

ADOPTED by Council at its meeting held December 7, 2015 [M512-2015]

AC

Windsor, Ontario, December 7, 2015

REPORT NO. 350 of the
SOCIAL DEVELOPMENT,
HEALTH & CULTURE STANDING COMMITTEE
of its meeting held November 4, 2015

Present: Councillor Ed Sleiman, Chair
Councillor Rino Bortolin
Councillor John Elliott
Councillor Jo-Anne Gignac

Regrets: Councillor Paul Borrelli

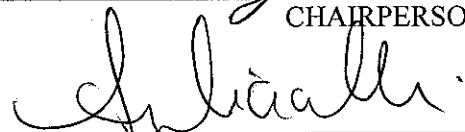
That the following recommendation of the Social Development, Health and Culture Standing Committee **BE APPROVED** as follows:

Moved by Councillor Gignac, seconded by Councillor Bortolin,
THAT City Council **APPROVE** the updated Municipal Alcohol Policy (MAP) attached as Appendix B; and further
THAT City Council **RESCIND** the previous version of the Municipal Alcohol Policy as approved by CR41/1998.
Carried.

Clerk's Note: The report of the Manager, Community Development dated October 13, 2015 entitled "Municipal Alcohol Policy – City Wide" is attached as background information.

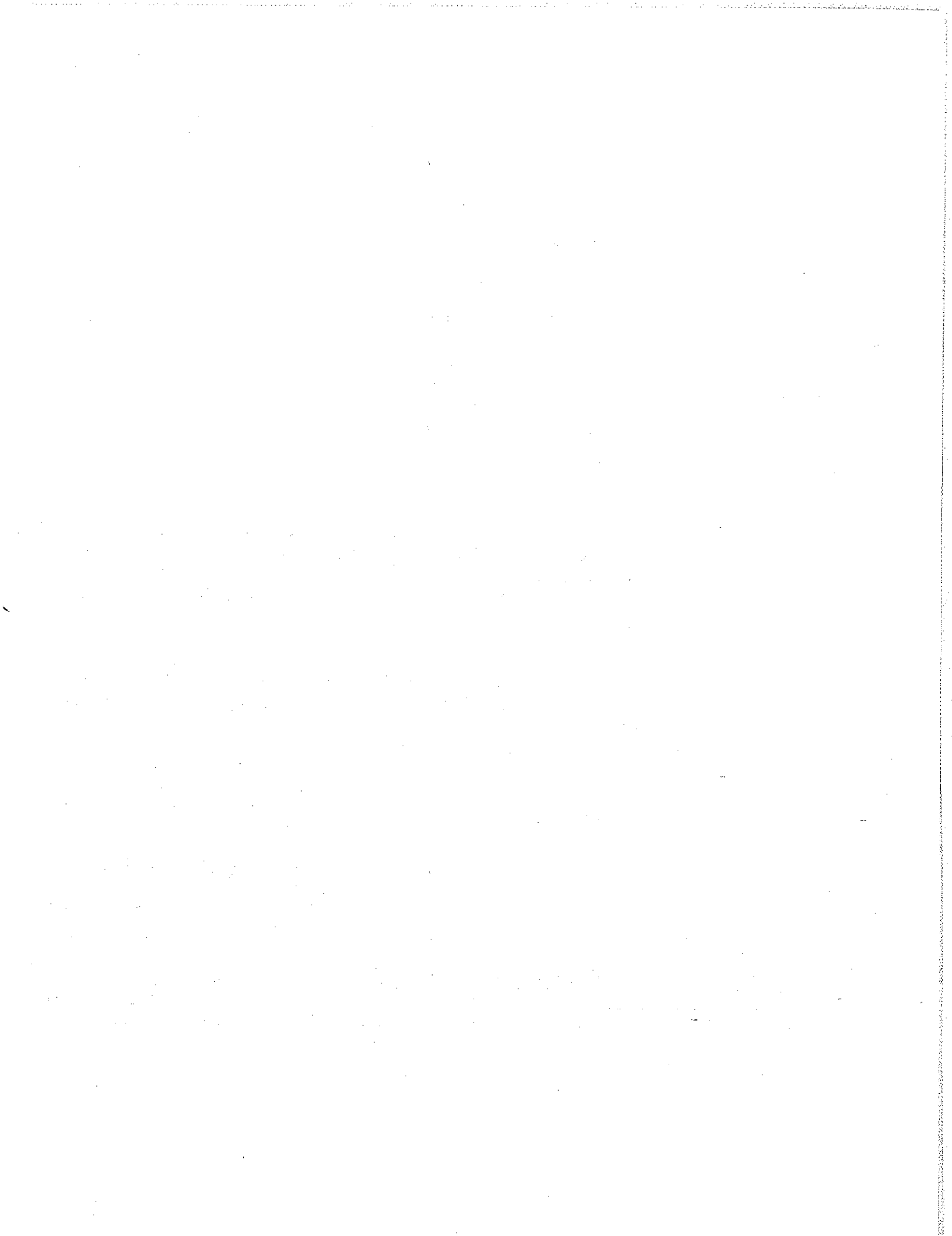
S 3/2015 GM2015


CHAIRPERSON



SUPERVISOR OF COUNCIL SERVICES

NOTIFICATION:				
Name	Address	Email Address	Telephone	FAX





Recreation and Culture

MISSION STATEMENT

"Our City is built on relationships – between citizens and their government, businesses and public institutions, city and region – all interconnected, mutually supportive, and focused on the brightest future we can create together"

REPORT #: S 3/2015	Report Date: 10/13/2015
Author's Contact: Pam Labute - Manager, Community Development 519-253-2300 ext. 2720 plabute@citywindsor.ca	Date to Council: 11/4/2015
	Clerk's File #: GM2015

To: Mayor and Members of City Council

Subject: Municipal Alcohol Policy - City Wide

RECOMMENDATION:

THAT City Council **APPROVE** the updated Municipal Alcohol Policy (MAP) attached as Appendix B; and further

THAT City Council **RESCIND** the previous version of the Municipal Alcohol Policy as approved by CR41/1998.

EXECUTIVE SUMMARY:

N/A

BACKGROUND:

On January 19, 1998 the City of Windsor approved a Municipal Alcohol Policy for implementation at all alcohol events at municipal locations. Revised in December 2007, the policy is intended to minimize the liability and reduce alcohol related problems at events taking place in city facilities. As the "Occupier", the City must be seen as a responsible host, especially in the current trend of litigation.

