



**MUNICIPALITY OF BAYHAM**

**MUNICIPAL ALCOHOL  
POLICY**

**MUNICIPALITY OF BAYHAM**  
**MUNICIPAL ALCOHOL POLICY**

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## **MISSION STATEMENT**

To provide the Municipality of Bayham with a range of measures designed to prevent alcohol related problems and manage the consumption of alcohol within their facilities and parks in accordance with appropriate liquor laws, thereby decreasing municipal liability as well as increasing the enjoyment of those using municipal facilities.

## **GOALS**

The Municipality of Bayham wants residents and visitors to enjoy the various facilities and parks available. Through the efforts of the people, the Municipality offers a variety of recreational experiences for people of all ages. In order for the Municipality to ensure the health and safety of its participants and the protection of municipal facilities, a policy for the orderly use of alcohol during events and functions has been developed. The following document outlines these regulations.

## **OBJECTIVES**

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

### **Please note:**

Throughout this document “Smart Serve” trained program will be used to identify the Server Training programs recognized by the Liquor Control Board of Ontario and may include Server Training Program (S.T.P.) or Server Intervention Program (S.I.P.)

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

- A.     Straffordville Community Centre
- D.     Vienna Community Centre

**REGULATION # 2:**                      **MUNICIPAL PROPERTIES, FACILITIES AND EVENTS NOT ELIGIBLE FOR SPECIAL OCCASION PERMIT EVENTS**

- A.     All Municipal properties not listed in Regulation # 1
- B.     Exceptions  

Any person wishing to hold a Special Occasion Permit event in a location not listed in this policy, must apply to the Council of the Municipality of Bayham for approval, subject to meeting requirements as deemed appropriate.
- C.     Requirements  

The applicant is responsible for obtaining/meeting any applicable Municipal, Provincial, and/or Federal requirements, including police, fire, health and building regulations. See Checklist for Applicants to Council for use of Facilities Appendix "B".
- A.     All Youth Focused Events (i.e. minor sports events and banquets, family day and family focused events etc.)

**Rationale:**

Minor sports events and family events are intended for young people and families. If adults don't drink at these events, it sets an example for youth. As adults are responsible for the transportation of young people, it also decreases the risk of parents drinking and driving and sets another positive example.

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**REGULATION # 3:**                      **SIGNS**

A.      Statement of Intoxication

This sign will be provided by the Municipality and will be a minimum of 8½ " X 11", to be placed in the bar area.

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

B.      Accountability

Signage will be supplied by the Municipality and shall be a minimum of 8½ " x 11". These signs will be posted at the bar and/or main entrance of all S.O.P. functions.

- (a)      **Telephone Area** (Main entrance) One sign will inform patrons where to direct concerns regarding the manner in which the function has been operated and should include the name, address and telephone number of the facility, the name, address and phone numbers of the Municipal Representative for the facility, Police Department and The Alcohol and Gaming Commission of Ontario (AGCO) at 1-800-522-2876.
- (b)      **Bar Area** In addition, a changeable sign providing the name, address and telephone number of the *sponsor of the event* is to be supplied and posted.

**Rationale:**

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

C.      No Smoking

This sign will be supplied by the Municipality and shall be a minimum of 8½" x 11" to be placed in the bar, main entrance and main hall area.

"No smoking at any time is permitted on municipal properties, playgrounds, in alcohol licensed areas or near food cooking/serving areas."

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C. No Last Call

There will be no "Last Call Will Not Be Announced" signage. Sponsor and Disc Jockey are to be advised that this is not to be announced.

D. Ticket Sales and Unused Tickets

Signs stating "All Ticket Sales End at 12:30 a.m." and "Unused Tickets Can Be Redeemed" will be provided by the Municipality and will be placed in the bar area at a minimum size of 8 1/2" x 11". Ticket sales for alcohol shall be limited to four tickets at one time per person.

E. Bar Closing

A sign stating "Bar closes at 1:00 a.m., Tables cleared by 1:30 a.m." will be provided by the Municipality and will be placed in the bar area at a minimum size of 8 1/2" x 11".

