



**Municipality of Brooke-Alvinston
Rental Agreement for Auditorium
At the Brooke-Alvinston-Inwood Community Complex**

3310 Walnut Street, Box 28

Alvinston, ON., N0N 1A0

Office Phone - 519-898-2173 Fax- 519-898-5653

Arena phone- 519-898-2150 Fax- 519-898-5654

Name: _____ Date of Event: _____

Time of event: _____ Type of Event: _____

CONDITIONS OF AGREEMENT

- 1) The undersigned agrees to leave the property and its contents in the same condition in which it was found and agrees to pay the cost of any damage to the building and/or loss or damage to any equipment belonging to or being used with the consent of the Municipality of Brooke-Alvinston.
- 2) The undersigned agrees to indemnify and save harmless and keep the Corporation of the Municipality of Brooke –Alvinston, its servants and agents against any legal liability for losses, damages, claims action demands, suits and cost arising directly or indirectly by virtue of this rental agreement.
- 3) The undersigned agrees to use bar supplies (example- ice, pop, cups) that are provided by the Brooke- Alvinston -Inwood Community Centre Complex. **No Bar supplies** (with the exception of juice), will be allowed to be brought in by the Renter of the Auditorium. **If Bar supplies are brought in by the renter a \$50.00 fee will be taken out of the damage deposit.**
- 4) Cost of renting the Auditorium is subject to change with 30 days notice. A Hall Deposit of \$225.00 is required at signing of the contract and a Damage Deposit of \$225.00 is required upon signing of this agreement dated for 2 weeks prior to your event. **If your event is cancelled, the HALL DEPOSIT IS NON REFUNDABLE UNLESS THE FACILITY CAN BE REBOOKED.**
- 5) It is the responsibility of the applicant to acquire the appropriate licenses and pay any applicable tariffs for their event. Smoking is strictly prohibited in the facility. **Pyrotechnics are strictly prohibited.** All candles must be contained in a jar or vase, no open flame candles are allowed.

6) The renters are responsible for cleaning of the kitchen to the way it was prior to renting. All dishes are to be washed, dried and put away.

7) For events serving liquor, the renter agrees to abide by all regulations of the Liquor Licensing Board of Ontario. Bartenders must possess a "Smart Serve" certificate. All liquor functions will require liability insurance. Proof of such insurance shall be provided to the Municipal office staff prior to the event. The insurance policy shall indemnify the Municipality of Brooke-Alvinston in the amount of \$2,000,000.00.

Auditorium Charges

Auditorium with Kitchen & Bar-\$473.45 plus H.S.T. (\$225.00 due upon signing this agreement)

Auditorium with Kitchen- \$442.48 plus H.S.T.

Auditorium Only- \$376.11 plus H.S.T.

Auditorium Weekday from 8am-4pm- \$371.68

Auditorium Weekday 4 hours or less- \$247.79

Damage Deposit- \$225.00 (separate cheque, refunded following inspection of facility after event)

Extra Day Set Up- \$209.74 plus H.S.T. (allows for decorating, set up, kitchen use etc.)

I/We have read the above agreement and agree to comply.

Name: _____

Mailing Address: _____

Postal Code: _____

Phone: _____

Email: _____

Make all cheques payable to: **The Municipality of Brooke- Alvinston**

Agreement Prices

Auditorium Charge \$ _____

Extra Day Setup \$ _____

H.S.T. -13% \$ _____

Total Cost \$ _____

Less Deposit \$225.00

Balance Due \$ _____

Damage Deposit \$225.00 (separate cheque, dated 2 weeks prior to Event date.)

I have read the conditions of the Agreement for Renting of the Brooke-Alvinston-Inwood Community Complex. I have received and reviewed a copy of the Municipality of Brooke-Alvinston Municipal Alcohol Policy.

