

Which municipal facilities are eligible for events, which require a Special Occasion Permit for alcohol?

- Central Arena
- Burlington Seniors' Centre
- Central Arena Auditorium
- *Ella Foote Hall – Killbride
- Mountainside Arena Floor (non ice times)
- *Music Centre
- Laurie G. Branch Auditorium (lower & upper meeting room)
- Appleby Ice Centre
- *Mainway Arena
- Tansley Woods - A Centre for Learning and Lesiure
- Mountainside Arena Floor (non ice times)
- PLAYING FIELDS**
- Nelson
- Sherwood
- Nelson Arena Floor (non ice times)
- Brant Hills
- Skyway Arena Floor (non ice times)
- Ireland
- *Brant Hills Community Centre
- Millcroft

**Facility is limited to types of functions that can be held on site.*

Are there any municipal facilities which are NOT suitable for Special Occasion Permit events?

Yes. The following facilities are not suitable for these events:

All arena and pool change rooms, spectator seating areas and entrance lobbies; recreation facility parking lots; arena ice surfaces and all other municipal recreation facilities unless specifically mentioned as eligible.

Are there any events not eligible for Special Occasion Permits?

Yes. These include all youth events and all minor sport events, including banquets.

Street parties are also ineligible for these permits.

General Guidelines

Youth Admittance to Adult Events

Persons under nineteen (19) years of age are prohibited unless accompanied and supervised by a parent/guardian at events where alcoholic beverages are served.

Server Training

The Event Servers, Door Monitors and Bar Supervisors must have been trained in responsible server technique and successfully completed a Server Intervention or Smart Server Program.

Provision of Low-alcohol Drinks. At least 35% of the available alcohol must consist of low-alcohol beverages.

Non alcohol drinks must be available at no charge or at a cost significantly lower than that of drinks containing alcohol. High alcohol beers above 5% are prohibited.

Safe Transportation

The event sponsor must promote a safe transport program to ensure that patrons arrive home safely. The sponsor must promote Sober Driver Spot Check Awareness (RIDE).

Safe Transportation

Provide Proof of Insurance (insurance certificate) at least fourteen (14) days prior to the event, indicating that the event sponsor has purchased a minimum of \$2,000,000(Two Million) in Liability Insurance and that the municipality is named as an Additional Named Insured on this policy. A Host Liquor Law Liability endorsement is required if alcohol is not sold.

Controls

A Special Occasion Permit must have controls, which prevent underage, intoxicated or rowdy people from entering; prevent participants from becoming intoxicated; refuse service to intoxicated participants and remove them safely from the event.


The event sponsor must obtain a Special Occasion Permit from the Liquor Control Board of Ontario and must show proof of this to Parks & Recreation at least fourteen (14) days prior to the event.



- The facility entrance will be monitored by people aged nineteen (19) years or older. All exits to be supervised.
- The only acceptable form of identification will be Government regulated photo ID.
- The person who signs the Special Occasion Permit application and the rental agreement must attend the event, refrain from consuming alcohol at the event and be responsible for making decisions regarding the operation of the event.
- The event sponsor must ensure that the physical setting is safe for both alcohol consumers and non consumers, and must prevent patrons from engaging in activities that can harm themselves or others.
- A Floor Supervisor will be available to ticket sellers if they require assistance in managing a person who is refused a sale.
- All bottles must be retained within the bar area. All drinks must be served in plastic or paper cups, unless authorized by Facility.

M.A.P. CHECKLIST *continued*

- The event sponsor must abide by the rules of the Municipal Alcohol Policy and the Liquor Control Board of Ontario.
- When deemed necessary, the event sponsor is financially responsible for providing a minimum of two(2) off-duty police officers.
- Marketing practices, which encourage increased consumption such as oversized drinks, drinking contests and volume discounts are not permitted.
- Tickets must be purchased from a designated ticket seller and redeemed at the bar, maximum of four(4) tickets per purchase.
- Unused tickets are to be refunded for cash on demand at any time during the event. Maximum of four(4) tickets.
- There will be no “last call” announcement.
- A host bar event must have trained Servers and Floor Supervisors
- All event workers must wear highly visual identifications
- In order to reduce the risk of intoxication, staff should encourage patrons to consume food and low- alcohol or non-alcoholic beverages.