The committee that formulated the original policy was represented by a broad cross section of user groups and those interested in how alcohol is served in city facilities. The committee had representation from the Windsor-Essex County Health Unit, Alcohol Gaming Commission of Ontario (AGCO), Windsor Police Service, Addiction Research Foundation and various corporate departments. Windsor's policy includes all municipal facilities, not just those under the jurisdiction of the Recreation and Culture Department.

Many municipalities in Ontario have approved alcohol risk management policies, as do all of those who fall within the jurisdiction of the Southwestern Ontario AGCO. Administration identified a need to update the existing policy for Windsor to address changes to legislation as well as housekeeping items related to city facilities.

DISCUSSION:

The proposed amended Municipal Alcohol Policy (MAP) was vetted through the existing Special Events Resource Team (SERT) and a number of staff throughout the corporation to ensure interested parties provided information and direction for the revision of the policy. Changes were made considering this and best practices in other jurisdictions and include: updates to definitions, terminologies and standards of event operations; update of the AGCO procedural policies; venue updates and additions/deletions; links to agency and City of Windsor websites and contacts; and re-tooling of clearly defined event responsibilities and liabilities as applicable to the client.

Where AGCO guidelines referred clients back to the Municipal Alcohol Policy, Administration strengthened the policy with a view towards reducing the Corporation's liability and to reflect best practices. As an example, some event organizers have requested permission to serve beverages in glassware at events. The existing MAP prohibits the use of glassware of any type at public events however it is permitted at private events. During the review of the existing policy, Administration considered this request. After consulting Risk Management, the City's insurance provider and AGCO guidelines, it continues to be Administration's recommendation that glassware not be permitted at public events. This restriction is consistent with MAP's in other jurisdictions.

RISK ANALYSIS:

The presence of alcohol at any event can create a significant risk. This risk was identified and mitigated by City Council through the adoption of a Municipal Alcohol Policy. The risk is also transferred to the event host by requiring the appropriate insurance and permits and ensuring strict adherence to the municipal alcohol regulations. Event organizers who use municipal facilities are provided with the MAP as part of their planning process and Recreation and Culture staff are available as resources to the event organizers.