F. Acceptable ID

A sign stating "Acceptable ID is required as per AGCO" and a sign stating "No Minors Served" will be provided by the Municipality and will be placed in the bar area at a minimum size of 8 1/2" x 11".

G. No Drinks Beyond This Point

A sign stating "No drinks beyond this point" will be placed appropriately at the discretion of the Municipal Representative.

H. Sandy's Law

A "Sandy's Law" poster will be displayed in the bar area.

J. Safe Transportation

Signage promoting safe transportation and providing a telephone number(s) for taxi service, encouraging designated drivers is to be placed near the main entrance by the telephone. Advise the public that RIDE programs are in the community.

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**REGULATION # 4:**                      **SAFE TRANSPORTATION**

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

The sponsor is to decide which option(s) of Safe Transportation will be provided during their event.

Possible Strategies:

- a) Designated Drivers Program - to be advertised at the event so that all patrons are aware this program is available.  
  
The designated driver should be provided with non-alcoholic beverages during the function.
- b) Impaired individuals will be driven home by a sober friend, and/or call a relative, or taxi.
- c) Inform patrons through advertising of the Taxi service available.
- d) Promote O.P.P. RIDE Program

Rationale:

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

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**REGULATION # 5:**                      **YOUTH ADMISSION TO ADULT EVENTS**

Each rental group will be responsible to select a strategy on allowing youth to their event. In all cases the following guidelines must be adhered to:

1.     **I.D. with picture and date of birth** must be checked before anyone is allowed into the event/facility:

Acceptable forms of photo identification as per AGCO include:

- Ontario Driver's Licence with a photo of the person to whom the licence is issued
  - A Canadian Passport
  - Canadian Citizenship Card with a photo of the person to whom the card is issued
  - Canadian Armed Forces Identification Card
  - A photo card issued by the Liquor Control Board of Ontario (LCBO), entitled Bring Your ID (BYID)
  - A Secure Indian Status Card issued by the Government of Canada
  - A Permanent Resident Card issued by the Government of Canada
  - A photo card issued under the *Photo Card Act, 2008*
2.     Two (2) extra floor monitors will be required if persons under the age of majority are allowed to enter the event.
  3.     Individuals under the age of majority will not be allowed to consume alcohol beverages. Any one serving individuals under the age of majority will be required to leave the event.
  4.     All participants over the age of majority will be identified by a stamp on the back of the right hand, or by the placing of a wrist or arm band on the right hand or arm, before entering the event.
  5.     All participants under the age of majority will be identified by a large black "X" on the back of each hand with a black Magic Marker.

**Rationale:**

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



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**REGULATION # 6:**                      **ALCOHOL SERVICE**

**A.**      **Low Alcohol Drinks**

In order to be eligible for a facility rental involving a Special Occasion Permit, the renter must provide low and non-alcohol beverages. The minimum amount of low alcohol content beverages available is to be 30% of the designated total. There can be no extra strength beer (over 5%) served. Free non-alcohol beverages will be at the discretion of the permit holder.

**Rationale:**

Low alcohol content significantly contributes to less intoxication. Not having higher alcohol content beer is a great prevention strategy.

**B.**      **Control of Alcohol Service**

- 1) All drinks must be served in disposable cups only, not in bottles, cans or glass and all bottles and/or cans retained in the bar area.
  - i. Regulation 6,B(1) shall not be applicable to Private SOP events. Drinks may be served in stemware.
- 2) Sponsor(s) and disc jockey will be advised by that "Last Call" is not to be announced."
- 3) Renters will not use marketing practises such as: availability of oversized drinks, double shots, pitchers of beer, drinking contests, volume discounts or tickets including a free bar, as these practises encourage increased alcohol consumption.
- 4) Tickets for alcohol must be purchased from designated ticket sellers, with a maximum of 4 tickets per purchase. Unused tickets can be redeemed.
- 5) Ticket sales must end at 12:30 a.m. and the bar close at 1:00 a.m. Tables are to be cleared by 1:30 a.m. and the facility vacated by 2:00 a.m.