Date: _____

Renter: _____

B.A.I.C.C.C. Staff _____

**MUNICIPALITY OF BROOKE-ALVINSTON
MEAT SLICER USER AGREEMENT**

I, _____
(print name)

on behalf of _____ do certify that:
(name of organization/facility renter)

- I have received and reviewed a copy of the operating instructions for the meat slicer at the Brooke-Alvinston-Inwood Community Centre.
- I understand that I am responsible for my own safety while using and cleaning the meat slicer for the duration of the rental by the above organization.
- I understand that I am responsible for the safety of persons other than myself who may use or clean the meat slicer for the duration of the rental by the above organization, whether the operator has or has not received a copy of the operating instructions.
- I understand that I am responsible for any accidents, injuries, damages, etc. that may occur related to the meat slicer and related equipment for the duration of the rental by the above organization.
- I understand and acknowledge that I am responsible for making decisions regarding the operation of the meat slicer during the rental by the above organization.
- I understand that I am liable for injuries, damages and health related illnesses arising from the use and cleaning of the meat slicer. I will in no way hold the Municipality of Brooke-Alvinston, the Municipal Staff or Municipal Volunteers responsible in any manner.

Name (print) _____

Address _____

Phone Number _____

Signature _____

Date _____

**CORPORATION OF THE MUNICIPALITY
OF BROOKE-ALVINSTON**

**MUNICIPAL
ALCOHOL
POLICY**

November 10, 2011

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CORPORATION OF THE MUNICIPALITY
OF BROOKE-ALVINSTON

MUNICIPAL ALCOHOL POLICY

1. MISSION STATEMENT

The Corporation of the Municipality of Brooke-Alvinston wants residents and visitors to enjoy the various facilities and parks available. In order for the Municipality to ensure the health and safety of its participants and the protection of municipal facilities, this policy for the orderly use of alcohol during events and functions has been developed.

2. POLICY GOALS

The Municipality of Brooke-Alvinston is committed to providing a safe and enjoyable environment for users of its facilities and parks. The Municipality wants to avoid alcohol related problems that could result in claims being directed at the Corporation, its staff, community organizations, volunteers and/or participants and protection of the general public and non-participants and to reduce complaints, vandalism, personal injury and liability/increased insurance.

3. POLICY OBJECTIVES

The purpose of this policy is:

- 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 Municipality and its staff.
- To reinforce responsible drinking practices for consumers of legal drinking age through appropriate operational procedures, controls, training and education.

- To honour the decision of abstainers not to drink alcohol and to encourage their participation by providing alternative, non-alcoholic beverages.
- 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.
- To provide a balance of licensed and non-licensed programs to ensure that customers, abstainers, adults, youth and families will be adequately serviced and protected.
- This policy is not intended to stand in opposition to legal and responsible drinking.
- This policy applies to all events sponsored by the Municipality and to everyone using Municipal facilities and/or property.

4. DEFINITIONS

PERMIT HOLDER means the person who applies and signs for the Special Occasion Permit; is the manager at the event and assumes responsibility for the operation of the event. The permit holder is responsible for the safety and sobriety of people attending the event as well as compliance with the Liquor Licence Act of Ontario and its Regulations.

FACILITY RENTER means the organization and/or person who signs the rental agreement for the municipal facility.

EVENT SPONSOR means the person(s) who attend the event to ensure that adequate server-trained staff is available, coordinates and helps staff and requests assistance from security if necessary.

BARTENDER means the person(s) who accepts tickets for the purchase of alcoholic drinks, serves drinks properly, monitors for intoxication, refuses service when patron appears to be intoxicated or near intoxication and offers non-alcohol substitute.

DOOR MONITOR means the person(s) who checks Government issued ID, checks for signs of intoxication upon entry, refuses entry for intoxicated and troublesome individuals, monitors for those showing signs of intoxication when leaving the event and recommends safe transportation options.

EVENT MONITOR means the person(s) who chats with participants, monitors patron behaviour, monitors for intoxication, responds to problems and complaints, refuses service, removes or has removed intoxicated persons, and suggests safe transportation options.

TICKET SELLER means the person(s) who checks for acceptable identification, sells tickets for alcohol beverages as per policy, monitors for intoxication, refuses sale to patrons at or near intoxication, refunds tickets upon request.

