



## TOWN OF LINCOLN COUNCIL POLICY

---

**Policy Title:** MUNICIPAL ALCOHOL RISK MANAGEMENT POLICY  
**Policy Number:** CS 2014 – 01  
**Policy Section:**  
**Authored by Department:** Community Services  
**Date of Council Approval:** June 7, 2014  
**Date of Revision(s):**

---

### **PREAMBLE**

The Town of Lincoln owns and manages facilities where alcohol consumption is not permitted and other facilities where alcohol consumption is permitted under the authority of a Special Occasion Permit. The Town of Lincoln has developed a Municipal Alcohol Policy in order to prevent problems that arise as a result of alcohol consumption within its facilities and to promote a safe, enjoyable environment for those who use these facilities.

A range of problems can arise from alcohol consumption, that affects not only the drinkers but other people who use the facilities. These problems include:

- Vandalism and destruction to Town Property
- Police being called to municipal property
- Injuries to drinkers and other individuals
- Liability action arising from alcohol related incidents
- Loss of insurability should the insurer's risk assessment escalate
- Charges laid against the Town or the Special Occasion Permit holders under the Liquor License Act
- Suspension or loss of alcohol permit privileges by the Liquor License Board of Ontario
- Suspension or loss of Town alcohol permit privileges
- Loss of enjoyment by non-drinkers and moderate drinkers
- Complaints lodged by offended parties
- Withdrawal from use of facilities by people concerned about alcohol consumption
- Loss of revenue due to reduced participation
- Increased public concern about alcohol consumption

In many instances, these problems are not be attributable to moderate drinkers or to those who respect the rules regarding alcohol consumption. The majority of these problems arise from drinkers who engage in four specific drinking practices:

1. drinking to intoxication
2. drinking and driving
3. underage drinking



## TOWN OF LINCOLN COUNCIL POLICY

---

**Policy Title:** Town of Lincoln Municipal Alcohol Risk Management Policy  
**Policy Number:** CS 2014 – 01  
**Policy Section:**  
**Authored by Department:** Community Services  
**Date of Council Approval:** June 7, 2014  
**Date of Revision(s):**

---

#### 4. drinking in prohibited areas

To the extent that these four drinking practices can be reduced, the likelihood of alcohol related problems correspondingly diminish. For those who do not engage in these targeted drinking practices, the policy is considered minimally intrusive. The policy is not intended to stand in opposition to legal and moderate drinking.

#### **PURPOSE**

The Town of Lincoln Municipal Alcohol Risk Management Policy promotes the health and safety of people at events on Town property through a responsible, managed approach to the consumption of alcoholic beverages.

The policy includes a range of measures that a person or group holding an event on Town property under a Special Occasions Permit (SOP) must follow to operate in a safe manner with minimal risk.

All Event Organizers who wish to host an alcohol event must adhere to all terms of this policy, all conditions of the Liquor License Act and all terms of facility use agreements.

#### **INSURANCE**

An individual or group renting Town of Lincoln facilities for the purpose of an event that serves alcohol requires a Special Occasion Permit (S.O.P.). The rental group is required to produce a certificate of insurance for the Town of Lincoln at least 2 weeks prior to the event. A copy will be kept on file by the Community Services Department.

The Commercial General Liability coverage must state the following information: Policy Number, Company name, expiry date, and a statement from the insurance Company stating they are aware of the S.O.P. event, that coverage is in place for a minimum of two million (\$2,000,000) dollars and must list the Town of Lincoln as an additional insured with respect to the permitted event.



## TOWN OF LINCOLN COUNCIL POLICY

---

**Policy Title:** Town of Lincoln Municipal Alcohol Risk Management Policy  
**Policy Number:** CS 2014 – 01  
**Policy Section:**  
**Authored by Department:** Community Services  
**Date of Council Approval:** June 7, 2014  
**Date of Revision(s):**

---

Insurance certificates can be purchased through an insurance company or directly through the Town. Failure to provide a certificate of insurance a minimum of two weeks prior to an event will void a rental contract.

### **NOISE POLICY**

Special events held outdoors, sanctioned by a Special Occasion Permit on Municipal Property which involves the playing of music either by band, DJ, radio or other forms, will cease by the time stated in the Town of Lincoln Municipal Noise By-Law unless granted otherwise by Council. Furthermore, all events sanctioned with a Special Occasion Permit be also governed by the Municipal Noise By-Law.

All outdoor bands and parades require prior written approval from Council.

### **AREAS DESIGNATED WHERE ALCOHOL USE IS PROHIBITED**

The consumption of alcohol beverages is prohibited in the majority of municipally owned parks, pools, sports and service facilities. The Town may change the designation of any site at its discretion.

### **AREAS DESIGNATED FOR CONDITIONAL USE OF ALCOHOL**

The following facilities and areas are eligible to be designated for conditional use of alcohol under the authority of a Special Occasion Permit. The Town of Lincoln may change the designation of any site at its discretion.

