advise the Event Organizer whenever a violation of this policy is encountered. Township Staff can ask the Event Organizer to undertake the following:
  - the individual to cease the consumption of alcohol
  - the individual or organized group to leave the facility area, depending on the circumstance and the nature of the violation (especially the potential for harm or loss of enjoyment by non-drinkers).
  - Should the individual or group member fail to comply, the staff can call police for enforcement.
- When the Event Organizers have violated the Township of Norwich policy, and have been confronted by Township Staff, the group will be sent a letter advising of the violation, and indicating that no further violation will be tolerated. As well, the group will be invoiced for any and all damages and costs associated with the violation.
- Should the Event Organizers violate the policy within one (1) year of receiving notice of their first violation, the group may be suspended from organized use of Township of Norwich facilities and areas for a period of one (1) year. The Director of Community Services, will send a letter to their contact person advising of the suspension.
- The Event Organizer may appeal to the Director of Community Services to have their privileges re-instated.

### **7.4 Duty to Report:**

The Event Organizer has the duty to report to the Township any issues, along with details of any incident, where:

- The Event Organizer and/or designate are aware of or has been made aware of any Act or Policy violations.



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- Where an AGCO Inspector under the Act has made a report on any incident or violation or visited the event for inspection.
  - Bodily injury or property damage has occurred.
  - Police and/or emergency responders have been called to the event.

Police shall be informed by the Township, Event Organizer and/or designate as appropriate. Reports shall be made no later than two (2) days after the conclusion of the event, but shall be made immediately when repairs or other action is required to make Township property secure or safe for use. The Township may report any infraction of this policy to the police and/or AGCO whenever they believe such action is required.

### **7.5 Property Damage:**

Where damage to Township property has occurred, the Event Organizer will be required to reimburse the Township for all costs associated with repairs, including labour, materials and lost revenues. Legal action may be taken to recover related costs if required.

### **7.6 Failure to Comply and Penalties:**

The Township reserves the right to cancel the event if there is a failure to comply with this policy at any time before or during the event.

Where there has been a failure to comply with the Act, the police or the AGCO inspector may intervene for enforcement purposes and may, at their discretion or other authority, terminate the event. It remains the responsibility of the Event Organizer and/or designate to manage the event and to take appropriate actions, including ending the event, vacating municipal premises, maintaining insurance and any conditions of insurance, and providing safe transportation options.

Regardless of the reason for the cancellation or termination of the event, the Township will not be responsible for any compensation to the Event Organizer or affected persons of their resulting financial or other losses. The Event Organizer will be responsible for any costs not covered by insurance.

The Township shall subsequently inform the Event Organizer and/or designate and any organization they represent, via registered letter, that there has been a violation of this policy, and include any imposed consequences or penalties.

Additional short term and longer-term penalties for failure to comply may include, but are not limited to:

- Loss of privilege to hold an event involving alcohol on municipal premises.
- Loss of any future use or rental of any or all municipal premises.
- Individual ban or suspension of persons involved in the infractions from any or all municipal premises for any term.
- Loss of damage or facility deposit.

If any of the required documents is NOT provided in advance as required by this Policy, the booking will be cancelled and the deposit is not refundable.

## **8.0 FIRE SAFETY PLAN**

As a renter of as facility, please be advised of the following information as it pertains to you

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and your group and the Facility's Fire Safety Plan

**Upon your arrival, please:**

- Make note of all locations of Fire Pull stations and fire extinguishers
- Emergency phone may be available. For all available pay phones, there is no charge for 911 calls.
- Make note of all fire exits. DO NOT BLOCK EXITS. ALL exits must be kept clear at all times.
- Prior to the start of event, inform occupants/guests that in the event of fire, they must evacuate from the nearest exit to the designated safe area and remain on site until otherwise directed by the Fire Department.

**Upon Discovery of Fire or hearing the alarm:**

- Remain calm
- Leave the fire area immediately
- Close doors behind you
- Sound the alarm and call and give the facility name and complete address
- Leave the building immediately via the nearest fire exit.

**9.0 SAFE TRANSPORTATION**

Only individuals, groups or organizations implementing a safe transportation strategy will be permitted to rent Township of Norwich facilities for Special Occasion Permit (SOP) functions.

The Event Organizer will be expected to encourage a "designated driver program." This program shall be advertised so that the patrons are aware of this service. The designated driver will be supplied with free soft drinks and/or coffee and/or other non-alcoholic drinks during the event. The Event Organizer is responsible for providing contact phone number for taxi service, when participants have no other means of getting home safely.

**10.0 POLICY REVIEW**

This policy is subject to change and updates as laws change and circumstances related to its administration requirements.