



TOWN POLICY NUMBER: 001/2017 – Recreation & Community Services

REFERENCE:

ADOPTED BY:
Town Council

SUPERSEDES:

PREPARED BY:

Recreation and Community Services

EFFECTIVE DATE:

April 1, 2017

TITLE:

Municipal Alcohol Policy - Town owned Facilities

REVIEW DATE:

1.0 POLICY STATEMENT

The Town of Rocky Mountain House strives to provide a safe and fun environment for all users and that all Town Recreation Facilities including the recreation centre, arenas, sport fields, recreation ballpark, and community centre are following Alberta Gaming & Liquor Commission (AGLC) regulations.

2.0 PURPOSE

This Municipal Alcohol Policy consists of a range of measures designed to prevent alcohol related problems, and to increase the enjoyment of those who use the Town facilities. By reducing the potential for alcohol related problems, the Town of Rocky Mountain House aims to reduce the risk of injury, death, and reduce the level of liability it may be exposed to while increasing the general user's enjoyment of the facilities.

3.0 CONDITIONAL USE OF ALCOHOL

Under the Alberta Gaming & Liquor Commission there is *Special Events License* that users can obtain. ***NO license can be obtained without written consent from the Town of Rocky Mountain House.*** This can be authorized by the Director of Recreation and Community Services, or designated alternate.

4.0 ADMINISTRATION PROCEDURE

User Groups are required to complete a Facility Rental Contract where it is indicated if alcohol will be served at their event. Once indicating this on the contract, they will be required to complete the Appendix “A” (see attached Appendix “A”).

Appendix “A” requires the following requirements be met:

- 4.1 Special Events License will be required by not-for profit or charitable organizations, family functions (weddings, family reunions), and businesses/companies.
 - Private (non-sale) license to provide liquor to invited guests *free of charge*
 - Private (resale) license to *sell* liquor to invited guests
 - These functions are restricted to members and invited guests only, and cannot include the general public.
 - The License must be posted in the bar area and clearly visible.
 - The User must adhere to the Special Event License Private Non-sale/Resale Policies and Guidelines at all times.

- 4.2 The Certificate of Insurance must indicate comprehensive general liability coverage in the amount not less than Five Million (\$5,000,000) Dollars, which includes a host liquor liability endorsement in an amount acceptable to the Town of Rocky Mountain House, naming the TRMH as additional insured on the policy for that event. The certificate of insurance must be received at least 10 business days prior to the scheduled event.

- 4.3 A \$500.00 damage deposit to be provided from the User Group upon signing of the rental contract. In the event any damages arise, costs would be deducted from the damage deposit provided, including costs associated with additional clean up from staff.

- 4.4 Locations can be divided into two groups: indoor venue events and outdoor venue events.
 - Indoor venues, such as the Recreation Centre lobby, arena bleachers and dry surface area, and in certain instances, the arena change rooms, meeting rooms, community centre, curling dry surface, lower lobby and curling lounge.
 - Outdoor municipal sports playing fields, such as Curtis Field, Co-op Credit Union field, and recreation ball diamonds, may be set up as a municipally approved public area with the licensed area located within a tent or fenced area a minimum height of 1.2 metres (4 feet).

4.5 Controls & Guidelines:

AGLC Smart Training programs will be required at events selling liquor to invited guests such as not-for profit or charitable organizations.

- ProServe requires at least one (1) ProServe certified staff member is on shift at all times. As referred to the AGLC Licensee Handbook.
- ProTect: The Licensee must provide a minimum of one adult supervisor for every 50 patrons in attendance. In addition, there must be a minimum of one adult supervisor at each entrance and exit. As referred to the AGLC Licensee Handbook.
- Event workers (persons responsible for ticket sales)

5.0 FAILURE TO COMPLY WITH MUNICIPAL POLICY

Failure to comply with AGLC regulations or the Municipal Alcohol Policy can result in the termination of the event, and/or loss of the damage deposit.

6.0 ADMINISTRATION PROCEDURE WHEN NOT APPROVED OR VIOLATIONS OCCUR

6.1 In all cases where the Town staff become aware of an illegal, non-conforming, or refused compliance, the Recreation and Community Services department will initiate the enforcement procedure set out in this policy to ensure compliance. This awareness can derive from community member complaints, Councillor reports, or from Town staff directly.

6.2 Prior to initiating enforcement action, Town staff will consider alternative enforcement mechanisms that may be more appropriate given the circumstance. Alternative enforcement mechanisms could include:

- Communications to all users through User Group meetings and Facility booking contracts.
- Appropriate signage at all locations
- Encouragement of users going to licensed facilities such as lounges and pubs
- Warnings issued by Staff

6.3 If there is a violation, Town staff will attempt to contact the user groups and/or offender of the alleged illegal, non-conforming, or refused compliance by means of email or phone. In most cases, further enforcement action can be avoided if the user group and/or offender is aware of a non-conforming issue.

Steps taken

1. Contracts are initialed by user group and/or renter indicating that they have read and are responsible to abide by AGLC regulations.
 2. First violation will result in a written warning.
 3. Second violation will result in a letter requesting the \$500.00 bond to be kept on file. The letter will describe the nature of the contravention and should indicate the consequences of this offence. The user group and/or offender shall be required to post the \$500 bond prior to the next booking.
 4. Third violation will result in the \$500.00 bond being cashed, requiring a second \$500.00 to be posted before access is allowed to continue.
 5. The \$500.00 bond would be held on file for the season, and if not cashed, returned to the team/persons at the end of the season.
- 6.4 After the third violation has occurred and the \$500 bond is cashed, the user group and/or offender shall not be allowed any further bookings until a written statement to the Recreation Board is submitted. At that time the Recreation Board shall determine if they will allow any further bookings from this user group and or offender.

*****End of Document *****