SECURITY means an individual who is licensed as such under the Private Security Services Act of Ontario. Off duty paid Ontario Provincial Police officers are not considered security.

CLOSED EVENT means an event that is by invitation only and not open to public attendance.

OPEN EVENT means an event that is open to the public to attend; generally by paid admission by ticket purchase and/or other means.

SPECIAL OCCASION PERMIT means a permit issued by the Liquor Control Board of Ontario and/or the Alcohol and Gaming Commission of Ontario authorizing the sale or service of alcohol at a special occasion event. A Special Occasion Permit is required if you are planning to sell or serve liquor at special occasions, such as weddings, charity fundraisers and receptions. Special Occasion Permits are available for any type of location other than a residence, but common areas of multiple unit residential buildings are not disqualified. It is unnecessary to obtain a Special Occasion Permit if an event is already being conducted under the authority of a caterer's endorsement.

LIQUOR LICENSE ACT and its regulations provide the Registrar of Alcohol and Gaming Commission of Ontario authority for regulating and licensing of liquor sales licences, ferment on premise facility licences, liquor delivery service, manufacturer's licences and manufacturer's representative licences. These laws

provide practical rules for responsible sale and service of beverage alcohol in this Province.

ACCEPTABLE AGE IDENTIFICATION documents are an Ontario Driver's Licence with a photo, a Canadian Passport with a photo, a Canadian Citizenship Card with a photo, a Canadian Armed Forces Card with a photo and an LCBO BYID photo card. Licences, passports or citizenship cards from other provinces or countries are acceptable provided that it reasonably appears to have been issued by a government and must contain a picture of the named individual.

5. MUNICIPAL FACILITIES ELIGIBLE FOR SPECIAL OCCASION EVENTS

Any person or organization wishing to hold a Special Occasion Permit event in a location not listed in this policy must apply directly to the Municipality of Brooke-Alvinston for approval.

Please note that capacities may vary with the setup of the facility. Contact the Facility Manager or his/her designate prior to your event to confirm the facility capacity. If the facility's capacity is exceeded, charges and/or fines may be assessed to the holder of the Special Occasion Permit and/or the Event Sponsor.

- **Brooke-Alvinston-Inwood Community Centre – Hall**
The hall is suitable for holding Special Occasion Permit events. It is wheelchair accessible. It is equipped with a kitchen area including a stove, refrigerator and freezer compartments. Alcohol must not be consumed in hallways, lobby or parking lot areas.
- **Brooke-Alvinston-Inwood Community Centre – Upper Hall**
The upper hall is suitable for holding Special Occasion Permit events. It is wheelchair accessible. It is equipped with a kitchen area including a stove, refrigerator and freezer compartments. Alcohol must not be consumed in hallways, other rooms, lobby/common area or parking lot areas.
- **Brooke-Alvinston-Inwood Community Centre – Arena Floor**
The main floor of the arena is the ice surface and is suitable for holding Special Occasion Permit events when ice is not in or the ice is covered with a suitable approved floor covering system. It is wheelchair accessible. Controlled entry to event can be maintained. Alcohol must

not be consumed in seating areas, player benches, arena dressing rooms, hallways, lobby or parking lot areas.

- **Libro Sports Park**

The fenced area of the skateboard park would be suitable for holding outdoor Special Occasion Permit events. The boundary established by the permanent fence with controllable accesses would limit the ability of underage persons to enter area, as well as limit the ability to pass alcohol outside of the designated area.

- **Inwood Ball Park – Pavilion Area**

The pavilion area is suitable for holding outdoor Special Occasion Permit events. The area is a reasonable distance from residential areas and there is ability to provide for crowd control.

6. **MUNICIPAL FACILITIES NOT ELIGIBLE FOR SPECIAL OCCASION PERMIT EVENTS**

- **Brooke-Alvinston-Inwood Community Centre – Parks and outdoor areas**

The majority of the parks and outdoor areas are not suitable for Special Occasion Permit events. There is little ability to provide for crowd control and due to proximity to residential areas.

- **Brooke-Alvinston-Inwood Community Centre – Arena Dressing Rooms**

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 is not tolerated in this area. These areas are not eligible to be appealed.

