

Schedule B: Controls to Limit Alcohol Consumption at Events

The following controls must be in place to limit the consumption of alcohol at events, and to create a safe and enjoyable experience for event hosts, workers, and participants, as well as, the surrounding community.

Purchasing of Alcohol for Service or Sale

All spirits, beer and wine must be purchased with the Special Occasion Permit (SOP) at the LCBO, the Beer Store or a licensed Ontario winery, brewery or distillery store. A variety of alcohol brands must be made available. At least one-third of the liquor purchased must be low in alcohol content. No extra strength beer over 5.5% is allowed.

Ticket Sales

- A maximum of four (4) standard-sized tickets/tokens per person is permitted for purchase at one time, if alcoholic beverage tickets are being sold, until one hour before closing and a maximum of two (2) tickets per person during the last hour.
- Follow public health standards for minimum ticket price for alcohol at events (\$3.00 per standard serving)
- Ticket sales must end at 12:30am or as stipulated on the liquor license, temporary extension or SOP. The municipal designate may approve requests to serve alcohol beyond 12:30am for major events of municipal, provincial, national or international significance.
- Unused alcohol tickets/tokens can be returned for full refund at any point during the event.
- Last call announcements are prohibited.

Serving of Alcohol

- A maximum of two (2) drinks can be served to one person at any one time. There will be no minimum number of drink tickets that guests are expected to purchase.
- Event host (or designate) must make every effort to serve standard-sized drinks only. If the drink size is above standards due to original manufacturing/packaging (e.g. Tall cans), the Event host (or designate) is required to seek permission from the Municipality with notification of any alternate sizes to be served. Servers must be aware of this and understand that packaging size will impact the number of drinks patrons are safely to be served under Smart Serve guidelines.
- Different types of alcohol vary in strength, so the stronger the alcohol content, the smaller the drink should be. One serving of liquor is defined as follows:
 - 341 ml (12 oz) of beer, cider or cooler;
 - 29 ml (1 oz) of spirits;
 - 142 ml (5 oz) of regular wine;
 - 85 ml (3 oz) of fortified wine.
- Non-alcoholic beverages and low-alcohol content beverages must be available.
- No double shots, shooters (including Jell-o or otherwise), pitchers or drinking games will be allowed/served.
- No caffeinated energy drinks will be allowed/served.

Minors

Persons under 19 years of age are allowed to attend certain events that have Special Occasion Permits:

- Private or “by invitation only” events, such as weddings and anniversaries
- Public events

Alcoholic beverages will not be sold to persons under 19 years of age. The designated staff person will ask for identification for all individuals who appear under the age of 25. A sign regarding this procedure must be posted at the entrance during events.

Alcohol at Sporting Events

The same rules and regulations apply to sporting events with the following notable exceptions:

- Ticket sales are limited to a maximum of two (2) purchases per person at any one time.
- Materials that advertise or promote alcohol are allowed at sporting events that are not deemed “youth-focused”, provided that they are confined to the bar service area and have been approved by the Municipal designate responsible for the facility.
- Tailgating is not permitted at any event on City property.

Event Host Responsibilities and Special Rules for Serving Alcohol

As the event host (or designate), you must attend the event for the entire duration, including the post event clean-up and are responsible for making decisions regarding the operation of the event and safe transportation. Other responsibilities of the event host (or designate) are as follows:

- You (or designate) and event workers must remain sober during the event.
- Event workers must be clearly identifiable.
- All event workers serving or coming into contact with alcohol, including ticket sales, must be Smart Serve certified.
- Check identification before admitting and serving a person who looks under the age of 25. Acceptable forms of identification, which include a photo, are: a BYID card issued by the LCBO; Driver's Licence; Canadian Armed Forces I.D. card; Canadian Citizenship Card; or a Canadian passport; a secure certificate of Indian status 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.
- Permit City of Thunder Bay and A.G.C.O. representatives' entrance to the event at all times, including Police.
- Marketing practices, which encourage increased or immoderate consumption, such as oversized drinks, double shots of spirits, drinking contests, liquor raffles and volume discounts, are not permitted.
- Alcohol advertising is not permitted at City facilities frequented by youth without the approval of the City.
- The provision of free alcohol for marketing promotion purposes must be approved by the City.
- Do not advertise liquor or the availability of liquor without the prior written approval of the City.
- The serving of alcohol must cease no later than the hour specified on the SOP/License/Catering Endorsement.

- In order to reduce the risk of intoxication and the rate of consumption, event host (or designate) must supply/sell food sufficient to serve the persons attending the event (chips, pretzels, popcorn, peanuts and other salty foods are not considered sufficient).
- Event host must post all required signage in areas specified in the section below.