FINANCIAL MATTERS:

N/A

CONSULTATIONS:

Special Events Resource Team

City of Windsor Legal Department

Risk Management Supervisor

OMEX

Recreation and Culture Department Supervisors

CONCLUSION:

The City of Windsor recognizes the importance of having a Municipal Alcohol Policy that assists event organizers in the execution of their events in a responsible manner.

PLANNING ACT MATTERS:

N/A

APPENDICES:

1. Appendix A - 2008 Municipal Alcohol Policy
2. Appendix B - Draft Municipal Alcohol Policy

Municipal Alcohol Policy

City of Windsor 2008

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APPENDIX E

The City of Windsor's Department of Parks & Recreation's purpose is to provide an optimum number and variety of both passive and active leisure and cultural opportunities for all the citizens of Windsor while protecting and enhancing Windsor's natural heritage. In order to fulfil this purpose, the Department must provide guidelines for staff and users of facilities to allow for the responsible use of alcohol, for the protection of property and for a safe and enjoyable experience.

The City of Windsor Department of Parks and Recreation's goals are:

- To provide appropriate and reasonable procedures and education to individuals or groups wishing to hold events in municipal recreation facilities in order to encourage and enforce responsible drinking practices and adherence to the Liquor License Act.
- To reduce problems associated with excessive consumption and to reduce liability.
- To provide a balance of opportunities for wet and dry functions and facilities in order to ensure that adults, youth and families either consumers or abstainers, will be adequately serviced and protected.
- To honour the decision of abstainers not to drink alcohol and to encourage their participation by ensuring the provision of alternative, non-alcoholic drinks.
- To be proactive in the reduction of incidents including injury and death through the implementation of a municipal alcohol policy.
- To develop a municipal alcohol policy that is easy to read and understand in order to maximize its use and adherence.

It should be noted that the rules and regulations within this policy are subject to change without notice (e.g. due to changes in the Liquor License Act).

Definitions

Bartender

A paid/volunteer person(s) appointed by the Event Sponsor, who is over the age of 19 and who has satisfactorily proven to the Event Sponsor that she/he will act in accordance with the Municipal Alcohol Policy. Accepts tickets for the purchase of alcohol drinks, serves drinks, monitors for intoxication, refuses service when patron appears to be intoxicated or near intoxication and offers no-alcohol substitute.

City

Refers to the Corporation of the City of Windsor.

Event Worker/Designate

A person(s) appointed by the Event Sponsor and acceptable to the City, who is over the age of 19 and who has satisfactorily proven to the Event Sponsor that she/he will act in accordance with the Municipal Alcohol Policy.

Door Monitor

Checks Identification and for signs of intoxication, keeps out intoxicated and troublesome individuals, monitors for those showing signs of intoxication when leaving the event, recommends safe transportation options and can arrange for coat checking.

Event Sponsor

Any person over the age of 19 years of age seeking to hold an event involving the serving of alcohol on City premises. She or he must attend the event, ensure that adequate server-trained staff are available, coordinates and helps staff, asks for help from security if necessary.

Facility Staff

City official, or designate, having operational jurisdiction over a City premise.

Floor Monitor

Chats with participants, monitors patron behaviour, monitors for intoxication, responds to problems and complaints, refuses service, removes intoxicated persons, and suggests safe transportation alternatives.

Permit Holder/Host

Signs alcohol permit, is the general manager of the events and assumes responsibility and liability for the operation of the event. This can be but is not necessarily the event sponsor.

Private Events:

- i) Private gatherings (under 100)
Example: showers, wine and cheese, small weddings
- ii) Invitation Only Events:
Example: weddings, anniversaries, (over 100)
- iii) Private Outdoor Functions:
Example: wine and cheese reception, wedding

Public Events:

- i) Events where the general public will be attending
Example: Carousel Villages
- ii) Beer tents – outdoor events where the general public will be attending
Example: various festivals, baseball tournaments

Security

Patrols the room, scans for potential trouble, notifies event staff and permit holder of potential incidents, helps event staff in handling disturbances.

Special Occasion Permit (S.O.P.)

A permit issued by the Alcohol and Gaming Commission of Ontario

Standard Drink

12	oz	or	341	ml	of	beer	with	5%	alcohol
5	oz	or	142	ml	of	wine	with	12%	alcohol
1 ½ ounce or 43 ml of spirits with 40% alcohol									

Ticket Seller

Sells alcohol tickets to a maximum of 4 per person per purchase, monitors for intoxication, refuses sale to patrons at or near intoxication, refunds tickets on request.