- 6) Adequate food must be provided throughout the event. Food refers to sandwiches, cheeses, vegetable and dip, etc. Chips and snack foods are not sufficient.
- 7) There will be no self-serve events, even "Wine and Cheese" functions require a bartender.

Rationale:

By following the above practices we will reduce the risk that sponsors automatically assume when running an event. These practices are designed to encourage alcohol use in accordance with Canada's Low Risk Alcohol Drinking Guidelines.

C. Advertising Events:

Renters must follow the Liquor Licence application regulations regarding alcohol advertising which states that groups cannot advertise the brands or the cost of the alcohol to be served unless application is made to the Liquor Control Board of Ontario.

Rationale:

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

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**REGULATION # 7:**                      **CONTROLS PRIOR TO EVENTS**

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

1. A copy of the Municipal Alcohol Policy will be available from the Municipal Representative at the time of booking. If any questions or concerns arise from this policy contact the Municipal Representative for clarification.
2. A "**Checklist For Renters**" form will be provided by the Municipality at the time of booking. This form is to be completed by the Renter and returned to the Municipal Representative at least two (2) weeks prior to the event. Signatures from both the Renter and the Municipal Representative are required on this form. Please see "**Appendix A**".
3. The signatory of the S.O.P. must attend the event, and be responsible for decisions regarding the actual operation of the event. This person and all event workers must not drink alcohol before or during the event.

**Rationale:**

The above is to ensure that there are no misunderstandings of the regulations contained in the Policy.

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**REGULATION # 8:      EVENTWORKERS/SERVER TRAINING**

THE FOLLOWING GUIDELINES ARE TO BE FOLLOWED REGARDING THE RATIO OF SERVER TRAINED PERSONS TO UNTRAINED SERVER PERSONS.

**Public Event**

# of Participants	Bartenders	Floor Supervisors / Monitors	Door Supervisors	Ticket Sellers
Under 50 people	1 Trained	No monitor required	1 Trained	N/A
50 – 100 people	1 or 100% Trained	No Monitor required	2 Trained	1 Trained
100 – 250 people	2 or 100% Trained	1 Trained 2* Trained	2 Trained	2 or 100% Trained
250 – 400 people	2 Trained	2 Trained 2* Trained	2 Trained	2 Trained

\*2 extra floor monitors are required for events allowing participants under the age of majority (19).

Note: Worker numbers for events may increase or decrease and adequate volunteer or paid security personnel may be requested at the discretion of the Municipal Representative.

**Private Event**

# of Participants	Bartenders	Floor Supervisors / Monitors	Door Supervisors	Ticket Sellers
Under 50 people	1 Trained	No Monitor required	N/A	N/A
50 – 100 people	2 Trained	1 trained	N/A	N/A
Over 100 people	2 or 100% Trained	2 Trained	N/A	N/A

**REGULATION # 9****CONTROLS DURING EVENT*****ALL CONTROLS AND SERVICE MUST BE CONSISTENT WITH THE PROVISIONS OF THE LIQUOR LICENCE ACT OF ONTARIO AND ITS REGULATIONS.***

1. The entrances and exits to the event must be monitored by at least one responsible person meeting the age of majority requirements for public functions with under 100 persons in attendance, two responsible persons meeting the age of majority requirements for public functions with 100 or more persons in attendance.

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

2. Only identification bearing a photograph, and issued by the Province of Ontario, the Government of Canada or photographic identification issued by another Province, State or Country shall be accepted as bona-fide proof of age.

Acceptable forms of photo identification as per AGCO include:

- Ontario Driver's Licence with a photo of the person to whom the licence is issued
- A Canadian Passport
- Canadian Citizenship Card with a photo of the person to whom the card is issued
- Canadian Armed Forces Identification Card
- A photo card issued by the Liquor Control Board of Ontario (LCBO), entitled Bring Your ID (BYID)
- A Secure Indian Status Card issued by the Government of Canada
- A Permanent Resident Card issued by the Government of Canada
- A photo card issued under the *Photo Card Act, 2008*

Refer to "AGO Responsible Service – checking ID"

3. The holder of the Special Occasion Permit shall be the person renting the facility and is responsible to ensure that the event is properly supervised and will provide enough staff to fulfil this obligation, at his/her cost.
4. In the event of a masquerade party taking place in any premise owned by the Municipality of Bayham, the permit holder is responsible to check all patrons I.D. to ensure they are of legal drinking age. Any person under the age of majority will not be allowed into a masquerade event.