- **Brooke-Alvinston-Inwood Community Centre – Arena Lobby**

This is a public access area and would not be appropriate to have people passing through a Special Occasion Permit event.

- **Brooke-Alvinston-Inwood Community Centre – Arena Ice Surface**

Alcohol is not permitted on the arena ice surface when ice is installed and not covered by an approved covering system. Permitting patrons under the influence of alcohol on the ice surface is a potential safety hazard. This area is not eligible for appeal.

- **Brooke-Alvinston-Inwood Community Centre – Spectator Seating Areas (arena and ball parks)**

Alcohol is not permitted in the spectator seating areas at the arena or ball parks as there are safety concerns involved, as well as lack of control of serving/passing to minors.

- **Other Municipal Facilities:**

Brooke-Alvinston Municipal Office

Brooke-Alvinston Roads Buildings

Alvinston Fire Hall

Alvinston Public Library

Inwood Public Library

Alvinston Cemetery

These 'Other Municipal Facilities' are in use on a regular basis by municipal staff and therefore, deemed unsuitable for a Special Occasion Permit event. However, a sponsor may apply directly to Council for a waiver under this section.

7. YOUTH ADMISSION TO ADULT EVENTS

Persons under the legal drinking age are not permitted to adult social events being held in Municipally owned facilities where alcohol is being served. In the case of a closed event such as a family occasion (example: anniversary, wedding, family reunion, business and family Christmas parties), where attendance is by invitation only, persons under the legal drinking age are permitted.

Youth under 19 will not be permitted at other events except at those events that sponsors apply to the Council of the Municipality of Brooke-Alvinston for exemption from this regulation. This application for special Council approval must be made at least 45 days in advance of the event to waive the provisions of the regulation.

Each rental group will be responsible to prepare and submit a strategy on allowing youth to their event. As a minimum, the strategy should address the following:

- a. Checking of photo identification before being allowed entry into the event/facility. The acceptable forms of age identification can be found in section 4 of this policy.
- b. Restricting individuals under the age of majority from consuming alcoholic beverages. Specific consequences for underage drinkers should be listed in the strategy.
- c. Handling of an individual caught passing on or buying alcohol for minors. Specific consequences for providing alcohol to minors should be listed in the strategy.
- d. Identifying those persons over the age of majority from underage patrons. The Municipality strongly suggests that an identification process such as wristbands be used.
- e. Additional precautions that the Council may deem necessary for each request from the regulation.

8. **SIGNS**

a. **SERVING PRACTICES**

The Municipality of Brooke-Alvinston will have the following sign posted in the main bar area:

"It is against the Liquor License Act of Ontario and its Regulations 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 or those who are intoxicated."

Additional signs will be made available on the request of the Facility Renter to post at any other bar areas being established for the event.

b. **ACCOUNTABILITY**

A sign will be supplied in duplicate by the Municipality of Brooke-Alvinston. This sign will be posted at the bar and main entrance to the Special Occasion Permit event. The sign will inform patrons where to direct concerns regarding the manner in which the function has been operated.

- c. **NO LAST CALL**
The Municipality of Brooke-Alvinston will provide a sign, in duplicate, stating "*Last Call Will Not be Announced*". These signs will be prominently posted in the bar area(s). Additional signs will be provided to the event sponsor upon request.
- d. Signs posted regarding "Sandy's Law" are to remain posted in bar area(s) during all events.

9. SERVER TRAINING

In order to be eligible to rent a Municipal facility, the event sponsor must be able to demonstrate to the satisfaction of the Municipality that a sufficient number of event staff and servers have attended a recognized Server Training Course and have been trained in responsible server techniques. A minimum of one Smart Serve trained server for every 125 patrons is recommended .

10. INSURANCE

The sponsor of a Special Occasion Permit event being held in a municipally owned facility or on municipally owned lands shall be required to provide proof, at least ten (10) days prior to the event, that they have purchased a minimum of two (2) million dollars in liability insurance, specifically naming the Municipality of Brooke-Alvinston as an additional insured.