Volunteer

A person who voluntarily undertakes or expresses a willingness to undertake a service

Special Occasion Permit Licensed Facilities

The following Parks and Recreation facilities and areas are designated as suitable for Special Occasion Permit functions subject to the event sponsor obtaining a Special Occasion Permit from the Alcohol and Gaming Commission of Ontario and agreeing to conditions as set out by the City of Windsor.

- Adie Knox Herman Annex
- Adie Knox Herman Arena floor surface only during non ice season
- Adstoll Arena floor surface only during non ice season
- Constable John Atkinson Memorial Community Centre (AKO Neighbourhood Centre multi-purpose room)
- College Avenue Community Centre
- Edward Street Neighbourhood & Senior Centre
- Forest Glade Arena floor surface only during non ice season
- Forest Glade Arena multi-purpose room
- Forest Glade Community Centre
- Gino A. Marcus Community Centre
- Windsor Waterworld Community Centre
- Mackenzie Hall *
- Malden Park Visitors Centre
- Oakwood Community Centre
- Optimist Community Centre
- Riverside Arena floor surface only during non ice season
- Riverside Arena multi-purpose room
- South Windsor Recreation Complex Auditorium, meeting room, lobby
- South Windsor Recreation Complex floor surface only during the non ice season
- Willistead Manor *
- Windsor Arena floor surface only during non ice season
- Windsor Arena Lounge

* Caterer's endorsement

Park Areas:

- Derwent Park
- Dieppe Gardens Parking Lot
- Lanspeary Park and Rink
- Mic Mac Park and John Ivan Complex
- Malden Park Visitors Centre
- Riverfront Civic Terrace
- Riverfront Festival Plaza
- Windsor Stadium
- Other designated Parks and Public Areas as evaluated by the following criteria: size, amenities in park, proximity to residences, children's play areas, goal posts and other obstructions.

Facilities Not Suitable For Special Occasion Permit Events

Parks work sites, pools, change rooms, exercise rooms and/or fitness centres are not suitable for Special Occasion Permit (S.O.P.) events.

Special Event Permit sites must meet the requirements set out in the Liquor Licence Act.

Things to Do Before Your Event

Anyone who wishes to serve alcohol at a designated site must complete an agreement form that stipulates the condition under which alcohol may be served. In addition, the event sponsor must obtain a Special Occasion Permit (S.O.P.) for any Parks and Recreation facility rental where alcohol is served.

Book A Facility and Obtain a Special Event Permit

Before obtaining a Special Occasion Permit (S.O.P.) from the Alcohol and Gaming Commission of Ontario (AGCO), confirm with the facility manager that the premises are available for rental on the date of your event.

Note: some facilities have a permanent license and therefore do not require a S.O.P. Please check with the facility manager.

Obtain a Special Occasion Permit from the AGCO

A Special Occasion Permit can be obtained from the AGCO (www.agco.on.ca or 1-800-522-2876).

All alcohol permitted on site must be purchased and approved under the S.O.P.

Once an S.O.P. is obtained from the AGCO you will be required to show proof of this to the facility manager prior to the event (minimum of 2 weeks prior). Failure to provide this documentation will result in not being permitted to serve alcohol at your event.

The S.O.P. holder must ensure that all the conditions of the Liquor Licence Act and the City of Windsor Municipal Alcohol Policy are adhered to for the event. The City of Windsor reserves the right to refuse any applicant permission to run a licensed event on its property and to impose on the event whatever restrictions it deems appropriate to the circumstances.

The permit holder will provide the facility manager with a list of Smart Server trained people that will be working at the event, at least two weeks prior to the event.

All alcohol permitted on the site must be purchased and approved under the S.O.P.

The S.O.P. and levy receipts must be posted in a conspicuous location within the immediate area where the alcohol is to be served or distributed.

Proof of Insurance

Groups hosting any **event with alcohol service** must provide proof of \$2,000,000 in public liability insurance with the City of Windsor as an additional named insured, a cross liability clause and a 30-day cancellation clause.

Proof of above listed insurance must be provided to the City of Windsor at least two (2) weeks prior to the event.

Food

An adequate supply of food must be served to persons attending the event. Items not considered food are snacks such as peanuts, chips and other salty items.