5. Event staff must be clearly identifiable and identification must be clearly stated on the "Checklist For Renters" form. (Example Stick-on I.D. labels or other distinguishing I.D.).
6. The bar area within the premises shall be closed promptly at 1:00 a.m. and No Service of alcoholic beverages will be allowed after this time.
7. All entertainment with the facility shall cease no later than 1:00 a.m.
8. All signs of the consumption and service of alcohol including empty glasses shall be removed from sight within 30 minutes of the expiry of the Special Occasion Permit or by 1:30 a.m., whichever time is earliest.
9. To assist staff and ensure that no incidents occur within the premises, and the facility must be vacated by 2:00 a.m.

The only exception to the 1:00 a.m. closing time would be during a New Years Eve event when the Special Occasion Permit indicates the expiry time of 2:00 a.m. Relative deadlines would be extended by one (1) hour as appropriate.

Rationale:

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

**REGULATION # 10:**

**INSURANCE**

The sponsor(s) of a special occasion permit event being held in a municipally owned facility is required to provide a certificate of insurance, naming the Municipality of Bayham as an additional insured, in the minimum amount of two million dollars (\$2,000,000), at least fourteen (14) days prior to the event.

Rationale:

- i) Special Occasion Permit holders, hall owners, club executives and volunteers could all be named in a law suit, with Municipalities also being held jointly liable, and end up paying the predominant share of an award to a plaintiff should the sponsor be uninsured.

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**REGULATION # 11:**                      **POLICY MONITORING AND REVISIONS**

The alcohol management policy for the Municipality of Bayham, as approved by Council, will be reviewed annually by the Municipality of Bayham, which will discuss any potential changes and recommend to Council for consideration and approval.

**Rationale:**

- i)        Monitoring and review of the Policy on a yearly basis will ensure that the policy remains up to date and effective.
- ii)       Solicitation of public comments will allow the public to remain involved in the process of review and update of the existing policy.

**REGULATION # 12:**                      **POLICY SUPPORT AND IMPLEMENTATION**

The Municipality shall provide a copy of the Municipal Alcohol Policy to all facility users for events with alcohol to promote the policy and its requirements. The same will be posted on the Municipal Website.

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**CONSEQUENCES FOR FAILURE TO COMPLY**

**Although the Police will be called if a situation deems it necessary to do so, it is the responsibility of the Special Occasion Permit Holder to ensure the proper management of an event.**

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

1. Special Occasion Permit holder / event workers / volunteers will report any infraction of this policy to legal authorities whenever they believe such action is required. Where a minor infraction occurs they will notify the sponsor of the event.
2. Should a situation arise where the Municipal Representative deems it necessary to notify the sponsor of an infraction, and upon so doing the sponsor fails to comply, an event may be immediately shut down.
3. Failure to comply with the above could prevent the Licence Holder or Organization from further renting any Municipal facility and where appropriate, the Police will be advised and charges could be laid.
4. Any infraction of the Municipal Alcohol Policy will be reported by the Municipal Representative. Should the Municipal Representative choose to do so, an appropriate letter may be sent describing the problem to the sponsor. The Municipal Representative may refuse future rental privileges to the sponsor, giving notice of same by sending an appropriate letter.
5. Where persons under the age of majority are found to have consumed or to be consuming alcohol at Special Occasion Permit or non-Special Occasion Permit events, the authorities may be called and/or the following procedure will be followed by the Municipal Representative:

First Infraction: The individual(s) will be turned over to a parent or guardian. If a parent or guardian is not available, the police will be called. A registered letter will be sent by the Municipal Representative to the parents/guardians.

Second Infraction: The individual(s) will be banned from attending any function held in any municipal facility for a period of 3 months. A registered letter will be sent by the Municipal Representative to the parents/guardians.