Accountability:
At least one municipal representative with authority to demand correction and/or to shut down an event on behalf of the Municipality may attend all Special Occasion Permit events.

To rent a Municipality facility for a Special Occasion Permit (SOP) event, you must:

- Review the Municipal Alcohol Policy regulations
- Meet with a representative from Parks & Recreation to discuss the SOP event
- Complete Agreement Form for SOP Holders Appendix B

Responsibilities before the event include:

- Provide names and registration numbers of all Smart Servers 14 days prior to the event
- Provide proof of SOP to Parks & Recreation staff 14 days prior to the event
- Provide copy of Insurance Certificate to Parks & Recreation 14 days prior to the event
- Hire off-duty Police Security for event (if required)
- Ensure that 35% of alcohol available at the event is low-alcohol and that no high alcohol beer is available.
- Ensure that non-alcoholic drinks are available
- Ensure that food is available at the event

Responsibilities during the event include:

- The person in charge of the event must attend and refrain from consuming alcohol during the event
- All event workers must refrain from consuming alcohol while working at the event
- Ensure that volunteers (19 yrs or older) are monitoring facility entrances
- Ensure that all exits are supervised.
- Ensure that only forms of acceptable identification are accepted
- Ensure that all alcohol served is in plastic/paper cups
- All event workers must be highly visible
- A maximum of 4 bar tickets sold per purchase
- Ensure that a minimum of 2 persons will continuously sell bar tickets
- All unused bar tickets can be redeemed for cash. Maximum of four(4)
- There will not be a last call announcement for bar service
- The bar must close at 1:00 am (2:00 am on New Year's Eve)
- Alcoholic beverages must be removed from tables within 45 mins of bar closing
- Ensure that a safe transportation program is in place for patrons so that they arrive home safely

In order that as many people as possible can enjoy the facilities in a manner that encourages the health and safety of all participants and the protection of municipal facilities, a policy for the responsible use of alcohol during events and functions has been developed. This guide outlines those regulations

Shared Respect & Responsibility



Burlington has Zero Tolerance for...

- PARTICIPANTS
- SPECTATORS
- OFFICIALS
- VISITORS
- COACHES

Burlington Parks & Recreation programs, facilities and properties are places that promote learning, leisure and respect in a safe environment. All patrons, staff, volunteers and spectators have the right to feel safe while engaging in City activities. With this right comes the responsibility to be accountable for actions/ behaviors that put at risk, the safety of others. The City of Burlington will not tolerate violence or vandalism in its programs, facilities or properties and will take appropriate action, where necessary, to deal with incidents of violence or vandalism.

HOW YOU CAN HELP

- remember to respect people, property, material and equipment when using services or participating in programs at our community centres, libraries, arenas, pools and parks
- Report such items as verbal assault, vandalism, physical violence, aggressive behaviour and threats

HOW TO MAKE A REPORT

• IN PERSON

If you are in one of our community centres, libraries, arenas and parks, please report any of the activities to a City staff person.

• AT A PARK WITH NO STAFF

Call 905-333-6166 and leave a message detailing incident for staff follow-up.

• EMERGENCIES

Call 911

FOR MORE INFORMATION

regarding the Zero Tolerance Policy please call 905-335-7627, Email pladsend@burlington.ca or check out our Web site at www.burlington.ca

M.A.P.

The City of Burlington wants residents and visitors to enjoy our municipal recreation facilities. Through the efforts of the people of Burlington, the City offers a variety of unique recreation facilities.



M.A.P.

City of Burlington

Municipal Alcohol Policy Checklist

Guidelines
for the
Responsible
Service of Alcohol