The insurance agent issuing the policy must provide written confirmation of coverage directly to the municipality together with verification that coverage will not be cancelled prior to the event without notification to the Municipality.

11. ALCOHOL SERVICE

- a. **SERVERS**
A minimum of one Smart Serve trained bartender for every 125 patrons is recommended. The monitors, bartenders and other servers should not consume alcohol during their shift(s), nor should they be under the influence of any alcohol consumed before their shift(s).

b. **CONTROL OF ALCOHOL SERVICE**

- i. It is recommended that all drinks be served in plastic or any other non-glass cups and all bottles and cans to be retained in the bar area.
- ii. The Special Occasion Permit holder will not use marketing practices such as availability of oversized drinks, double shots, pitchers of beer, drinking contests, volume discounts, etc. as these practices encourage increased alcohol consumption. 'Jell-O Shooters' are discouraged.
- iii. Tickets for alcohol must be purchased from designated ticket sellers and must be redeemed at the bar. Discounts will not be offered for the volume purchase of tickets.
- v. Upon request, unused tickets may be redeemed for a cash refund up to 15 minutes after the Special Occasion Permit expires.
- vi. Consumption of food should be encouraged throughout the event. A range of menu selections must be available during the event. Snacks such as chips, peanuts, popcorn etc. are not suitable alternatives to menu selections.
- viii. Alcohol may be sold and consumed only in the time and areas designated on the permit. Guests may not be permitted to take alcohol outside of the designated area or bring liquor into the designated area.

12. CONTROLS PRIOR TO THE EVENT

THE LESSEE OF MUNICIPAL FACILITIES IS REQUIRED TO UNDERSTAND THE MUNICIPAL ALCOHOL POLICY PRIOR TO RENTING.

- 12.1 A copy of the Brooke-Alvinston Municipal Alcohol Policy will be provided to the Lessee by the Municipal representative at the time of booking. If any questions or concerns arise from this policy, it is the lessee's responsibility to contact the Municipal representative or the Municipal Office for clarification.

- 12.2 A Special Occasion Permit Holder Agreement form and a rental contract form will be provided by the Municipal representative at the time of booking. The Special Occasion Permit Holder Agreement is part of the rental contract. These forms are to be completed by the Lessee and returned to the Township at least fourteen (14) days prior to the event, along with any required deposits.
- 12.3 A copy of the Special Occasion Permit and confirmation of the required insurance (as per section 10 of this policy) are to be submitted at least ten (10) days in advance of the event.
- 12.4 Original signatures from the Special Occasion Permit holder, the Lessee and the Municipality are required on the respective forms.
- 12.5 The Special Occasion Permit holder for the event must attend the event and be responsible for decisions regarding the actual operation of the event. If the event is more than two (2) days in length, then a designate(s) may be assigned and their name(s) must appear on the contract.

13. CONTROLS DURING EVENT

ALL CONTROLS AND SERVICE MUST BE CONSISTENT WITH THE PROVISIONS OF THE LIQUOR LICENCE ACT OF ONTARIO AND ITS REGULATIONS.

- 13.1 The Special Occasion Permit holder will ensure that a proper Special Occasion Permit is purchased for all alcohol purchases and consumption. Only alcohol purchased under the Special Occasion Permit is allowed to be brought onto the event site. The Special Occasion Permit will be posted in plain sight during the entire event and be adhered to according to Liquor License Act and Municipal guidelines.
- 13.2 It is recommended that entrance monitors be available at all times. These persons will observe for individuals that may be attempting to enter the premises and that appear to be impaired or have a history of causing problems at events. The exits must also be monitored by responsible person(s) meeting the age of majority requirements.