Lincoln Community Centre  
Town of Lincoln Community Complex  
Beamsville District Lions Park  
Jordan Arena Hall  
Jordan Arena (dry floor)  
Library, Rittenhouse Branch  
Charles Daley Park / Rotary Shell  
Jordan Lions Park  
Town of Lincoln Fire Stations



## TOWN OF LINCOLN COUNCIL POLICY

---

**Policy Title:** Town of Lincoln Municipal Alcohol Risk Management Policy  
**Policy Number:** CS 2014 – 01  
**Policy Section:**  
**Authored by Department:** Community Services  
**Date of Council Approval:** June 7, 2014  
**Date of Revision(s):**

---

### **CONDITIONS FOR SPECIAL OCCASION PERMITS**

Anyone who wishes to serve alcohol at a designated site must follow the Municipal Alcohol Risk Policy that stipulates conditions under which alcohol may be served. In addition, the responsible person must obtain a Special Occasion Permit from the Liquor License Board of Ontario and must show proof of this to the Town of Lincoln at least two weeks prior to the event.

If the Special Occasion Permit is for a period longer than seven hours or more than one day in duration, other persons who would be designated as “permit holder” shall be listed. The person who signs the Special Occasion Permit Application and the Rental Agreement (Permit Holder) must attend the entire event unless they have listed others who will be responsible and are listed on the S.O. P. Permit and Rental Agreement. The Special Occasion Permit holder must ensure that all the conditions of the Liquor License Act and the Town of Lincoln Rental Permit are adhered to at the event. The Town of Lincoln reserves the right to refuse an applicant permission to run a licensed event on its property.

### **ALL SPECIAL OCCASION PERMIT HOLDERS ARE REQUIRED TO ADHERE TO THE FOLLOWING CONDITIONS:**

#### **PERMIT HOLDER:**

- The permit holder is the person ultimately in charge of the event. The permit holder is responsible for signing any required permits (facility booking permit, Special Occasion Permit, etc); obtaining liability insurance and communicating with Town of Lincoln Staff.
- The permit holder must be in attendance for the duration of the event.
- The permit holder must provide the Town with a list of the event personnel (monitors, bartenders and servers) who have completed a certification from a recognized Ontario-based server program (ie. Smart Serve)
- All permits, certificates etc., must be submitted to the Town of Lincoln Community Services Staff at least two weeks prior to the event start date.



## TOWN OF LINCOLN COUNCIL POLICY

---

<b>Policy Title:</b>	<b>Town of Lincoln Municipal Alcohol Risk Management Policy</b>
<b>Policy Number:</b>	<b>CS 2014 – 01</b>
<b>Policy Section:</b>	
<b>Authored by Department:</b>	<b>Community Services</b>
<b>Date of Council Approval:</b>	<b>June 7, 2014</b>
<b>Date of Revision(s):</b>	

---

- The permit holder assumes full responsibility for the event and must be prepared to make decisions regarding the operation of the event.
- The permit holder must ensure that all event personnel adhere to the Municipal Alcohol Risk Policy, the terms set out on the facility permit, special occasions permit and Liquor License Act of Ontario.
- If an alcohol-related violation occurs, the permit holder must act promptly to rectify the situation and restore adherence to the Liquor License Act. Whenever the Act is violated at an event, the permit holder is at risk of being charged and of having a liability action launched against them or the group.
- The permit holder must not be under the influence of alcohol whether consumed before or during the event.
- The permit holder must wear visible identification during all time of the event and be visible to Town of Lincoln staff and/or authorities.
- The permit holder must ensure all facilities are vacated by the time stated on the contract.

### **EVENT PERSONNEL:**

Event personnel include bartenders, servers, monitors and ticket sellers.

- All bartenders must have certification from a recognized Ontario-based server program (ie. Smart Serve)
- There must be at least one (1) monitor per 100 participants (not including the permit holder)
- Event personnel must be age of majority or older and must not be under the influence of any alcohol whether consumed before or during the event.



## TOWN OF LINCOLN COUNCIL POLICY

---

**Policy Title:** Town of Lincoln Municipal Alcohol Risk Management Policy  
**Policy Number:** CS 2014 – 01  
**Policy Section:**  
**Authored by Department:** Community Services  
**Date of Council Approval:** June 7, 2014  
**Date of Revision(s):**

---

- Event personnel must wear visible identification at all times during the event and be visible to Town of Lincoln staff and/or authorities.

### **CONTROL:**

- The event personnel must accept only an age of majority card, a photo driver's license, or a passport as identification for alcohol purchase or consumption.
- Event personnel must refuse admittance to persons who are under the age of majority unless listed on the Special Occasion Permit that people under 19 years of age are attending the event (ie. A wedding reception)
- Event personnel have the right to refuse admittance to persons who appear intoxicated.
- Event personnel must not serve alcohol to underage, intoxicated, rowdy or unauthorized people at the event.
- Event personnel must supervise all entrances and exits throughout the event.
- Event personnel must ensure the guests at the event are properly supervised at all times and ensure no one consumes alcohol in an unauthorized location.
- Event personnel must ensure that the physical setting is safe for both drinkers and non-drinkers. The permit holder may be held liable if an accident occurs due to the physical set-up of the facility or area.
- Event personnel must prevent patrons from engaging in activities that can harm themselves or others. The permit holder must take reasonable steps to prevent foreseeable harm whether patrons are intoxicated or not.