Bartenders

Ensure all staff working at an alcohol event is Smart Serve trained as per required event worker ratios listed below. All staff must be clearly identifiable (i.e. dress code, name tags). Provide the facility manager with a list of bartenders, servers and monitors. Event Sponsor must adhere to all contract requirements.

Ratio of Smart Server Trained to Untrained Event Workers

i) Events where the general public will be attending:

Bartenders	(1 per 100)	50% Smart Server trained
Floor Monitors	(1 per 100)	50% Smart Server trained
Door Monitors	2	50% Smart Server trained
Ticket Sellers	2	50% Smart Server trained

ii) Beer Tents – outdoor events/Festivals where the general public will be attending:

Bartenders	(1 per 100)	50% Smart Server trained
Floor Monitors	(1 per 100)	50% Smart Server trained
Door Monitors	2	50% Smart Server trained
Ticket Sellers	2	50% Smart Server trained

For events over 1,000, please consult with the Parks and Recreation Special Events co-ordinator.

The Special Occasion Permit holder and the facility owner need to be alerted to the potential liability and attendant responsibility to prevent participants from becoming intoxicated and protect them from foreseeable harm.

In order to provide a safe environment and control behaviour, public event organizers must supervise entrances and exits. By controlling entry, underage, intoxicated, rowdy or unauthorized people can be prevented from entering an event. This will considerably reduce the likelihood of a problem occurring.

By providing the facility owner with a list of bartenders, servers and monitors, those who previously have over served, served minors and served intoxicated patrons can be asked not to participate in the event.

Event Controls Identification

Acceptable identification will include photo identification such as:

- 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;
- a photo card formerly issued by the LLBO;
- an LCBO BYID photo card;
- a driver's licence from out of province is acceptable provided it includes a photo.

Ratio of Smart Server Trained to Untrained Event Workers

i) Private Gatherings and Invitation Only Events (Over 100):

Renter must adhere to contract requirements, plus provide 1 Smart Server trained Bartender per 100 guests.

ii) Public/Private Outdoor Functions:

Public Events

a) Monitors

- Two people, 19 years of age or older, will monitor entrance to Public Events and check identification.
- The monitors, bartenders and servers cannot consume alcohol during the event, nor will they be under the influence of any alcohol consumed before the event.
- The permit holder will ensure that all monitors will supervise the event, encourage legal and moderate drinking behaviour, ensure that no one consumes alcohol in an unauthorized location, and ensure that any problems that arise are dealt with appropriately.

b) Event Workers

- Event workers must wear highly visible identification. Suggestions include shirts, hats or badges.
- The permit holder will ensure that the bartenders and servers do not serve alcohol to underage, intoxicated, rowdy or unauthorized people at the event.

c) Permit Holder Responsibilities

- The Special Occasion Permit with the attached Levy Sheet will be posted and clearly visible during the operation of the event.

- The Special Occasion Permit signatory must attend the event and be responsible for making decisions regarding the operation of the event. They must not consume alcohol while performing this role. In an emergency situation where the permit holder is unable to attend, then the permit holder must designate someone in writing to attend the event and assume all responsibilities of the permit holder. The written documentation must be posted at the event with the S.O.P.
- The permit holder will be responsible for recognizing the need for assistance during the event, and requesting it from the appropriate City of Windsor staff or security officers.
- The event sponsor or designate and the City of Windsor Department of Parks and Recreation personnel must ensure the physical setting is safe at all times.

d) Security

The Municipality reserves the right to require the presence of police officer(s) for the duration of an event, the cost to be borne by the sponsoring group or individual.

The role of a contract duty police officer(s) at an event is to generally keep the peace. It is still the responsibility of the event sponsors to ensure that all the necessary controls and precautions are taken to have a safe and enjoyable event.

Private Events:

a) Event Workers

- Event workers must wear highly visible identification. Suggestions include shirts, hats or badges.
- The monitors, bartenders and servers will not consume alcohol during the event, nor will they be under the influence of any alcohol consumed before the event.

b) Permit Holder Responsibilities

- The Special Occasion Permit will be posted and clearly visible during the operation of the event.
- The Special Occasion Permit signatory must attend the event and be responsible for making decisions regarding the operation of the event. They must not consume alcohol while performing this role. In an emergency situation where the permit holder is unable to attend, then the permit holder must designate someone in writing to attend the event and assume all responsibilities of the permit holder. The written documentation must be posted at the event with the S.O.P.
- The permit holder will be responsible for recognizing the need for assistance during the event, and requesting it from the appropriate City of Windsor staff or security officers.
- The event sponsor or designate and the City of Windsor Department of Parks and Recreation personnel must ensure the physical setting is safe at all times.