- 13.3 The only acceptable form of identification to be accepted by event staff at the Special Occasion Permit event will be a Government issued document showing your photo and date of birth. See list of Acceptable identification in section 4, Definitions.
- 13.4 The person who signs the Special Occasion Permit Application and the Brooke-Alvinston rental agreement or the designate of the sponsor (in the event the sponsor is a group or organization) must be identified to the Municipality in advance of the event and acknowledge his/her responsibility in writing to the Municipality. The person named on the Special Occasion Permit must attend the event and be responsible for making decisions regarding the operation of the event.
- 13.5 The Special Occasion Permit holder, the event sponsor or designate of the sponsor (in the event that the sponsor is a group or organization) in attendance should refrain from consuming alcohol while the Special Occasion Permit event is in progress.
- 13.6 Before and during their shifts, all event workers should refrain from consuming alcohol.
- 13.7. The event sponsor or their designate must prevent patrons from engaging in activities that can harm themselves or others.
- 13.8 The holder of the Special Occasion Permit and the person renting the facility are responsible to ensure that the event is properly supervised and that enough staff are provided to fulfill this obligation. Event workers should wear visible identification.
- 13.9 The bar shall be closed at the time specified on the Special Occasion Permit. NO service of alcoholic beverages will be allowed after this time.
- 13.10 All signs of consumption and service of alcohol including empty glasses shall be removed from sight within 45 minutes of the expiry of the Special Occasion Permit.

14. SAFE TRANSPORTATION

Individuals, groups or organizations should implementing a safe transportation strategy when renting/using Municipal facilities for Special Occasion Permit functions.

The sponsor should implement and encourage a Designated Drivers Program. As part of the program, the Designated Driver(s) should be provided with free soft drinks/coffee during the function.

15. SECURITY REQUIREMENTS

15.1 The Municipality of Brooke-Alvinston reserves the right to require the presence of security at any Special Occasion Permit event. The type of security, such as a private security firm and/or off-duty police officers, the number of security staff required, the hours required etc are at the discretion of the Municipality. The cost for security is the responsibility of the sponsoring group or individual.

Officers/private security are not generally required at family functions as these events are private (by invitation only) and are not open to the public.

15.2 The Municipality reserves the right to have municipal representative(s) attend Special Occasion Permit events with the authority to demand correction and/or shut down an event on behalf of the Municipality for failure to comply with the Municipal Alcohol Policy.

16. CONSEQUENCES FOR FAILURE TO COMPLY

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

16.1 The Ontario Provincial Police will be called if a situation deems necessary. Municipal staff has the discretion to call the OPP. It is the responsibility of the Special Occasion Permit holder to ensure the proper management of an event.

- 16.2 Municipal staff will report any infraction of this policy to authorities whenever they believe such action is required.
- 16.3 Any infraction of the Municipal Alcohol Policy reported to/by municipal staff will be reviewed at the next regular Brooke-Alvinston Council meeting. A registered letter describing the problem will be sent by the Municipal Clerk to the Special Occasion Permit holder and the event sponsor. The Council may refuse future rental privileges to the sponsor.

17. **POLICY MONITORING AND REVISIONS**

This Municipal Alcohol Policy shall take effect on January 1, 2012. The Municipality reserves the right to introduce other conditions from time to time at its discretion. This policy will be reviewed annually or when determined necessary.

APPENDIX A

SPECIAL OCCASION PERMIT HOLDER AGREEMENT

As Special Occasion Permit holder for the _____
(event)

to be held on _____ at the
(date and times)

_____, I certify that:
(facility)

- I have received and reviewed a copy of the Brooke-Alvinston Municipal Alcohol Policy for Special Occasion Permit Events.
- I understand that I must adhere to the conditions of the Municipal Alcohol Policy and the Liquor License Act of Ontario.
- I understand that if I or other individuals at the Special Occasion Permit event fail to adhere to the Municipal Alcohol Policy, Municipality of Brooke-Alvinston staff may take appropriate action. This action may include immediate cancellation of the rental agreement, stoppage of the event and notification to local authorities.
- I understand and acknowledge that I must attend the event and be responsible for making decisions regarding the operation of the event.
- I understand that I can be held liable for injuries and damages arising from failure to adhere to the Liquor License Act of Ontario.
- I understand and acknowledge that I should refrain from consuming alcohol while the event is in progress.

Name (print) _____

Address _____

Phone Number _____

Signature _____

Date _____