## TOWN OF LINCOLN COUNCIL POLICY

---

**Policy Title:** Town of Lincoln Municipal Alcohol Risk Management Policy  
**Policy Number:** CS 2014 – 01  
**Policy Section:**  
**Authored by Department:** Community Services  
**Date of Council Approval:** June 7, 2014  
**Date of Revision(s):**

---

- The Town of Lincoln reserves the right to require the presence of off-duty police officers or security officers to be present for the duration of the event. The cost is to be borne by the permit holder.

### **Outdoor Functions**

- A letter requesting special permission for an outdoor alcohol event must be submitted to The Town of Lincoln at least 6 weeks prior to the event. These types of events require approval by Town Council.
- Fencing is a requirement to enclose the alcohol permitted area for outdoor events. As per Special Occasion Permit guidelines, the fence must be at least 36 inches (91.44 cm) in height. The cost is to be borne by the permit holder.
- Outdoor bar service must end by 10:00 pm.

### **ALCOHOL CONSUMPTION CONTROLS**

- Anyone who appears to be younger than 25 years of age must be required to produce identification.
- A limit of four (4) drink tickets can be sold to one person at any one time.
- A limit of four (4) drinks can be served to one person at any one time.
- Alcohol can be served up to 1:00 am. (inside bar service)
- No “last call” will be announced.
- No high alcohol (greater than 5%) beer will be sold.
- Alcohol free beverages and food shall be available at all times during the event. Alcohol free beverages should be available at a lower cost than those with alcoholic.



## TOWN OF LINCOLN COUNCIL POLICY

---

**Policy Title:** Town of Lincoln Municipal Alcohol Risk Management Policy  
**Policy Number:** CS 2014 – 01  
**Policy Section:**  
**Authored by Department:** Community Services  
**Date of Council Approval:** June 7, 2014  
**Date of Revision(s):**

---

- Drinking contests, oversized drinks, or volume discounts of alcohol are not permitted.

### **SAFE TRANSPORTATION**

Event personnel are responsible for promoting safe transportation options for all event attendees. Examples of safe transportation options include:

- A designated driver selected from non-drinking participants at the event;
- A designated driver provided by the sponsoring group; or
- A taxi paid either by the sponsoring group or the participant.

Posting signs with contact numbers for taxis and alternate forms of transportation near exits and public phones should be part of the safe transportation plan.

### **ACCOUNTABILITY AND SIGNS**

- The Special Occasion Permit must be posted adjacent to the bar.
- The three (3) signs outlined below must be prominently displayed by event personnel.

#### **Sign A: Special Occasion Permit Accountability**

Event Sponsor  
(Name of Special Occasion Permit or Catering Endorsement Holder):

Town of Lincoln  
4800 South Service Rd.  
Beamsville, ON  
(905) 563-8205 or see on-site staff member

Niagara Regional Police – District #8  
45 Clarke St., Grimsby, ON  
(905) 945-2211





## TOWN OF LINCOLN COUNCIL POLICY

---

**Policy Title:** Town of Lincoln Municipal Alcohol Risk Management Policy  
**Policy Number:** CS 2014 – 01  
**Policy Section:**  
**Authored by Department:** Community Services  
**Date of Council Approval:** June 7, 2014  
**Date of Revision(s):**

---

Alcohol and Gaming Commission of Ontario  
90 Sheppard Avenue East Suite 200-300 Toronto, ON  
1-416-326-8700, 1-800-522-2876

Please report any concerns regarding the service of alcohol to the Permit Holder or contact one of the above agencies immediately.

### **Sign B:**

Alcohol Beverages by Permit Only. Violators immediately forfeit all right to the use of the facility.

### **Sign C:**

Bartenders have the right to refuse alcohol service. They are required by law not to serve an intoxicated person or to serve anyone to the point of intoxication.

### **ENFORCEMENT OF POLICY**

A violation of this policy occurs when the Special Occasion Permit holder fails to comply with the conditions of the Liquor License Board of Ontario, the facility permit or the Municipal Alcohol Policy.

Intervention can be initiated by an event participant, Town of Lincoln staff, a member of the Niagara Regional Police, or a Liquor License Inspector.

If an infraction of this policy or the conditions of the Liquor License Board of Ontario occurs, the Town of Lincoln may warn or suspend the individual or group from future rentals. A record of violations is maintained by the Town of Lincoln and reviewed prior to issuing a Special Occasion Permit.

Policy violations that result in intervention from the Niagara Regional Police or the Alcohol and Gaming Commission of Ontario may lead to charges and fines that are the full responsibility of the Permit Holder.