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Third Infraction: A registered letter will be sent by the Municipal Representative notifying the individual(s) that they are banned indefinitely from the facility. The individual(s) may appeal to the Municipal Representative for written reinstatement.

6. Where adults and/or youth engage in disruptive behaviour at social events, authorities may be called and/or the following procedure will be followed by the Municipal Representative:

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

Second Infraction: Individual(s) will be banned from attending all functions held in any municipal facility for a minimum period of 3 months. A registered letter will be sent to the individual(s) advising of same.

Third Infraction: A registered letter will be sent notifying the individual(s) that they are banned indefinitely from the facility. The individual(s) must appeal to the Municipal Representative for written reinstatement.

NOTE: Enforcement procedures and penalties apply to groups or organizations as well as individuals.

Once a sponsor has received verbal notice of any infraction of this policy, the sponsor may be required to pay for the supply of police servicing.

Appendix "A"

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**"CHECKLIST FOR RENTERS"**

Date of Event(s):

- 1. Location of Event: \_\_\_\_\_
- 2. Number in Attendance: \_\_\_\_\_
- 3. Will persons under 19 years of age be attending this event?  
       \_\_\_\_\_ Yes                      \_\_\_\_\_ No

Note: \*2 extra floor monitors are required for events with attendance over 100 people and allowing participants under the age of majority, and adequate volunteer or paid security personnel may be required.

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

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

6. Has proof of a Special Occasion Permit been provided?  
       YES                      NO

7. Has proof of Insurance been provided?    YES                      NO

8. The safe transportation strategy(s) that will be used at this function are:

a) \_\_\_\_\_

\_\_\_\_\_

b) \_\_\_\_\_

\_\_\_\_\_

c) \_\_\_\_\_

\_\_\_\_\_

"CHECKLIST FOR RENTERS"

9. The names and certification numbers of Smart Serve trained program event workers are:

1) Name \_\_\_\_\_ Certification # \_\_\_\_\_

2) Name \_\_\_\_\_ Certification # \_\_\_\_\_

3) Name \_\_\_\_\_ Certification # \_\_\_\_\_

4) Name \_\_\_\_\_ Certification # \_\_\_\_\_

5) Name \_\_\_\_\_ Certification # \_\_\_\_\_

6) Name \_\_\_\_\_ Certification # \_\_\_\_\_

10. I have reviewed the Municipal Alcohol Policy with a municipal representative.  
\_\_\_\_\_ Yes \_\_\_\_\_ No

11. I understand all the policy regulations.

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

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

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

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

\_\_\_\_\_

Signature of Special Occasion Permit holder \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

Signature of Municipal Representative \_\_\_\_\_

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

Appendix "B"

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**OUTDOOR SPECIAL OCCASION PERMITS**  
**APPLICATION TO MUNICIPALITY OF BAYHAM COUNCIL**

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

Type of Event: \_\_\_\_\_

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

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

3. Will persons under 19 years of age be attending this event?

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

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

\_\_\_\_\_

5. Will there be extra staffing above the guidelines set out by the Municipal Alcohol Policy? \_\_\_\_\_

Describe i.e. #, Adequate volunteer or paid security personnel, security company, volunteers (trained or untrained):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

6. Government Approvals that are necessary:

OPP   Health Unit   Fire   Building   Other

7. Transportation Strategies that will be used at this function are:

a) \_\_\_\_\_  
\_\_\_\_\_

b) \_\_\_\_\_  
\_\_\_\_\_

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8. Drawing of service area showing entrances, service area, seating area, fencing etc. Please attach.

9. Type of Fencing (i.e. Single or double fencing, snow fence etc.)

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10. Disposable Glasses to be used?

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11. Parking arrangements:

---

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12. Type of identification for event workers:

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---

13. 100 Percent of event workers must be Smart Serve trained:

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14. The Municipal Alcohol Policy has been reviewed with a municipal representative.

\_\_\_\_\_ Yes      \_\_\_\_\_ No

Signature of Applicant \_\_\_\_\_

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone Number

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