- The permit holder will ensure that all monitors will supervise the event, encourage legal and moderate drinking behaviour, ensure that no one consumes alcohol in an unauthorized location, and ensure that any problems that arise are dealt with appropriately.
- The permit holder will ensure that the bartenders and servers do not serve alcohol to underage, intoxicated, rowdy or unauthorized people at the event.

c) Security

The Municipality reserves the right to require the presence of police officer(s) for the duration of an event, the cost to be borne by the sponsoring group or individual.

The role of a contract duty police officer(s) at an event is to generally keep the peace. It is still the responsibility of the event sponsors to ensure that all the necessary controls and precautions are taken to have a safe and enjoyable event.

All Events

a) Youth Admittance (under 19 years of age) To Adult Events:

It is recommended that if minors are attending a public event that they be distinguished from other participants by a visible means i.e. stamp, wristband.

It is unlawful to allow anyone under the legal age to consume alcohol at your Special Occasion Permit event. Reasonable precautions must be taken by event sponsors to ensure that this is being enforced.

b) Youth Events (e.g. minor sports events or events where the majority of attendees are under 19 years of age):

No alcohol will be permitted at youth events.

The main focus is youth, and the consumption of alcohol would not be appropriate in this setting. Non-consumption by participating adults provides a positive example for young people. Since adults supervise and drive young people to and from these events alcohol consumption does not provide a positive example regarding drinking and driving.

c) Masquerade Events

Participants at Masquerade events must be prepared to unmask and identify themselves with acceptable photo ID; example: Age of Majority, photo driver's licence, citizenship card with photo, passport, or Military photo ID.

d) Bar Area Closure & Premises Vacated

The bar area is to be closed by 1:00 a.m. with the exception of New Year's Eve as per ACGO legislation. All evidence of sale must be removed within thirty minutes of the bar closing.

The premises are to be vacated by 1.45 a.m. as per the terms of the agreement as negotiated with the facility manager prior to the event.

Alcohol Controls

The event sponsor must operate the bar in the area designated and in compliance with the Special Occasion Permit.

Policy	Rationale
<p>We encourage 25% of beer supplied to be "light" beer.</p> <p>Light beer is defined as 3-4% alcohol content. Non-alcoholic beverages will also be available throughout the event. No "High" alcohol beer (over 5% alcohol content) will be made available.</p>	<p>Low alcohol beverages reduce the consumption of absolute alcohol. 1-½ ounces of spirits, 5 ounces table wine and 12 ounces 5% beer all contain equal amounts of pure alcohol. Low alcohol drinks reduce the likeliness of intoxication, and reduce the likelihood of impaired driving. The availability of non-alcoholic drinks supports the designated driver programme.</p>
<p>All bottles will be retained in the bar area.</p> <p>No alcohol can be left available for self-serve. Drinks will be served in disposable cups. All alcoholic drinks will be served in containers distinguishable from concession beverage containers.</p>	<p>Safety, economics and clean-up will be facilitated if glass bottles are kept in the bar area.</p>
<p>There will be no last call.</p>	<p>Avoids a rush at the bar for extra drinks at the end of the event.</p>
<p><u>Marketing practices</u> that encourage increased consumption will NOT be permitted.</p> <p>i.e. oversized drinks, Jello shots, double shots, pitchers of beer, drinking contests, volume discounts on tickets, and events that include the bar.</p>	<p>Over consumption of drinks is to be discouraged. It is against the law to sell or supply liquor to any person who appears to be intoxicated.</p>
<p>A maximum of 4 alcoholic drinks (tickets or cash) will be allowed per purchase at one time. A maximum of 4 tickets for alcohol purchases can be purchased at one time.</p> <p>We recommend that tickets for both alcoholic and non-alcoholic drinks be purchased from a designated ticket seller, and redeemed at the bar.</p>	<p>Limiting the number of tickets or drinks sold at one time slows the rate of consumption and allows monitors, servers and bartenders to observe participants for signs of intoxication. It is also good hygiene practice to keep the money apart from the bar.</p>
<p>Unused tickets must be redeemable for cash at any time during the event.</p>	<p>This will discourage participants from using up all tickets at end of event.</p>

Advertising And Purchase Of Alcohol

a) Advertising

The following alcohol advertising regulations set out for establishments are the same for S.O.P. holders:

"Advertisements may state only the name of your establishment, that you have a liquor licence and the types of liquor you have available. You may NOT mention brand names or manufactures in the advertisement. Liquor prices may NOT be advertised outside your establishment. Ads that carry more information than the above must be approved by the AGCO."