Signage

Required signage **provided by the municipality** includes messaging specific to the following areas:

- **Ticket Sale Areas:**
 - Number of tickets available for purchase at one time – 4 (2 at sporting events)
 - You may redeem unused tickets for a refund at anytime during the event.
 - Ticket sales end 30 minutes before the bar closes
- **Bar Area:**
 - Number of tickets available for purchase at one time – 4 (2 at sporting events)
 - Bartenders cannot serve alcohol to anyone less than 19 years of age. Proper ID must be presented to event staff when requested.
 - Bartenders reserve the right to refuse service. Bartenders cannot serve alcohol to anyone who is intoxicated or appears to be at the point of intoxication.
 - Sandy’s Law (warning sign for pregnant women)
 - A maximum of two alcohol drinks will be served at any one time.
 - The bar will be closed at _____. There will be no Last Call.
 - Servers are not allowed to consume alcohol or recreational drugs prior to or during their shift(s).

Signage templates will be available on the City’s MAP website.

Required signage **provided by the Permit Holder** includes:

- Special Occasion Permit (in a conspicuous place on the premises or in a place that is readily available upon request during inspection).
- Safe Transportation (list of safe transportation options including local taxi phone numbers)
- Restricted Areas – No alcohol beyond this point

Number of Event Workers

You must have sufficient staff to effectively monitor all entrances and exits, alcohol consumption and behaviour of guests. The following table outlines minimum required number of event workers, and numbers may need to be increased depending on the nature of event or the facility.

Table 1: Event Workers Required Per Level of Guests

Number of Guests	Minimum Number of Event Workers			
	Ticket Seller	Door Supervisor	Floor Monitor	Bartender
Under 100	1	1*	1	1
100-200	2	1*	3	2
201-300	2	1*	5	3

301-400	2	2	6	3
401-500	2	2	8	4
501-600	2	2	10	4
601-700	2	4	10	5
Over 700	Consult Municipal Designate**			

**minimum of 1 per entrance/exit*

***Event organizers must have sufficient staff to ensure control during the event. Events may be subject to additional workers, including security licensed by the Ministry of Community Safety & Correctional Services based on the size and nature of the event, as required by the municipal designate and/or Police.*

Reducing the Risk of Injury, Liability and Property Damage

As the event host (or designate) you are responsible for reducing the risk of injury, liability, and damage to property by adhering to the following:

- Ensure the physical setting is safe for drinkers and non-drinkers. All exits must be kept clear of obstructions.
- If you become aware of a situation that could lead to injury or property damage you must take immediate and decisive action to prevent your guests from engaging in activities or conduct that is drunkenness, riotous, quarrelsome, violent or disorderly which could harm themselves or others, or could result in property damage.
- Be available upon request to event workers who require assistance in managing a person who is refused a sale or becomes unmanageable.
- Ensure liquor that is sold or served on the premises is not removed from the premises, or brought into an unlicensed area, by a person attending the event.
- All bottles and cans must be retained within the licensed area.
- All beverages must be served in unbreakable cups or cans, except for formal sit-down dinners and catered events where glass may be allowed, or at the approval of the municipal designate. Cans may be permitted at the discretion of the municipal designate responsible for the space (see Policy for list of designates).
- If you, or an event worker, has reason to believe that the presence of a person on the premises is threatening, request the person to leave or forbid the person to enter the premises. Do not permit persons to enter the premises that are or appear intoxicated, are known troublemakers or individuals that could cause overcrowding.
- If drunkenness, riotous, quarrelsome, violent or disorderly conduct could lead to an uncontrolled situation and the troublemaker refuses to leave, the Permit Holder/Designate/Event Worker must:
 - first ask the person to leave, and;
 - if the individual refuses to leave, call the Police.
- Persons under the legal drinking age of nineteen (19) should not be admitted to an adult social event held on City premises where alcohol is to be consumed, unless they are accompanied and monitored by an adult twenty-five (25) years of age or older. It is understood that underage participants will not be provided or served alcohol directly or indirectly at the event.

Additional Considerations

- Alcohol and Recreational Cannabis: Event hosts should make every effort to put measures in place regarding the impacts of combined use of recreational and edible cannabis and alcohol. This may include the following:
 - Event workers are prohibited to mix alcohol with recreational cannabis, cannabis edibles, or cannabis beverages for event guests.
 - Event workers are not to consume and use alcohol, recreational cannabis or other drugs during the event.
 - Event staff should be made aware of the signs and potential harms of combining the consumption of alcohol and cannabis, and their responsibilities with respect to participants who are intoxicated from those substances. Event staff who have Smart Serve obtained prior to 2019 may not have received this training.
- Controls may be subject to change due to circumstances outside of the municipality's control (eg. restrictions/temporary changes to regulations due associated with pandemic response).