The Department of Parks and Recreation must give approval prior to distribution.

Anyone involved in the sale and service of alcohol must know that no action, such as pricing or advertising, may promote or encourage excessive consumption. It is also a violation to require patrons, as a condition of entering or remaining on the premises, to purchase a minimum number of alcoholic beverages.

b) Purchase of Alcohol

According to the Liquor Licence Act, (Unlawful Purchase – section 27 chapter 19) no person shall purchase liquor except from a provincial government store or from a person authorized by licence or permit to sell liquor.

Responsible Service Hours of Alcohol Service

Liquor may be served during the following hours:

Special Occasion Permit events:

Monday to Saturday: 11 a.m. to 1 a.m.

Sunday: 12 noon to 1 a.m.

New Year's Eve (December 31): 11 a.m. to 2 a.m.

Licensed establishments:

Monday to Sunday: 11 a.m. to 2 a.m.

New Year's Eve (December 31): 11 a.m. to 3 a.m.

Serving hours remain the same on federal, provincial and municipal election days.

Legal Drinking Age

In Ontario the legal age to drink alcohol is 19 years old. The legal age to serve alcohol in a licensed establishment is 18 years old. City of Windsor policy requires all event workers to be of 19 years of age for alcohol event. "Serving alcohol" includes taking drink orders, taking payment for alcoholic beverages, stocking the refrigerator or bar area, and bartending.

Staff Identification

Event workers must wear highly visible identification. Suggestions include shirts, hats or badges.

Handling Intoxicated Guests

Handling a guest that has become intoxicated is never easy. As a host, it is important to know how to handle an intoxicated guest.

- Never serve guests to the point of intoxication. If you notice that trouble is starting – such as verbal arguments – intervene in a friendly manner and try to diffuse the situation.
- Use tact. If you can, get the person who has been drinking away from the area and other guests. Speak to them directly and privately. If you can't calm the person down, you may need to ask a friend of theirs to help encourage the person to leave the event.
- Convince the guest not to drive. This includes any motorized vehicle, including cars, boats, snowmobiles, recreational vehicles and motorcycles. Convincing a guest not to drive can be a real challenge. Don't be afraid to show your concern for your guest's welfare.
- If the person will give you their car keys, take them and store them away. If the guest will not give you the car keys, and you know they are unfit to drive, you may have to resort to stronger measures such as calling the police.

Host Responsibilities and Liabilities

As the host of a special occasion, you:

- can be held legally liable for the safety and sobriety of your guests.

- can be held responsible for injuries or damages that occur as a result of the alcohol you provide.
- are responsible for your guests at any function that you organize, including weddings, street parties and company parties.
- may be held responsible for the safety and behaviour of your guests until they're sober, not just until they leave your party or function.

Risk Reduction

You can lower your liability risks by learning how to prevent guests from overindulging at your next event. This includes:

- never serving alcohol to people under the legal drinking age of 19 years.
- discouraging excessive drinking or serving alcohol to anyone you suspect may already be intoxicated;
- preventing drunken, violent or disorderly conduct at the event ;
- never raffling alcohol or holding contents that involve buying, drinking or winning alcohol;
- never letting guests drink and drive;
- never making drinking the focus of your event;
- encouraging responsible consumption;
- serving alcohol only within the allowed hours for Special Occasion Permits (11 a.m. to 1 a.m., Monday to Saturday; Sunday 12:00 noon to 1 a.m.; New Years Eve 11 am to 2 am)
- always serving food with alcohol
- offering a variety of low-alcohol and alcohol free drinks.

You may also lessen your risk by hiring a licensed caterer or bartender who has completed Smart Serve training. Smart Serve covers topics such as recognizing and preventing intoxication, dealing with guests who have had too much to drink, and meeting your legal responsibilities.

Signs of Intoxication

Signs of intoxication may include:

- Fumbling
- Change in speech volume or pace
- Slurred speech
- Sleepiness
- Red eyes
- Excessive sweating
- Decreased alertness
- Stumbling or weaving
- Noticeably shallow breathing
- Tips for a Safe Event